
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 9 APRIL 2025
REPORTS OF COMMITTEES

1. REPORT OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE

The minutes of the Audit Risk and Improvement Committee meeting held on 18 March 2025 at the Narromine Shire Council Chambers, together with the draft Restricted Funds Policy are attached (**See Attachment No. 1**).

RECOMMENDATION

1. That the recommendations from the minutes of the Audit Risk and Improvement Committee Meeting held on 18 March 2025 be adopted.
2. That the draft Restricted Funds Policy as presented to Council be adopted.

2. REPORT OF THE TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE

The report to and minutes of the Trangie Showground and Racecourse Advisory Committee meeting held on 6 March 2025 at the Trangie Showground are attached (**See Attachment No. 2**).

RECOMMENDATION

That the report of the Trangie Showground and Racecourse Advisory Committee and the recommendations from the minutes of the Meeting held on 6 March 2025 be adopted.

3. REPORT OF THE LOCAL TRAFFIC COMMITTEE

The report to and minutes of the Local Traffic Committee Meeting held on 1 April 2025 at the Narromine Shire Council Chambers are attached (**See Attachment No. 3**).

Speed Limit Review – Tullamore Road

Upon review of the minutes from the February Traffic Committee meeting, presented at the March Council Meeting, it was noted that there was an error in the General Business section regarding the speed limit review.

The correct information is as follows:

Transport for NSW is currently undertaking a speed limit review for Tullamore Road (McGrane Way) between the railway line and an access-way approximately 250 meters south of the Backwater Cowal culvert. This review was initiated following three accidents on the bridge within an 18-month period. The scope of the review includes an assessment of the speed limit between the southern edge of the existing 80 km/h zone, located south of the railway line, and the southern end of the bridge.

3. REPORT OF THE LOCAL TRAFFIC COMMITTEE

If approved by Transport, the 80 km/h speed zone would be extended by approximately 325 meters. The review will consider several key factors, including the high frequency of accidents, the significant volume of heavy vehicles, the road's curvature, and a narrowing of the road at a critical pinch point. Based on these considerations, a recommended speed limit for this section of the road will be provided.

RECOMMENDATION

That the report of the Local Traffic Committee and the recommendations from the minutes of the Meeting held on 1 April 2025 be adopted.

MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 18 MARCH 2025

PRESENT: Grahame Marchant (Chair) – Independent External Member. Liz Jeremy – Independent External Member (via Teams), Ross Earl – Independent External Member (via Teams).

ALSO PRESENT: Paul Quealey – Lambourne Partners (via Teams), David Klein – Audit Office of NSW (via Teams), David Daniels – Audit Office of NSW (via Teams), Barry Bonthuys - Director Finance & Corporate Strategy NSC, Marion Truscott - Director Governance NSC, Melanie Slimming - Director Infrastructure and Engineering Services NSC, Phil Johnston – Director Community and Economic Development NSC and Sally McDonnell (Minute Taker)

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 9.59am.

Apologies

Jane Redden - General Manager NSC and Cr Stacey Bohm – Narromine Shire Council

2. DISCLOSURES OF INTEREST

Nil

Phil Johnston – Director Community and Economic Development NSC joined the meeting at 10.00am.

3. CONFIRMATION OF PREVIOUS MINUTES – 16 DECEMBER 2024

RECOMMENDED Liz Jeremy/Ross Earl that the Minutes of the Narromine Shire Council Audit Risk and Improvement Committee Meeting held on 16 December 2024 be adopted as a true and correct record of the meeting.

4. INTERNAL AUDIT

4.1 Internal Audit Update as at March 2025

Paul Quealey gave an update on the Cyber Security Audit Review, confirming that the report will be presented to the next meeting, along with a plan of internal audits for the upcoming 2025/26 financial year.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee note the report and confirm that the audit program is progressing as intended.

4.2 Plant & Fleet Management Internal Audit Report

Paul Quealey gave an overview of the findings on the finalised Internal Audit Review report on Plant and Fleet Management.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee adopt the report and endorse management comments, to be added to the corrective actions list.

Paul Quealy – Lambourne Partners left the meeting at 10:21am.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 18 MARCH 2025**

5. EXTERNAL AUDIT

David Daniels – Audit Office of NSW provided a summary of the Audit Engagement Plan including details of the high risk areas noted for review in the audit process. Director Finance and Corporate Strategy confirmed that Management has had input into the plan and is satisfied with the timetable proposed for the various parts of the audit process.

5.1 Y/E 25 Audit Engagement Plan

RECOMMENDED Liz Jeremy/Ross Earl that the Committee endorse the Annual Engagement Plan.

6. RISK MANAGEMENT**6.1 BCP Pre-Event Preparedness**

Director Governance advised that there is an annual BCP refresher training planned for July 2025.

RECOMMENDED Grahame Marchant/Ross Earl that the Committee note the report.

6.2 WHS Self Audit 2023-2024 Progress Update

RECOMMENDED Liz Jeremy/Ross Earl that the Committee note the report, and that a report be presented to a future meeting to provide clarification of the completion dates.

David Klein – Audit Office of NSW left the meeting at approximately 10.30am

6.3 Asset Management

Director Infrastructure and Engineering Services provided an overview of Council's Asset Management strategies and processes.

It was noted that it would be beneficial for the Asset Management Plans to be progressively presented to the Committee, along with the Roads Strategy.

RECOMMENDED Liz Jeremy/Ross Earl;

1. That the Committee notes the report.
2. That the ARIC Work Plan include Council's Asset Management Plans and Roads Strategy for future meetings.

6.4 Procedures for Management and Exercise of Delegations

RECOMMENDED Liz Jeremy/Ross Earl that the Committee note the report, and that future Internal Audits will address the exercise of delegations as we move through the program.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 18 MARCH 2025**

7. INTERNAL CONTROLS**7.1 Implementation of Recommendations/Corrective Actions**

RECOMMENDED Liz Jeremy/Ross Earl that the information be noted in relation to the progress with implementation of recommendations/corrective actions.

8. FINANCIAL MANAGEMENT**8.1 December 2024 Quarterly Budget Review**

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

RECOMMENDED Liz Jeremy/Ross Earl;

1. That the Committee notes the report regarding the Quarterly Budget Review.
2. Include in the work plan an update report on how Council reports on Project Management financials.

8.2 Restricted Funds Policy

RECOMMENDED Liz Jeremy/Ross Earl that the Committee endorses the draft Restricted Funds Policy to be presented to Council for consideration and adoption.

9. GOVERNANCE**9.1 Office of Local Government Circulars**

RECOMMENDED Liz Jeremy/Ross Earl;

1. That the Committee notes the report and progress made with the implementation of the Office of Local Government Circulars.
2. That a copy of Council's submission in relation to the proposed amendments to the Model Code of Meeting Practice, be circulated to the Committee.

9.2 ARIC Annual Workplan

RECOMMENDED Liz Jeremy/Ross Earl that the Committee endorses the plan with the incorporation of the matters raised at this meeting.

9.3 ARIC independent members annual declaration and designated persons returns of interest

RECOMMENDED Liz Jeremy/Ross Earl;

1. That the Committee notes the report.
2. That the members of the Committee provide the Returns of Interest and Annual Declaration forms to Director Governance in due course.

10. STRATEGIC PLANNING**10.1 Six monthly Delivery Program Progress Report**

RECOMMENDED Liz Jeremy/Ross Earl that the Committee notes the report and is comfortable with the progression of the Delivery Program.

**MINUTES OF THE NARROMINE SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY 18 MARCH 2025**

10. STRATEGIC PLANNING (Cont'd)

10.2 Community Strategic Plan Review

Director Community and Economic Development provided an overview of Community Strategic Plan.

RECOMMENDED Liz Jeremy/Ross Earl that the Committee endorses the process that has been undertaken and supports the Strategic Plan proposed.

11. SERVICE REVIEW AND BUSINESS IMPROVEMENT

11.1 Service Review Narromine and Trangie Aquatic Centres

Director Community and Economic Development provided an overview of the Service Review completed for the Narromine and Trangie Aquatic Centres.

Marion Truscott – Director Governance left the meeting 11.59am

RECOMMENDED Liz Jeremy/Ross Earl;

1. That the Committee commend the Director Community and Economic Development and his team on the review process undertaken.
2. That the Committee endorse the recommendations in the review, to be presented to Council for consideration.

12. GENERAL BUSINESS

Nil

13. CONFIRMATION OF DATE OF NEXT MEETING

The next Audit Risk and Improvement Committee meeting will be held on Tuesday, 17 June 2025 commencing at 10.00am.

14. CONCLUSION OF MEETING

The Chair thanked all members for attending.

There being no further business the meeting concluded at 12.10pm.

The Minutes (pages 1 to 4) were confirmed at a meeting held on the

day of _____ 2025, and are a full and accurate record of proceedings of the meeting held on 18 March 2025.

CHAIR



RESTRICTED FUNDS POLICY

| Version | Created/updated by | Adopted | Review Period |
|----------------|---|--|----------------------|
| 1 | Director Finance and Corporate Strategy | Presented ARIC 18 March 2025 Adopted by Council xx xxx xx | 4 Years |

Narromine Shire Council – Restricted Funds Policy

Purpose

This policy provides a framework for the establishment and management of Council's restricted cash funds and for the day-to-day management of Council's cash flow and its interrelationship with the internal allocation of cash, cash equivalents and investments towards future projects or activities or to meet long-term financial obligations. The policy details those funds which Council recognises as external restrictions and internal allocations and the purposes for which the restrictions and allocations will be applied.

Policy statement

Council will establish, manage and de-establish restrictions and allocations over its cash assets in accordance with the criteria set out within this policy.

Council will utilise, as required, funds covered by an internal allocation for its general operational day-to-day cash management purposes, subject to the controls outlined in this policy.

Coverage of the policy

This policy applies to all personnel employed by Council, either as an employee or contractor. The policy also applies to all cash restrictions and allocations held by Council.

Policy background

Council is the custodian of significant amounts of cash, cash equivalents and investments. It manages these amounts on a holistic basis, ensuring that liquidity is maintained to meet financial obligations as required.

This includes investing surplus funds not required immediately in accordance with its adopted Investment Policy.

Council has a legislative responsibility under section 409(3) of the Local Government Act 1993, to ensure that funds that are subject to an external restriction are only used for the specific purposes attached to the funding. Externally Restricted funds cannot be used to fund the general operational expenses of the Council.

Council may also create internal allocations against its cash, cash equivalents and investments. These allocations are a budget management technique and are adopted by Council to cover future commitments that may be included in Council's Long-Term Financial Plan, where it is prudent for Council to allocate cash to meet those future commitments or for a specific financial funding strategy.

These internal allocations may also be removed by Council resolution at any point in time.

Better practice identifies that a council should have an unrestricted cash buffer to cover all operational needs and to meet any unexpected or emergency costs at any point in time.

Cash balances vary daily and are influenced by the value of receipt and payment transactions moving through Council's bank and investment accounts. While generally able to control and predict when Council makes payments to suppliers, employees, external bodies etc., it does not have the same level of control over the timing at which receipts are received.

Narromine Shire Council – Restricted Funds Policy

The availability of an unrestricted cash buffer is also impacted by Council having to forward fund expenditure for grant funded projects where funding bodies only provide funds once work is completed or where grant funds are received in advance of works commencing.

The ability to ensure that an unrestricted cash buffer exists at any point in time i.e. daily, is an administratively burdensome exercise in terms of the resources required to complete reconciliations of expenditure against funding sources, revenue recognition requirements, restriction and allocation movement journals and debtor recognition.

Policy content

The policy content outlines the separate frameworks for external restricted funds and for cash management and internal allocation of funds.

External Restricted Funds

Council has significant cash, cash equivalents and investments. External restrictions are placed on the use of these funds where Council is bound by legislation or third-party contractual agreements. These funds must be expended for the specific purpose defined and cannot be used for general operations.

Council's external restrictions are held within three funds and spread across many areas of Council operations.

Council's three funds are:

1. General Fund
2. Water Fund
3. Sewer Fund

Under section 409(3) of the Local Government Act 1993 there are three categories of external restrictions:

1. Money received because of levying a special rate or charge for a particular purpose (e.g. Domestic Waste Management charges)
2. Money that is required by legislation to be set aside of a specific purpose (e.g. developer contributions)
3. Money received from Federal or State Government for a specific purpose (e.g. specific purpose grant funding)

Council will ensure that its External Restricted Funds are always fully cash backed.

Current External Restrictions

External restricted cash balances are reported annually in Council's Annual Financial Reports and are reported quarterly to Council in the Quarterly Budget Review Reports.

Cash Management & Internal Allocation of Funds

Cash Management

The management of cash liquidity to meet short-term and medium-term obligations as they arise will take precedence over the goal of ensuring that internal allocations are fully cash-backed at all times.

As such internal allocation balances are notional balances from an operational perspective during the financial year. Actual balances will be confirmed at 30 June each year, will be cash-backed and reported within the Financial Statements.

Narromine Shire Council – Restricted Funds Policy

Council will continue to work towards achieving an unrestricted cash buffer.

Creation and Review of Internal Allocations

Internal allocations against Council's cash, cash equivalents and investments may be created by resolution of Council or policy. The Council resolution must set out:

1. The name and purpose of the allocation.
2. The permitted use/s of the internally allocated funds.
3. How the funds are collected or the basis of calculating any transfer of funds to or from the allocation.
4. If there is an end date for the allocation to remain in place.

On an annual basis Council will review its future need for the internal allocations it is holding. All decisions in respect of a review of an internal allocation will be based on the best use of those funds by Council.

Council may also decide to review its internal allocations at any time to meet financial obligations and requirements of Council's Long-Term Financial Plan.

Timing of Movements

Transfers from internal allocations adopted within the annual budget will be considered to have been released from the allocation on 1 July each year. Any transfers approved during the year through the budget review process will occur at the end of the month in which they were approved.

Transfers to internal allocations adopted within the annual budget will occur on 30 June each year. Any transfers approved during the year through the budget review process will occur at the end of the month in which they were approved.

Monitoring and Reporting

A register of internal allocations will be maintained by the Finance Department. This register will include details of the current and projected notional total of the allocation, annual budgeted movements, actual movements etc. These details will also be reflected within Council's Long-Term Financial Plan.

Projected notional balances for the current financial year will be reported to Council as part of the Quarterly Budget Review Statement. This report will include the value of government debtors that remain outstanding at the time of the report.

Movements to and from internal allocations will be included and adopted as part of the annual budget process. Any further movements will be included within a monthly budget review report to Council for approval.

The actual balance of internal allocations will be determined at 30 June each year as part of the preparation of Council's Financial Statements. Given the impact of timing differences on cash, cash equivalent and investment balances at 30 June, the Director Finance and Corporate Strategy will adjust the notional balance of internal allocations to ensure that an unrestricted cash buffer exists at that date.

The actual balance of internal allocations and details of any year-end adjustments to maintain an unrestricted cash buffer will be reported to Council for approval as part of the report referring the Financial Statements to audit.

Narromine Shire Council – Restricted Funds Policy

The balance of internal allocations will be reported in Council's Financial Statements.

References and related documents

Local Government Code of Accounting Practice and Financial Reporting

Responsible officer (position)

Director Finance and Corporate Strategy

Attachments

Appendix 1 – List of Council External and Internal Restrictions

Narromine Shire Council – Restricted Funds Policy**Appendix 1: External and Internal Restrictions****Table 1: External Restrictions**

| Restriction Name | Restriction – Legislative requirement |
|-------------------------|---|
| Developer Contributions | <p>Income received by way of levying developer contributions is restricted for the provision of local public infrastructure and facilities required because of development. The money collected is to be applied to expenditure associated with works as identified in the relevant Contribution / Servicing Plans, and as permitted by the legislation governing the Plan.</p> <p>Contributions include:</p> <ul style="list-style-type: none"> ▪ S7.11 Contributions ▪ S7.12 Levies ▪ S7.4 Planning agreements ▪ S64 Contributions – Water ▪ S64 Contributions - Sewer |
| Water Supply | <p>Income received from levying water supply charges is restricted to permitted expenditure associated with the delivery of the water supply service, in accordance with the applicable legislation.</p> <p>This restriction will also include funds received by way of grants and contributions associated with the service.</p> |
| Sewer | <p>Income received from levying the sewer charges is restricted to permitted expenditure associated with the delivery of the sewer service, in accordance with the applicable legislation.</p> <p>This restriction will also include funds received by way of grants and contributions associated with the service.</p> |

Narromine Shire Council – Restricted Funds Policy

| Restriction Name | Restriction – Legislative requirement |
|--|---|
| Domestic Waste | Income from the levying of domestic waste charges is restricted to permitted expenditure associated with the delivery of the domestic waste management service in accordance with the applicable legislation. This restriction will also include funds received by way of grants and contributions associated with the service. |
| NSRAC and TSRAC | Income and contributions received is restricted to expenditure for relating to the operations of NSRAC and TSRAC. This restriction will also include funds received by way of grants and contributions associated with the service. |
| Unexpended Grants and Specific Purpose Contributions | Income received by Council from either Federal or State Governments or other third party for a specific project or purpose, subject to contractual obligations or other legislation not restricted elsewhere, is restricted for the approved purpose. Funds are released from this restriction as the project or specific purpose obligations are met. |

Narromine Shire Council – Restricted Funds Policy**Table 2: Internal Restrictions**

| Restriction Name | Restriction – Council Resolution |
|-------------------------------|---|
| Employee Leave Entitlements | Money set aside as a partial cash reserve for liabilities associated with employees' leave payments that are more than employee costs provided for in the annual budget e.g. employee termination payments upon resignation or retirement. The amounts to be held are to be based on any applicable industry benchmarks. |
| Election Expenses | Money set aside as a partial cash reserve for the payment of elections every four years. |
| OHS Bonus | Money set aside to cover the costs relating to health and safety expenses for staff. |
| FAGS received in advance | Funding set aside to be expensed in financial year. Financial assistance is provided to Council by the Federal Government. |
| Capital Works Carried Forward | Money set aside at the end of each financial year to capture funding budgeted in that year for projects committed and in progress as at 30 June each year. The money required to be set aside is refreshed at the end of each financial year to reflect the relevant budget and projects. All money set aside will be fully allocated at all times. |
| Quarry Rehabilitation | Money set aside as a cash reserve for the liability associated with rehabilitation of Council's quarries. |
| Alkane Community Fund | Money set aside for income received by Council from Alkane Resources Ltd under the Alkane Planning Agreement for specific projects or purposes. |

Narromine Shire Council – Restricted Funds Policy

| Restriction Name | Restriction – Council Resolution |
|--|---|
| Alkane Infrastructure Maintenance Fund | Money set aside for income received by Council from Alkane Resources Ltd under the Alkane Planning Agreement for specific projects or purposes relating to infrastructure upgrades and maintenance. |

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 6 MARCH 2025**

PRESENT: Phil Johnston (Director of Community and Economic Development - Chair), Cr Peter Howe, Andy MacKinnon (Trangie Jockey Club), Jason McCutcheon (Trangie Truck and Tractor Show), Wayne Brabrook (Trangie Truck and Tractor Show), Anthony Everett (Manager Waste and Community Facilities), Terrie Milgate (Trangie Action Group), Alison Attwater (Minute Secretary).

1. WELCOME

Cr Howe requested that the Director of Community and Economic Development assume the Chair for this meeting. It is noted that whilst the Director of Community and Economic Development chaired the meeting, he did this in an advisory capacity and did not have a vote.

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

2. APOLOGIES

RECOMMENDED Wayne Brabrook/Andy MacKinnon that the apologies of Cr Craig Davies (Mayor), Emma Flinn (Macquarie Picnic Races), Jo Milgate (Trangie Pony Club), Steven Chase (Trangie Team Penning), Joh Hitchcock (Trangie Campdraft), Jaye Milgate (Trangie Action Group) and Kim Ferrari (Trangie Jockey Club), be accepted.

3. DECLARATION/CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDED Terrie Milgate/Andy MacKinnon that the minutes of the previous meeting held on 25 July 2024 be accepted as a true and accurate record of the meeting.

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. REPORT TO TSRAC**1) Follow Up Items**

Nil

2) Work Health and Safety

Nil

3) Bookings

RECOMMENDED Terrie Milgate/Jason McCutcheon that the information be noted.

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 6 MARCH 2025**

4) Financial Report

RECOMMENDED Andy MacKinnon/Terrie Milgate that the Financial Report as presented be accepted.

5) Director's Report

RECOMMENDED Jason McCutcheon/Andy McKinnon that the Director's Report as presented be accepted.

7. GENERAL BUSINESS

It was advised that the showground will need slashing before the next race meeting.

Action: Council to schedule slashing

It was advised that the Butter Pavillion requires minor maintenance to reinforce the structure.

Action: Council advised that they inspect the Butter Pavilion and engage a contractor for maintenance.

The status of the land claim on the showground was questioned. Council advised that this was ongoing.

It was raised by the users that a working bee is required at the showground and that they would notify Council of this date.

It was questioned if there were three-phase power plugs near the pony club area of the showground, and if not, could they please be added. Council advised that they would inspect this area for three-phase plugs.

Action: Council will inspect the Pony Club area for three-phase power plugs.

The Trangie Truck and Tractor Show Committee proposed the purchase of an office container to be placed on-site. It was suggested that \$4,000.00 from TSRAC funds be allocated toward this purchase, with the remaining costs to be shared among the user groups that will utilise the office container. Discussion took place and, it was recommended that \$4,000.00 of TSRAC funds would be contributed to the purchase.

RECOMMENDED Terrie Milgate/Andy McKinnon that \$4000.00 of TSRAC funds be put towards purchasing an office container for the showground.

**MINUTES OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE MEETING
HELD AT THE TRANGIE SHOWGROUND ON THURSDAY 6 MARCH 2025**

A question was raised regarding parking availability during the Trangie Truck and Tractor Show on the vacant block at 26–28 Belgrove Street. Council advised that the block would be available for this purpose, provided that the Trangie Truck and Tractor Show Committee ropes off the area.

The Trangie Truck and Tractor Show Committee raised the matter of a second crossing on the racetrack. The Trangie Jockey Club then advised that they are under strict instructions from Racing NSW, recommending that only one racetrack crossing is permitted at events.

8. NEXT MEETING

The next meeting of the Trangie Showground & Racecourse Advisory Committee will be held on Thursday, 31 July 2025, at 3.00 pm.

There being no further business, the meeting closed at 3.30 pm.

The minutes (pages 1-3) were confirmed on _____ 2025 and are a true and accurate record of proceedings of the meeting held on 6 March 2025.

CHAIR

**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO BE HELD
AT TRANGIE SHOWGROUND THURSDAY, 6 MARCH 2025**

1. FOLLOW-UP UP ITEMS

| | | |
|--------------------------|--|--|
| Council Contribution | | ACTION: Council to report the amount of the contribution to TSRAC OUTCOME: Council contribution to the TSRAC funds is 10,000.00 plus CPI yearly |
| Showground Culvert | | ACTION: Council to investigate the possibility of a new culvert on Riches Road OUTCOME: Council have investigated this possibility and found it not cost-effective at this time |
| Pavilion Shade Extension | | ACTION: Council to amend the conditions of hire to say that the TSRAC committee must be contacted if the hirer wishes to extend or retract the shade cloth OUTCOME: Complete |
| | | |

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 July 2024, there have been Six **(6)** functions at the Trangie Showground. There are Five **(5)** forward bookings for the next six months up to July 2025

| Name | | Event Date |
|---------------------|--|-------------------|
| Private Function | | 14 September 2024 |
| Private Function | | 5 October 2024 |
| Private Function | | 12 October 2024 |
| Private Function | | 7 November 2024 |
| Trangie Jockey Club | | 22 March 2025 |
| Tangie Campdraft | | 28 March 2025 |

**REPORT TO TRANGIE SHOWGROUND AND RACECOURSE ADVISORY COMMITTEE MEETING TO BE HELD
AT TRANGIE SHOWGROUND THURSDAY, 6 MARCH 2025**

| | | |
|----------------------|--|-------------------|
| Private Function | | 19 April 2025 |
| Private Function | | 17 May 2025 |
| Private Function | | 24 May 2025 |
| Trangie Team Penning | | 19 & 20 July 2025 |
| Trangie Picnic Races | | 26 July 2025 |

RECOMMENDATION

That the information be noted.

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.

5. Directors Report

Welcome to the first meeting of 2025, everyone. I hope you all had a wonderful Christmas and New Year. Bookings at the showground are filling up fast, and it looks like we have a big year ahead. Best wishes to all the committees for their events in 2025. Remember, if you encounter any issues at the showground, please report them to the council as soon as possible via the website or by emailing mail@naromine.nsw.gov.au.

RECOMMENDATION

That the information be noted.

6. Next Meeting

The next Trangie Showground and Advisory Committee meeting will be held on Thursday, 31 July 2025, at 3 pm at the Trangie Showground.

RECOMMENDATION

That the information be noted.

Phil Johnston

Director, Community and Economic Development

**TRANGIE SHOWGROUND RACECOURSE
ADVISORY COMMITTEE**

**Statement of Income & Expenditure
Period Ending 31/01/2025**

INCOME

| | | | |
|--------------------------------|-------------------|--|-------------------------|
| Contributions | | | |
| Narromine Shire | 10,404.00 | | |
| Trangie Truck and Tractor Show | 636.36 | | |
| Trangie Jockey Club | 1,404.55 | | |
| Trangie Campdraft Association | 698.18 | | |
| | <u> </u> | | 13,143.09 |
| Fees | | | |
| Private functions | - | | |
| Other Facilities | 1,167.27 | | |
| Stables | 1,500.87 | | |
| | <u> </u> | | 2,668.14 |
| | - | | |
| Interest | <u> </u> | | <u> </u> |
| | | | - |
| TOTAL INCOME | | | <u>15,811.23</u> |

EXPENDITURE

| | | | |
|-----------------------------------|---|--|--------------------------------|
| Bank Fees | | | - |
| Cleaning | | | - |
| Electricity | | | 744.34 |
| Insurance | | | - |
| Repairs & Maintenance | | | |
| Buildings | - | | |
| Grounds | - | | |
| Plant | - | | |
| Turf | - | | |
| Racetrack | - | | |
| Toilets | - | | |
| | | | - |
| Rates & Water | | | 399.90 |
| Pest Control | | | 2,272.73 |
| Wages & Security | | | - |
| Sundry | | | - |
| | | | <u> </u> |
| TOTAL EXPENDITURE | | | <u>3,416.97</u> |
| PROFIT/(LOSS) YEAR TO DATE | | | <u><u>12,394.26</u></u> |

**TRANGIE SHOWGROUND RACECOURSE
ADVISORY COMMITTEE**

Balance Sheet
Period Ending 31/01/2025

ASSETS

| | |
|---------------------|-------------------------|
| Cash at Bank | 35,250.47 |
| TOTAL ASSETS | <u>35,250.47</u> |

LIABILITIES

| | |
|--------------------------|------------------------|
| Bonds Held | 9,665.50 |
| TOTAL LIABILITIES | <u>9,665.50</u> |

NET ASSETS

25,584.97

EQUITY

| | |
|------------------------------|--------------------------------|
| Profit/(Loss) for the Period | 12,394.26 |
| Retained Earnings | 13,190.71 |
| TOTAL EQUITY | <u><u>25,584.97</u></u> |

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL
CHAMBERS ON TUESDAY 1 APRIL 2025**

1. PRESENT: Cr Ewen Jones (Chair, Narromine Shire Council); Melanie Slimming (Director Infrastructure and Engineering Services, Narromine Shire Council); Jane Redden (General Manager, Narromine Shire Council); Jason Nicholson (Transport for NSW); Peter van der Wel (Manager Infrastructure Delivery, Narromine Shire Council); Sally Everett (State Member Representative); Layla-Rose Den (Procurement Trainee, Narromine Shire Council); Geraldine Prince (Minute Taker, Narromine Shire Council)

2. WELCOME

The Chair welcomed those present and declared the meeting open at 7.59am.

3. APOLOGIES

Jordan Richardson (Manager Engineering Services; Narromine Shire Council); Jordan Flemming (Senior Constable, NSW Police)

4. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED Sally Everett/Jason Nicholson that the Minutes of the previous meeting of the Local Traffic Committee held on 3 February 2025 be accepted as a true and accurate record subject to the following amendment: Transport for NSW is reviewing the speed limit on Tullamore Road between existing 80km/hr zone at Wilsons Lane and the southern end of the Back Water Cowal Bridge.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

Nil

7. REPORT TO LOCAL TRAFFIC COMMITTEE

ANZAC DAY EVENT 2025 - NARROMINE

Jason Nicholson advised that Council will need to apply for a Road Occupancy License (ROL) as the march is to be held on a State Road, and supply a copy of Public Liability Insurance.

RECOMMENDED Sally Everett/Jason Nicholson that approval be granted to the Narromine RSL Sub Branch to hold the ANZAC Day March and Service, in Narromine, on 25 April 2025, as described in the application, subject to Council applying for a Road Occupancy License (ROL) and providing Public Liability Insurance.

ANZAC DAY EVENT 2025 - TRANGIE

RECOMMENDED Sally Everett/Jason Nicholson that approval be granted to the Trangie RSL Sub Branch to hold the ANZAC Day March and Service, in Trangie, on 25 April 2025, as described in the application, subject to receipt of Public Liability Insurance.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD AT THE NARROMINE SHIRE COUNCIL
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RIDE FOR COUNTRY KIDS 2025

RECOMMENDED Sally Everett/Jason Nicholson that the event be noted.

UPCOMING EVENTS

RECOMMENDED Sally Everett/Jason Nicholson that the events be noted.

8. NEXT MEETING

The next Meeting of the Local Traffic Committee will be held on **Tuesday, 3 June 2025** commencing at **8.00am** in the Narromine Shire Council Chambers.

There being no further business, the meeting closed at 8.18 am.

The Minutes (pages 1 –2) were confirmed on _____, 2025 and are a full and accurate record of proceedings of the meeting held on 1 April 2025.

CHAIR

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 1 APRIL 2025

1. ANZAC DAY EVENT 2025

Author *Director Infrastructure and Engineering Services*
Responsible Officer *Director Infrastructure and Engineering Services*

Executive Summary

The purpose of this report is to provide the Local Traffic Committee with information regarding a march and memorial service in Narromine for ANZAC Day 2025.

Report

Council has received an application from the Narromine RSL Subbranch requesting approval to hold a march and memorial service in Narromine for ANZAC Day 2025. (The application has been provided to the committee separately.)

The Subbranch is seeking approval for the closure of:

- Dandaloo Street, from Meringo Street/Second Avenue to Derribong Street/Avenue.
- Burroway Street, from Merilba Street to Dandaloo Street.

The march will start at 10:00am in front of the USMC, and is expected to conclude by approximately 12:00 noon. However, the requested road closure period is from 9:00am to 1:00pm to accommodate setup, packing up, and the removal of road closure barricades.

In support of the application, the Subbranch has submitted a "Traffic and Transport Management of Special Events" form, along with a Traffic Control Plan, Risk Assessment and Management Plan, and a copy of their current Public Liability Insurance Policy.

A review of the Special Event Planning and Resource Matrix, in accordance with the Guide to Traffic and Transport Management for Special Events (Version 3.5, 2018), indicates that this event could be classified as a Class 2 event due to the closure of a main street in the town and the impact on a state road.

RECOMMENDATION

It is recommended that approval be granted to the Narromine RSL Subbranch to conduct the ANZAC Day march in Narromine on 25 April 2025, and for temporary road closures to be approved.

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 1 APRIL 2025

2. TRANGIE ANZAC DAY EVENT 2025

Author *Director Infrastructure and Engineering Services*
Responsible Officer *Director Infrastructure and Engineering Services*

Executive Summary

The purpose of this report is to provide the Local Traffic Committee with information regarding a march and memorial service in Trangie for ANZAC Day 2025.

Report

Council has received an application from the Trangie Action Group, acting on behalf of the Trangie United Services Memorial Club, to hold a march and service in Trangie for ANZAC Day 2025. (The application has been provided to the committee separately.)

The Trangie Action Group has requested the closure of Dandaloo Street, from the Mitchell Highway to Harris Street, Trangie.

The road closure will occur from 10:00am until 11:30am to ensure adequate time for the march to occur (between 10:30am and 11:00am).

The Trangie Action Group has submitted a "Traffic and Transport Management of Special Events" form. It is expected that they will fulfill the application requirements and provide a Traffic Control Plan, Risk Assessment, and Management Plan.

RECOMMENDATION

It is recommended that approval be granted to the Trangie Action Group to temporarily close Dandaloo street to enable the ANZAC day march,

**NARROMINE SHIRE COUNCIL
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3. ROYAL FAR WEST – RIDE FOR COUNTRY KIDS 2025

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

Executive Summary

The purpose of this report is to inform the Local Traffic Committee the Ride for Country Kids 2025, hosted by the Royal Far West on Saturday 17 May 2025.

Report

Council has received a request from Royal Far West to host the end-of-ride celebratory barbeque at Rotary Park, Narromine on Saturday, 17 May 2025.

The event route will take participants on an outback heritage journey through western NSW, passing through key locations such as Bourke, Cobar, and Narromine, which hold significant historical and future importance to Royal Far West.

Council has received the completed Special Event Guide, Certificate of Currency, and route map from the event organizer (provided separately to the committee).

Council has received documentation from the organization showing Transport for NSW and NSW Police endorsement and approval of the event. No road closures will occur as a result of this event.

Social Impacts

The expected impact on the community is minimal.

RECOMMENDATION

Recommendation:

That the event be noted.

NARROMINE SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING BUSINESS PAPER – 1 APRIL 2025

4. UPCOMING EVENTS FOR APRIL**Author** *Director Infrastructure and Engineering Services***Responsible Officer** *Director Infrastructure and Engineering Services***Executive Summary**

The purpose of this report is to provide the Local Traffic Committee with information regarding upcoming events.

Report

List of upcoming events.

Events

| | | | |
|---|---------------------------------------|-------------------------------------|------------------|
| Seniors Morning Tea | Friday 4 April 2025 | Narromine Sports and Fitness Centre | 10.00am |
| Family Fun Day – Trangie | Thursday 10 April 2025 | Wungunja Cultural Centre | 11.00am – 2.00pm |
| Narromine Family Connect and Colour Run | Tuesday 15 April 2025 | Payton Oval, Narromine | 10.00am – 2.00pm |
| Trangie Colour Run | Wednesday 16 April 2025 | Burns Oval, Trangie | 10.00am |
| Trangie Truck and Tractor Show | Saturday 23 August 2025 | Trangie Showground | |
| Narromine Show | Friday 29 and Saturday 30 August 2025 | Narromine Showground | |
| Dolly Festival | Saturday 11 October 2025 | Cale Oval, Narromine | |

RECOMMENDATION

That the events be noted.