

15 COMMITTEE REPORTS

15.1 MINUTES - LOCAL EMERGENCY MANAGEMENT COMMITTEE - 2 OCTOBER 2018

Document ID: 392433

Author: Manager Projects and Assets

Authoriser: Deputy General Manager Infrastructure

Attachments: 1. Local Emergency Management Committee Minutes - 2 October 2018

RECOMMENDATION

That Council

1. Receive and note the Minutes of the Local Emergency Management Committee held on Tuesday 2 October 2018.

**MINUTES OF NARRANDERA SHIRE COUNCIL
LOCAL EMERGENCY MANAGEMENT COMMITTEE
HELD AT THE EOC
ON TUESDAY, 2 OCTOBER 2018 AT 9.30 AM**

1 PRESENT

Alternate Chairperson Bruce McBean, Kate Johanson, Bob Sayer, Owen Plowman, Wal Lingen, Justin Langley, Karen Absolom, Lindel Carey, Andrew Long, Craig McIntyre

2 APOLOGIES

DGMI Julian Geddes, MDE Helen Ryan, MPA Fred Hammer, Michael Van Den Bout, Brett Roden, Cr Tammy Galvin, John Wadsworth, Wayne Heidtman, Darren Wallet, Paul Billingham, Alex McCormick, Neal Tait, Mayor Neville Kschenka, Stephen Kada

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Mr Bob Sayer

Seconded: Ms Karen Absolom

Committee confirmed minutes of meeting held 12 June 2018

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 GENERAL BUSINESS

Airport Exercise

The meeting agreed to hold a desktop exercise on 12th November at 5:30PM. Owen Plowman and Bruce McBean will work to create a scenario. Airport staff will arrange catering for the evening.

Correspondence

Please refer to Attachment 1 for REMO report.

REMO Report

Please refer to attachment 1

LEOCON Report

Nil report

LEMO Report

Bruce McBean advised he would be making minor additions to mapping in the EMPLAN to include the major gas pipeline that crosses the shire. Bruce also advised the committee that he would be updating some operational documents depot staff use for emergency situations.

Agency ReportsState Emergency Service

Craig McIntyre advised of changes to SES structure in the area. Albury, Wagga and Parkes regions will be merged into one region – “Southern Zone”. There will be corresponding changes to the management structure and reporting. The single point of contact remains the same for LEMC – call 132 500 is unsure of who to contact

Volunteer Rescue Association

There has been 2 callouts to Ardlethan for motor vehicle accidents since last meeting.

Rural Fire Service

At present there is little fuel in the region that would cause fire risk. Despite the very dry conditions RFS is not greatly concerned. Any fires are expected to burn with low intensity.

NSW Ambulance

There were 340 jobs in the last 3 months, averaging 120 per month.
A national system for registering Paramedics is to be implemented by end of the year.

Fire & Rescue NSW

The Narrandera station presently has 15 members, which is considered good numbers. Since last meeting there has been 34 callouts, 14 involved fires, 8 were rescues. Fire & Rescue NSW is commencing a state wide health check of all staff. There are some concerns for health and fitness of more mature staff. It is a 5 year program to check everyone.

Mention was made of new solar farms soon to be built in Narrandera Shire

NSW Health (Narrandera Hospital)

Security has been increased at Narrandera Hospital. This includes swipes on doors and other additions.

Narrandera Hospital is presently experiencing recruitment issues, particularly doctors. This is affecting the ability to deliver services.

A new morgue has been added, which can hold 9 bodies.

An audit of the Emergency Department was recently completed. This included an assessment of the mental health of staff.

Hospital staff will soon undergo a scenario and training for “code black” events. These are where a staff member is threatened or assaulted.

Two staff at the hospital have had heart attacks recently. This raises concerns for the health of all staff.

Office of Environment & Heritage

No Report.

NSW Dept. of Primary Industries

No Report.

RMS (Roads & Maritime Service)

No report

Australian Red Cross

Red Cross is presently "business as usual".

In March 2019 Red Cross will be performing an exercise for evacuation centres.

7 CORRESPONDENCE

Attachment 1 - Report from REMO

8 NEXT MEETING

12^h February 2019, 9.30 am – Narrandera EOC

The Meeting closed at 10:32AM.

The minutes of this meeting were confirmed at the Local Emergency Management Committee held on .



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CHAIRPERSON

15.2 MINUTES - LAKE TALBOT ENVIRONS ADVISORY COMMITTEE - 11 OCTOBER 2018**Document ID: 392418****Author: Corporate and Community Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Lake Talbot Environs Advisory Committee Minutes - 11 October 2018****RECOMMENDATION**

That Council

1. Receive and note the Minutes of the Lake Talbot Environs Advisory Committee held on Thursday 11 October 2018.
2. Recognise the election of Mr Rex Evans as Chairperson
3. Endorse the Committee nomination for David Farley.



MINUTES

Lake Talbot Environs Advisory Committee Meeting

11 October 2018

**MINUTES OF NARRANDERA SHIRE COUNCIL
LAKE TALBOT ENVIRONS ADVISORY COMMITTEE MEETING
HELD AT THE NARRANDERA EX-SERVICEMAN'S CLUB
ON THURSDAY, 11 OCTOBER 2018 AT 6:30PM**

1 PRESENT

Mr Rex Evans, Minute Taker Roger Evans, Mr Ken Murphy, Mr Peter Beal, Ms Helen McDermott, Mr Vince Mercuri, Cr Tracey Lewis, Cr Narelle Payne, Cr Neville Kschenka

2 APOLOGIES

COMMITTEE RECOMMENDATION

Moved: Cr Narelle Payne

Seconded: Mr Ken Murphy

That apologies from Mr Jeff Kirk and Mr Darren Knagge be received and accepted.

3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

Nil

5 REPORTS

5.1 ELECTION OF CHAIRPERSON

Nomination received for Rex Evans

COMMITTEE RECOMMENDATION

Moved: Mr Ken Murphy

Seconded: Mr Peter Beal

That the Committee accept nomination of Rex Evans and elect as the chairperson.

5.2 SCHEDULING MEETINGS

Meeting to be held 2 monthly

COMMITTEE RECOMMENDATION

Moved: Mr Peter Beal

Seconded: Cr Narelle Payne

That the Committee set out to meet two monthly, next meeting December 6th the following to be set in February.

5.3 COMMITTEE NOMINATION - DAVID FARLEY

COMMITTEE RECOMMENDATION

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That the Committee consider and endorse the committee nomination for David Farley

5.4 PARKING PROPOSAL FOR BOAT RAMP

Committee discussed parking at the Boat Ramp

Discussed possibility of two disabled parking spots – when there is an event there would be the provision for a temporary disabled park.

Inclusion of a disabled park to be investigated, DGMI to speak with the Traffic Committee and Traffic and Airport Engineer.

5.5 WEED HARVESTING

Committee discussed provisions for weed harvesting.

Coordinate with Griffith City Council and Murrumbidgee Irrigation

Applying for fisheries permit

5.6 REPLACEMENT OF TYRE STEPS

That the committee discuss replacement of tyre steps.

No progress – added to action list

5.7 CONTROL OF WILLOWS

That the Committee discuss works to control the willows.

On schedule, last sprayed Mid July

Goats continue to help

5.8 NEGOTIATIONS WITH FISHERIES MANAGEMENT

Attended a positive meeting in Albury to progress, indications suggest not against dredging, aim to see environmental improvement of the lake and increase in fish habitats. Hydrological study contains good data and information to develop board concepts on the project.

The Committee discuss developing an agreement with Fisheries in regard to proposed development works in Lake Talbot.

Formation of a subcommittee

Nominations received from Rex Evans, Ken Murphy, Peter Beal

COMMITTEE RECOMMENDATION

Moved: Cr Narelle Payne

Seconded: Cr Neville Kschenka

The Committee

1. endorsed the formation of a Sub Committee to develop a proposal for development works in Lake Talbot.
2. accepted and endorsed the nominations from Ken Murphy, Rex Evans and Peter Beal to form the Sub Committee.

6 GENERAL BUSINESS

Development of a meeting action list updated each meeting to be included in Agenda.

Discussion regarding Wooden Boats

Discussion involving the inlet and outlets issues with both

Discussion regarding repairing / redevelopment of Rotary shelter into a viewing area and the possibility of this becoming a 2019 project.

7 NEXT MEETING

Thursday 6th December 2018 at 6.30pm

8 MEETING CLOSE

Meeting Closed at 7.35pm

The minutes of this meeting were authorised by the Chairperson on 21 October 2018.

Rex Evans

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CHAIRPERSON

15.3 MINUTES - PARKSIDE COTTAGE MUSEUM COMMITTEE - 17 OCTOBER 2018**Document ID: 392602****Author: Corporate and Community Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Parkside Cottage Museum Committee Minutes - 17 October 2018****RECOMMENDATION**

That Council

1. Note the Minutes of the Parkside Cottage Museum Committee held on Wednesday 17 October 2018.

**MINUTES OF NARRANDERA SHIRE COUNCIL
PARKSIDE COTTAGE MUSEUM COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 17 OCTOBER 2018 AT 1.35PM**

1 PRESENT

Mr Graham Minchin, Mr Roy Wade, Mr Geoff Sullivan, Ms Lyn Browne, CDM&L Sue Killham, Mr John Primrose, Observer Kim Biggs, Mrs Kathy Taylor, Mr Tony Taylor,

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mr Geoff Sullivan
Seconded: Mr Roy Wade

That apologies from Cr Barbara Bryon and Ms June Hulands be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Ms Lyn Browne
Seconded: Mr Roy Wade

That the minutes of the Parkside Cottage Museum Committee held on 19 September 2018 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

- Successful 50th Anniversary celebration
- Lighting of Curiosity Cabinet not a priority
- Details of ANU involvement in Stones Project discussed.

6 GENERAL BUSINESS

6.1 TREASURER'S REPORT

COMMITTEE RESOLUTION

Moved: Mr Roy Wade

Seconded: Mr Geoff Sullivan

That the Treasurer's report be accepted.

CARRIED

- Official invitation be sent to Mayor and GM and Martin Hiscox for AGM in November to ensure all requirements for 355 transition are completed.
- That \$1500 cash balance be used for stock frames and other requirements. Future funds will be earmarked for Museum.
- Gift of Stones event details finalised.
- Black wedding dress will require a printed information panel.
- Museum Advisor report
- Financial report will be included next meeting.

7 CORRESPONDENCE

In

Letter from Nina O'Brien including USB stick of all photos from 8 ½ Chapters workshop

Out

Letter to Caretaker finalising contract

8 NEXT MEETING

21 November 2018

9 MEETING CLOSE

The Meeting closed at 2.50pm.

The minutes of this meeting were confirmed at the Parkside Cottage Museum Committee held on .

Mr Graham Minchin

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CHAIRPERSON

15.4 MINUTES - BETTERING BARELLAN COMMITTEE - 17 OCTOBER 2018

Document ID: 392959

Author: Corporate and Community Administration Officer

Authoriser: Deputy General Manager Corporate and Community

Attachments: 1. Bettering Barellan Committee Minutes - 17 October 2018

RECOMMENDATION

That Council

1. Receive and note the Minutes of the Bettering Barellan Committee held on Wednesday 17 October 2018.

Minutes contain no committee resolutions for Council endorsement.

**MINUTES OF NARRANDERA SHIRE COUNCIL
BETTERING BARELLAN COMMITTEE MEETING
HELD AT THE BARELLAN HALL
ON WEDNESDAY, 17 OCTOBER 2018 AT 2PM**

1 PRESENT

Cr Kevin Morris, Member Donna Robertson, Member Heather White, Minute Taker Tiffany Thornton, Observer Martin Hiscox

2 APOLOGIES

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Morris

Seconded: Member Donna Robertson

That apologies from Cr Wesley Hall be received and accepted.

3 BUSINESS ARISING FROM PREVIOUS MINUTES

N/A

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

N/A

5 REPORTS

5.1 ELECTION OF CHAIRPERSON

RECOMMENDATION

That the Committee accept nominations and elect a chairperson

LAY ON THE TABLE

Moved: Member Donna Robertson

Seconded: Member Heather White

That this item lay on the table until a subsequent meeting

5.2 RECRUITMENT OF COMMITTEE MEMBERS

That the Committee has acknowledged the need for recruitment of new members.

Committee Nomination forms will be delivered to Heather White at Pool.

5.3 KEY REGISTER

The Committee to develop a key register to keep a record of all members who have access to Hall and Museum.

Key Register will be included in next agenda.

5.4 VOLUNTEER LIST

The Committee to compile a list of Volunteers to be inducted by WHS&R Officer and added to Volunteer register.

The list will be tabled at the next meeting.

5.5 CAPITAL, MAINTENANCE AND OPERATION WORKS- HALL AND MUSEUM

The committee will create a list of items that the Committee would like to be included in the Capital, maintenance and operations works for Hall and Museum.

5.6 2018-2019 BUDGET

That the Committee will start to create a 2018-19 Budget to be discussed at the next meeting.

6 NEXT MEETING

Tuesday 4th December 2018 at 2pm to be held at the Barellan Pool.

7 MEETING CLOSE

Meeting Closed at 3.20pm

The minutes of this meeting were confirmed by Cr Morris on Friday 2 November 2018.

Cr Morris

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CHAIRPERSON

15.5 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 18 OCTOBER 2018

Document ID: 393889

Author: Corporate and Community Administration Officer

Authoriser: Deputy General Manager Corporate and Community

Attachments: 1. Audit, Risk and Improvement Committee Minutes - 18 October 2018

RECOMMENDATION

That Council

1. Receive and note the Minutes of the Audit, Risk and Improvement Committee held on Thursday 18 October 2018.

Minutes contain no committee resolutions for Council endorsement.

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON THURSDAY, 18 OCTOBER 2018 AT 10.30AM**

Commenced at 10.54am after a 20 minute *in camera* session of Committee members.

Committee requested in future a draft listing (agenda) of business items to be considered is circulated through the Chair at least three (3) weeks prior to Committee meetings and before agenda papers are then provided sufficiently in advance of the meeting.

1 PRESENT

Roger FitzGerald (Chair), Cr Wesley Hall, Cr Narelle Payne, Observer GM; George Cowan, Observer DGMCC; Martin Hiscox, Observer FM; Katie Grintell, PA; Vicki Maher (Minute Taker)

2 APOLOGIES

Nil

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

At 11.07am Brad Bohun (Crowe Horwath) and Lawrissa Chan (NSW Audit Office) connected on conference phone.

6.5 INTERIM MANAGEMENT RATED RISKS

The Chair advised the External Auditors that the Committee had only just now received the Agenda Papers with draft Financial Statements and invited them to present the results of the audit of the financials.

Ms Chan advised that the Audit Office's Interim Management Letter (Item 6.5) was now overtaken by the draft Final Management letter prepared on 12 October (at 6.9). The audit had not revealed any high risk issues.

The Committee considered management responses to 5 medium and 2 low risk issues raised. The Committee requested that NSC responses to the Audit Office findings with management timelines and responsibilities be monitored in future standing reports to the Committee on Outstanding Audit Issues.

The Management Letter to Council is to be copied to the Audit, Risk and Improvement Committee as per the revised Committee Charter (which the General Manager advised was endorsed by Council on 30 March 2018).

The auditors were generally well satisfied with Council financial reporting processes. The Committee was advised on accounting policy, factual and judgmental issues relevant to 2017-18 statements and that were being further considered for the following year. Ms Chan advised that Crowe Horwath would continue to be contracted for external audit services.

Ms Chan advised that audit would be expressing an unmodified opinion on the 2017-18

Statements, with sign-off planned for 19-October.

The draft 2017-18 Financial Statements had been signed off by Council on 21 August. Mr Bohun advised the meeting the final Statements had not materially changed from that and therefore Council's sign-off of the draft was legally sufficient for reporting purposes.

The Committee drew attention to a total unbudgeted write off of infrastructure and plant and equipments assets shown at Notes 5 and 18 and requested further information. Mr Bohun advised there was a breakdown of this amount of \$1.043m at Note 9.

The Committee requested this be more clearly highlighted in the respective Notes and, given significant variances in this item from previous years, that further information on the nature of the write downs be provided to the Committee and the Council at the next opportunity.

Mr Bohun advised the Committee on Council's financial results and performance ratio benchmarks which were generally favourable (such as the low level of outstanding rates), while noting circumstances whereby Narrandera had a relatively low level of unrestricted cash when measured at year end.

RECOMMENDATION

That the Audit Committee

1. Review and note the attached Interim Management Rated Risk plan.

COMMITTEE RECOMMENDATION

Moved: Mr Roger FitzGerald

Seconded: Cr Narelle Payne

That an explanatory note be included at the footer of Note 9 providing a reconciliation of Total Infrastructure Property Plant and Equipment; Carrying Value of Disposals (692).

CARRIED

COMMITTEE RECOMMENDATION

Moved: Mr Roger FitzGerald

Seconded: Cr Wesley Hall

That the Committee with GM, DGMCC and MF review Note 9 and 5 and provide adequate note on the comparatives on page 34 and 35. To be completed by COB today 18 October 2018.

CARRIED

At 12:21 pm, Finance Manager; Katie Grintell, left the meeting.

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Wesley Hall

Seconded: Cr Narelle Payne

That the minutes of the Audit, Risk and Improvement Committee held on 10 August 2018 be confirmed with the following amendments:

1. Page 4 change indentified to identified
2. Name of committee amended to Audit Risk & Improvement Committee, removing Internal.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

The Committee considered completion of actions arising from the previous minutes. Confirmation of the updated Committee Charter also needs to be completed.

6 REPORTS

6.1 REGISTER - ACTIONS FROM MINUTES

COMMITTEE RESOLUTION

Moved: Cr Wesley Hall

Seconded: Cr Narelle Payne

That the Committee review and note the actions from previous meeting.

Include

6.4 – External Audit issues that are raised need to be included in the Actions listing (internal and external).

CARRIED

6.2 AUDIT OUTSTANDING ITEMS

The General Manager agreed there would be value in reviewing the detail of reporting on Outstanding Audit Items to identify disagreed actions and to monitor progress and any reporting gaps. Completed items can now be removed.

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

1. That the Committee note the status of items on the Audit Outstanding Items List.
2. That the three reports including the IT Review (Item 6.4) and Fraud Improvement action list (Item 6.3) be consolidated into one document along with the External Audit findings (see above).
3. That all completed items be removed from the next Status Report.

CARRIED

6.3 INTERNAL AUDIT FRAUD CONTROL ACTION PLAN**COMMITTEE RESOLUTION**

Moved: Mr Roger FitzGerald

Seconded: Cr Wesley Hall

That the Committee

1. Review and note the attached Fraud Control Practice Action Plan.
2. Outstanding items be included status report.

CARRIED

6.4 IT REVIEW**COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

That the Committee review the IT Audit Review and note the responses and further comments.

That all outstanding items be included Status Report.

CARRIED

Item 6.5 - Interim Management Rated Risks has been considered at another section.

6.6 ANNUAL ENTERPRISE RISK MANAGEMENT ACTION PLAN

The Committee advised that it appreciates continuation of good practice through a standing item for briefing from the General Manager on Council risk management, including being kept informed as appropriate on significant risk events and issues.

COMMITTEE RESOLUTION

Moved: Mr Roger FitzGerald

Seconded: Cr Narelle Payne

Committee consideration of the enterprise risk management action plan is deferred to the next meeting, scheduled for 28 November meeting.

CARRIED

6.7 EDRMS - MAGIQ DOCUMENTS

The Committee noted with appreciation the very solid briefing paper from the Records Officer on the configuration of the new MagiQ EDRMS to meet evidential and NSW Records Office requirements. There would be value in consideration of this item and Records Manager briefing on records management at the next meeting, noting also an internal audit is being planned in this area.

COMMITTEE RESOLUTION

Moved: Mr Roger FitzGerald

Seconded: Cr Wesley Hall

Deferred to 28 November meeting.

CARRIED

6.8 COMPARATIVE SERVICE DELIVERY PERFORMANCE REPORTING - NSW AUDIT OFFICE RECOMMENDATIONS

The Committee noted with appreciation the very solid briefing paper from the Governance & Engagement Manager on Council service delivery performance information. There would be value in consideration of this item and GEM briefing at the next meeting, noting action on Audit Office audit recommendations and the Committee's Charter in the area.

COMMITTEE RESOLUTION

Moved: Cr Wesley Hall

Seconded: Cr Narelle Payne

Deferred to 28 November meeting.

CARRIED

6.9 AUDIT OFFICE REPORT - FINANCIAL STATEMENTS

COMMITTEE RESOLUTION

Moved: Mr Roger FitzGerald

Seconded: Cr Wesley Hall

That the:

1. Committee receive and review the Audit Office report
2. Audit Committee with GM, DGMCC and MF review Note 9 and 5 and provide adequate note on the comparatives on page 34 and 35. To be completed by COB today 18 October 2018.

CARRIED

7 GENERAL BUSINESS

Annual Committee Report to Council

Draft report to be prepared by DGMCC with input received from the Internal Auditor for out of session consideration by the Audit Risk & Improvement Committee so that Council can consider as part of its annual reporting.

Internal Audit Program

The Chair enquired as to the scheduled internal audits of compliance and recordkeeping. DGMCC advised the Internal Auditor would be commencing the former in late October. The Chair would contact the Internal Auditor re advice to the Committee out of session on planned scope.

8 CORRESPONDENCE

Nil

9 NEXT MEETING

Wednesday 28 November 2018, Committee Briefing 10.30am, Meeting at 11am

10 MEETING CLOSE

The Meeting closed at 1.05pm.

The minutes of the Audit Risk and Improvement Committee were confirmed at the meeting held on the 28 November 2018.

Insert sign

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CHAIRPERSON

15.6 MINUTES - NARRANDERA STADIUM ADVISORY COMMITTEE - 18 OCTOBER 2018**Document ID: 392419****Author: Corporate and Community Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Narrandera Stadium Advisory Committee Minutes - 18 October 2018****RECOMMENDATION**

That Council

1. Receive and note the Minutes of the Narrandera Stadium Advisory Committee held on Thursday 18 October 2018.
2. Recognise the election of Mrs Gayle Murphy as Chairperson
3. Endorse the Committee nomination for Melissa Brooker.



MINUTES

Narrandera Stadium Advisory Committee Meeting

18 October 2018

**MINUTES OF NARRANDERA SHIRE COUNCIL
NARRANDERA STADIUM ADVISORY COMMITTEE MEETING
HELD AT THE NARRANDERA STADIUM
ON THURSDAY, 18 OCTOBER 2018 AT 7PM**

1 PRESENT

Ms Lee Longford, Member Gayle Murphy, Member Martin Hiscox, Member Steve Buchanan, Cr Narelle Payne,

2 APOLOGIES

COMMITTEE RECOMMENDATION

Moved: Ms Lee Longford

Seconded: Member Steve Buchanan

That apologies from Minute Taker Roger Evans and Member Sam Iron be received and accepted.

3 BUSINESS ARISING FROM PREVIOUS MINUTES

N/A

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

N/A

5 REPORTS

5.1 ELECTION OF CHAIRPERSON

Nomination received for Gayle Murphy, accepted by Committee

COMMITTEE RECOMMENDATION

Moved: Ms Lee Longford

Seconded: Member Steve Buchanan

That the Committee accept nomination of Gayle Murphy and elect as chairperson.

5.2 SCHEDULING MEETINGS

The Committee set out meeting dates for the year:

- Early February 2019
- Early August 2019

Meetings will be held Tuesdays commencing at 6.30pm.

5.3 COMMITTEE NOMINATION - MELISSA BROOKER

Committee Nomination form tabled for Melissa Brooker

COMMITTEE RECOMMENDATION

Moved: Ms Lee Longford

Seconded: Member Martin Hiscox

That the Committee endorse the committee nomination for Melissa Brooker.

5.4 BUDGET AND WORKS

Committee updated on budget and works schedule for Stadium and Outdoor courts.

Discussion – keeping eye on heat in outdoor storage shed, possible need for ventilation

Lee to supply a storage shed key to Melissa.

Lee to speak with Roger in regards to yearly resurfacing fee.

Discussed if the new lights are showing benefit to electricity costs – to be followed up with Ian Draper.

Committee would like to thank Council for;

- repainting outside walls
- cementing outside court
- alarm system
- installation of storage container

6 GENERAL BUSINESS

Nil

7 NEXT MEETING

Tuesday 5th February 2018, 6.30pm

8 MEETING CLOSE

Meeting Closed at 7.30pm.

The minutes of this meeting were authorised by the Chairperson on 20 October 2018.

Gayle Murphy

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CHAIRPERSON

15.7 MINUTES - ARTS AND CULTURE COMMITTEE - 23 OCTOBER 2018**Document ID: 392623****Author: Corporate and Community Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Arts and Culture Committee Minutes - 23 October 2018****RECOMMENDATION**

That Council

1. Received and note the Minutes of the Arts and Culture Committee held on Tuesday 23 October 2018.
2. Recognise the election of Mr Taylor as the Chairperson

Minutes contain no committee resolutions for Council endorsement.

**MINUTES OF NARRANDERA SHIRE COUNCIL
ARTS AND CULTURE COMMITTEE
HELD AT THE COUNCIL INTERVIEW ROOM
ON TUESDAY, 23 OCTOBER 2018 AT 2PM**

1 PRESENT

Cr Tracey Lewis, Mrs Kathy Taylor, Mr Tony Taylor, CDM&L Sue Killham, Mr Derek Motion, Mr Graham Minchin, Ms Lindee Russell, Minute Taker Tiffany Thornton, Observer Martin Hiscox

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: CDM&L Sue Killham
Seconded: Mrs Kathy Taylor

That apologies from Cr Tammy Galvin, Cr Barbara Bryon, Mr Geoff Sullivan and Ms Julie Briggs be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

N/A

5 BUSINESS ARISING FROM PREVIOUS MINUTES

N/A

6 REPORTS

6.1 ELECTION OF CHAIRPERSON

Nomination was received and accepted for Tony Taylor

COMMITTEE RESOLUTION

Moved: CDM&L Sue Killham
Seconded: Mrs Kathy Taylor

That the Committee accept nomination and election of Tony Taylor as chairperson.

CARRIED

6.2 SCHEDULING MEETINGS

- Meetings to be held quarterly
- First Friday of the month

6.3 UPDATE ON PARKSIDE COTTAGE MUSEUM

AGM to be held 21 November – resolutions to be passed for dissolving incorporation and caretaker agreements. Informal meeting to be held 14 November.

Clarity on assets to be passed onto another entity – Council.

Council to receive copy of asset register

Council to receive confirmation from Fair Trading when incorporation is dissolved.

6.4 BOOKINGS AND EXHIBITIONS

The committee received and noted the upcoming events at the Arts and Community Centre.

Bookings – Activating Narrandera, Indigenous Arts exhibition, NacNet

Development of a register for exhibitions/meetings/bookings

6.5 ARTS AND COMMUNITY CENTRE REVENUE AND EXPENDITURE

Sue Killham to provide a review of the Arts and Community Centre Revenue and Expenditure Financial Report as at 22 October 2018

Cleaning Fee to be included.

7 CORRESPONDENCE

Nil

8 NEXT MEETING

Monday 3rd December 2018 at 10am

9 MEETING CLOSE

The Meeting closed at 2.45pm.

The minutes of this meeting were confirmed by the Chairperson of the Arts and Culture Committee on 31 October 2018.

Tony Taylor

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CHAIRPERSON

15.8 MINUTES - NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE - 25 OCTOBER 2018

Document ID: 392802

Author: Executive Engineer

Authoriser: Deputy General Manager Infrastructure

Attachments: 1. Narrandera Floodplain Risk Management Committee Minutes - 25 October 2018

RECOMMENDATION

That Council

1. Receive and note the Minutes of the Narrandera Floodplain Risk Management Committee held on Thursday 25 October 2018.

**MINUTES OF NARRANDERA SHIRE COUNCIL
NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON THURSDAY, 25 OCTOBER 2018 AT 12.30PM**

1 PRESENT

EE Ian Draper, MPA Fred Hammer, Mr Steve Manwaring, Mr Peter Beal, Mr Wal Lingen, Cr Wesley Hall, Cr Craig McIntyre,

2 APOLOGIES

RECOMMENDATION

APOLOGY

Moved: Mr Wal Lingen
Seconded: Mr Steve Manwaring

That the apology received from Mr Noel Crichton, Mr Shane Clancy, Mr Fred Spain, Cr Kevin Morris, DGMI Julian Geddes and MDE Helen Ryan be received and accepted.

3 DECLARATIONS OF PECUNIARY INTEREST

NIL

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

RECOMMENDATION

Moved: EE Ian Draper
Seconded: Mr Steve Manwaring

That the minutes of the Narrandera Floodplain Risk Management Committee held on 13 September 2018 be confirmed.

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Council received and noted the previous minutes at their October General Meeting. (Resolution 18/221)

Fred confirmed that Steve Manwaring, Ian Draper, Fred Hammer and Noel Crichton had provided comments and feed back to Mr Button concerning the draft plan and study including the need for the Basin plans to be included.

6 REVIEW OF THE NARRANDERA FLOOD PLAIN RISK MANAGEMENT STUDY AND PLAN OPTIONS

Steve confirmed the requirements of OEH in particular the need for Council to identify those measures which Council considered as a high priority and for Council to rank these measures in priority.

The committee then reviewed the recommended report measures and confirmed the following priorities and ranking:

Measure	Description	Priority	Fund Rank
1	Implement flood controls – New DA's in flood plain	High	-
2	Update Narrandera LEP 2013	High	-
3	Provide FRMS 2018 flood data to NSW SES	High	-
4	Implement community Flood awareness and Education	Medium	-
5	Commission Southern Main Canal Investigation upgrade	High	3
6	Commission Narrandera Airport Levee Investigation	High	5
7	Investigate Ring Levee around supply pump station	High	7
8	Investigate & concept design North/East Detention Basin	High	1
9	Detailed design & construction North Detention Basin	High	2
10	Detailed design and Construction Woolscour Siphon works	High	6
11	Voluntary Purchase and House Raising Feasibility Action	High	4

COMMITTEE RESOLUTION

Moved: MPA Fred Hammer
 Seconded: Mr Peter Beal

That the report be approved and the Narrandera Flood Plain Risk Management Study and Plan be put up for public exhibition.

CARRIED

COMMITTEE RESOLUTION

Moved: EE Ian Draper
 Seconded: Mr Wal Lingen

That the recommended flood risk management measures be given the priority and rank as per the above table.

CARRIED

COMMITTEE RESOLUTION

Moved: MPA Fred Hammer
Seconded: Mr Steve Manwaring

That Council be advised of the need to adopt the Narrandera Flood Risk Management Study and Plan and apply for funding in their February Meeting

CARRIED

7 GENERAL BUSINESS

NIL

8 CORRESPONDENCE

NIL

9 NEXT MEETING

Next Meeting date: 23rd January 2019

10 MEETING CLOSE

The Chairman thanked members for attending and the Meeting closed at **2:00pm**.

The minutes of this meeting were confirmed by the Chairperson of the Narrandera Floodplain Risk Management Committee on 31 October 2018.



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CHAIRPERSON

15.9 MINUTES - GRONG GRONG COMMUNITY COMMITTEE - 25 OCTOBER 2018**Document ID: 392809****Author: Corporate and Community Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Grong Grong Community Committee Minutes - 25 October 2018****RECOMMENDATION**

That Council

1. Receive and note the Minutes of the Grong Grong Community Committee held on Thursday 25 October 2018.
2. Council note the election of Mr Manning as the committee chairperson for the coming year.

Minutes contain no committee resolutions for Council endorsement.

**MINUTES OF NARRANDERA SHIRE COUNCIL
GRONG GRONG COMMUNITY COMMITTEE MEETING
HELD AT THE GRONG GRONG HALL
ON THURSDAY, 25 OCTOBER 2018 AT 6PM**

1 PRESENT

Cr Barbara Bryon, Member Reiner Meier, Member Bob Manning, Member John Foley, Member Gemma Purcell, Member Julie Marwood, Minute Taker Tiffany Thornton,

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mr Bob Manning
Seconded: Cr Barbara Bryon

That apologies from Member Jean Batchelor and Cr Tracey Lewis be received and accepted.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES

N/A

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

N/A

5 REPORTS

5.1 ELECTION OF CHAIRPERSON

Nomination received and accepted for Bob Manning

COMMITTEE RESOLUTION

Moved: Member John Foley
Seconded: Member Julie Marwood

That the Committee accept nomination of Bob Manning and elect as the chairperson.

CARRIED

5.2 SCHEDULING MEETINGS

Committee meetings will be held first Thursday at 7pm.

Meetings will be held quarterly

Next meeting to be held 7th February 2019

COMMITTEE RESOLUTION

Moved: Mr Bob Manning

Seconded: Member Julie Marwood

That the Committee meeting will be held quarterly commencing February 2019.

CARRIED

5.3 KEY REGISTER

The Committee to develop a key register to keep a record of all members who have access to Hall.

Key Register will be included in next agenda.

5.4 VOLUNTEER LIST

The Committee to compile a list of Volunteers to be inducted by WHS&R Officer and added to Volunteer register.

The list will be tabled at the next meeting.

A notice will be included in the Grong Grong Gossip.

5.5 DISABLED TOILET AT THE GRONG GRONG HALL

Work on the disabled toilet project at the Grong Grong Hall aims to be finished prior to Christmas.

A copy of the new plans was tabled for the committee to view.

5.6 CLEANING OF THE HALL

The committee discuss and develop a solution for cleaning the Hall.

Solution – the hirer will clean and any other cleaning will be completed as required by Committee.

Create a standard item on agenda – Bookings

5.7 2018-2019 BUDGET

That the Committee will start to create a 2018-19 Budget to be discussed at the next meeting.

5.8 CAPITAL, MAINTENANCE AND OPERATION WORKS

The committee will create a list of items that the Committee would like to be included in the Capital, maintenance and operations works.

6 NEXT MEETING

Thursday 7 February 2019 7pm

7 MEETING CLOSE

Meeting Closed at 6.45pm

The minutes of this meeting were authorised by the Chairperson on 2 November 2018.

Bob Manning

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CHAIRPERSON

15.10 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 29 OCTOBER 2018

Document ID: 393880

Author: Events and Visitor Services Supervisor

Authoriser: General Manager

Attachments: 1. Australia Day Planning Committee Minutes - 29 October 2018

RECOMMENDATION

That Council

1. Receive and note the Minutes of the Australia Day Planning Committee held on Monday 29 October 2018.

Minutes contain no committee resolutions for Council endorsement.

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUSTRALIA DAY PLANNING COMMITTEE
HELD AT THE NARRANDERA VISITOR INFORMATION CENTRE
ON MONDAY, 29 OCTOBER 2018 AT 5PM**

1 PRESENT

Ms Helen McDermott, Mr Bob Manning, Ms Beryl Brain, Ms Barbara Bryon, Mr Stephen Targett, Mr Graeme Davies

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mr Graeme Davies

Seconded: Ms Beryl Brain

That apologies from Cr Narelle Payne be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Mr Bob Manning

Seconded: Ms Helen McDermott

That the minutes of the Australia Day Planning Committee held on 20 August 2018 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Orchestra Insurance – Narrandera Community Orchestra to advise on availability for Australia Day Event. Councils Event and Visitor Services Supervisor will then follow up on the matter of insurance. Other possible performers for the event are the Riverina Mens Choir.

Advertisement for New Committee Member - Councils Event and Visitor Services Supervisor is to organise an advertisement in the Narrandera Argus for a new Australia Day Planning Committee member.

Drawing Competition – Prizes to be organised through Narrandera Toy and Hobby Centre.

Master of Ceremonies Assistant- Task to be allocated to committee member.

6 REPORTS

6.1 APPROVE MASTER OF CEREMONIES FOR EVENT

COMMITTEE RESOLUTION

Moved: Mr Stephen Targett

Seconded: Ms Beryl Brain

Approve Jack Langley as 2019 Master of Ceremonies for Australia Day Ceremony in Marie Bashir Park

The Narrandera Shire Council Australia Day Planning Committee approves Jack Langley as Master of Ceremonies for the Australia Day Ceremony in Marie Bashir Park.

CARRIED

6.2 DRAWING COMPETITION APPROVAL & DISTRIBUTION

COMMITTEE RESOLUTION

Moved: Ms Helen McDermott

Seconded: Ms Beryl Brain

Approve draft drawing competition template & allocate committee member to distribute to local schools.

The Committee resolved to approve the current drawing competition template. Cr Barbara Bryon to distribute copies of the drawing competition template to local schools.

CARRIED

6.3 COMMITTEE MEMBERS TASK ALLOCATIONS

COMMITTEE RESOLUTION

Moved: Ms Helen McDermott

Seconded: Mr Graeme Davies

Discuss which committee members will undertake the following tasks:

- Approach Narrandera Junior Rugby League Club regarding Yabby Races/Activity – Councils Event & Visitor Services Supervisor
- Approach Narrandera Public School regarding use of chairs in Australia Day Ceremony – Ms. Helen McDermott
- Organise Assistant Master of Ceremonies from Narrandera High School/ St. Francis College – Cr. Barbara Bryon
- Approach Narrandera Bakery for sponsorship of lamingtons/ANZAC biscuits – Mr. Bob Manning
- Confirm use of Marquee with Rotary – Mr. Bob Manning
- Confirm Lake Talbot Australia Day Activities – Ms. Helen McDermott
- Confirm Barellan Activities – Mr. Graeme Davies
- Confirm Grong Grong Activities – Mr. Bob Manning
- Confirm Musicians for Civic Ceremony - Councils Event & Visitor Services Supervisor
- Organise Welcome to Country – Cr. Barbara Bryon
- Place drawing competition template on display at the Library - Councils Event & Visitor Services Supervisor
- Arrange Prizes for Drawing Competition - Councils Event & Visitor Services Supervisor
- Arrange Judge for Colouring in Competition – Cr. Barbara Bryon
- Complete Event Application and Risk Assessment– Cr. Barbara Bryon

The Narrandera Australia Day Committee resolved to approve the above task allocations.

CARRIED

6.4 DISCUSS CORRESPONDANCE FROM NARRANDERA LIONS CLUB

COMMITTEE RESOLUTION

Moved: Mr Stephen Targett

Seconded: Mr Bob Manning

Discuss correspondence from Narrandera Lions Club regarding Australia Day Breakfast in the Park and Marquee Hire.

The Narrandera Shire Council Australia Day Planning Committee has reviewed and noted the correspondence from Narrandera Lions Club.

CARRIED

6.5 AUSTRALIA DAY AMBASSADOR UPDATE

COMMITTEE RESOLUTION

Moved: Mr Stephen Targett

Seconded: Ms Beryl Brain

Narrandera Shire Council has registered for an Australia Day Ambassador for 2019, and will advise and update the Narrandera Australia Day Planning Committee as correspondence is received from the Australia Day Council.

The Narrandera Shire Council Australia Day Planning Committee has noted that Narrandera Shire Council has registered for the 2019 Australia Day Ambassador Program.

CARRIED

7 GENERAL BUSINESS

Colouring in Competition - Councils Event and Visitor Services Supervisor to organise distribution to Barellan, Binya and Grong Grong and copies for the Australia Day Planning Committee to distribute to Narrandera Primary Schools.

Environmental Citizen of the Year – The Environmental Citizen of the Year will be excluded from the 2019 Australia Day Awards program due to time limitations, however the Environmental Citizen of the Year Award is to be added to the 2020 awards program.

Australia Day Ambassador Function - Councils Event and Visitor Services Supervisor has sought quotes from Halls Coffee Cottage.

Lions Marquee - Councils Event and Visitor Services Supervisor contacted Narrandera Lions Club regarding facilitating the breakfast in Marie Bashir Park and the cost of hiring the Lions Club Marquee. Narrandera Lions Club have advised that they are available to cater the breakfast in the park and the cost of the marquee hire will be advised after the next Lions Club meeting.

8 CORRESPONDENCE

Nil

9 NEXT MEETING

Monday 19th November 2018

10 MEETING CLOSE

The Meeting closed at 6.00pm.

The minutes of this meeting were confirmed at the Australia Day Planning Committee held on .



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CHAIRPERSON