



Committee Minutes

S355 & Statutory As Information Only

COMBINED

Tuesday
21 March 2017

ITEM NO: 3.1
REPORT FROM: Executive Services
SUBJECT: STATUTORY AND SECTION 355 COMMITTEES - MINUTES
OF MEETINGS THAT REQUIRE COUNCILS ENDORSEMENT

Submitted to Council's Ordinary Meeting held on: 21 March 2017

Minutes from Committee Meetings:

3.1-1	Narrandera Parkside Cottage Museum	13 February 2017
3.1-2	Local Emergency Management	14 February 2017
3.1-3	John O'Brien Festival	27 February 2017
3.1-4	Narrandera Stadium	28 February 2017
3.1-5	Audit Risk Improvement	8 March 2017

ITEM NO: 3.1-1
REPORT FROM: Executive Services
SUBJECT: MINUTES – PARKSIDE COTTAGE MUSEUM COMMITTEE
MEETING DATE: 13 February 2017
MEETING VENUE: Parkside Cottage Museum

Submitted to Ordinary Council Meeting held on: 21 March 2017

RECOMMENDATION

That Council receive and note the Minutes of the Narrandera Parkside Cottage Museum Committee held 13 February 2017.

Committee Members

Cr Bryon, Graham Minchin, June Hulands, Roy Wade, Robert Sloan, Geoff Sullivan, Lyn Browne and George Patterson

~~ This Item is submitted for Council's Information ~~

The Chairperson opened the meeting at **7.20pm** and thanked committee members for attending.

Item 1 - PRESENT

Narrandera Shire Councillor	Cr Bryon
Representing Committee	Graham Minchin (Chair)
Representing Committee	Lyn Browne (Secretary)
Representing Committee	Roy Wade (Treasurer)
Representing Committee	Robert Sloan (Caretaker)
Representing Committee	Geoff Sullivan
Representing Committee	June Hulands

Special Guest

Representing Narrandera Shire Council Sue Killham

Item 2 - APOLOGIES G Patterson

Item 3 - DECLARATION OF PECUNIARY INTEREST No Interest Declared

Item 4 - CONFIRMATION of MINUTES of 2015 Annual General Meeting

Moved: June Hulands

Seconded: Robert Sloan

CARRIED

Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES

- The contents of the Railway Room shed has been entered into the Donations book and then scanned and the copy given to Narrandera Shire Council. J Hulands, G Sullivan, L Brown and G Patterson spent several hours there. L Brown updated the Donations Book and copied all off for NSC.
- The Christmas Party was most enjoyable.

ITEM 6 TREASURER'S REPORT

Treasurer's Annual Report was read and tabled.

Total Income	\$218,40
Total Expenditure	\$228.11
Bank Balance	\$781.98

RECOMMENDATION Item 6

That the Treasures report be accepted.

Moved: R Wade

Seconded: G Sullivan

CARRIED

ITEM 7 CARETAKERS REPORT

R Slone is still concerned that the Public Toilets are closed at 6pm. There are still a lot of families using the Marie Bashir Park.

ITEM 8 COUNCIL DELEGATE REPORT

- Do we need more workers? Yes.
- Do we have visits from the schools? Yes, during the second or third term. What schools are asked? All the local schools, plus Boree Creek, Matong, and while there was a school at Grong Grong, they were included.
- Have you thoughts about advertising on the Shire's Website? No... Suggestion that the Museum Committee advertise on Narrandera's Face Book site; one item a week. Also on the Tourist Information sheet and on the Community Radio. Cr Bryon offered to do this as none of the members have all the skills required. L Brown appreciated the offer and accepted.
- Also, in the past, the committee have placed Items on display at the Library.

GENERAL BUSINESS

1. Photos

S Killham raised the matter of the photos missing from the frames in one of the rooms. She was advised that they have never been used. She did believe this. She also expressed her concern that the River Map Chart was not on display. L Brown contacted two members who were not at the meeting if they knew. In the Minutes dated 10 November 2018, the River Map Chart was now returned after having been sent away for restoration work. When it was returned to the Museum, the committee was instructed not to display the Chart as it would deteriorate again and to place a photo of it in the case. All of the above are the result of an earlier meeting with Kim Biggs; Project Manager, Regional tourism & Museum Advisory Services.

2. Centenary Banner of Telegraph

It was noticed the Centenary Banner 100 years of Telegraph had deteriorated a lot more. S Killham took a photo of it and when G Minchin attempted to remove it, it fell to pieces.

3. Photo in Picture File

S Killham asked why we did not have Photo in Picture File on the wall in the opposite display case for the River Chart. She would not accept that it was a recent addition and the members had not had time to fill them or decide which one would be best.

CORRESPONDENCE Nil

ATTACHMENTS Nil

NEXT MEETING 13 March 2017 - 7pm - Museum

MEETING CLOSED 8.35pm

Approved by Chairperson: *Mr Graham Minchin*

Mr.GM/VKM – 2017 March

RECOMMENDATION

That Council receive and note the Minutes of the Narrandera Parkside Cottage Museum Committee held 13 February 2017.

NSC Staff Addendum to Minutes

With regard to General Business Item 3, there appears to be a misunderstanding about the discussion for a potential Lethbridge display for the Shell Room.

ITEM NO: 3.1-2
REPORT FROM: Infrastructure Services
SUBJECT: MINUTES – LOCAL EMERGENCY MANAGEMENT COMMITTEE
MEETING DATE: 14 February 2017
MEETING VENUE: Emergency Operations Centre

Submitted to Ordinary Council Meeting held on: 21 March 2017

RECOMMENDATION

That Council receive and note the Minutes of the Local Emergency Management Committee Meeting of 14 February 2017.

Committee Members:

Kate Johanson	Volunteer Officer	Australian Red Cross
Warren Boyce	Station Officer	NSW Ambulance
Andrew Long	Duty Operations Manager	NSW Ambulance
Alex McCormick	Paramedic	NSW Ambulance
Neal Tait	Station Commander	Fire & Rescue NSW
Dean Emery	Duty Commander	Fire & Rescue NSW
Bob Sayer	Superintendent, Zone Commander	Fire & Rescue NSW
Cr Neville Kschenka	Mayor	Narrandera Shire Council
Fred Hammer	LEMO	Narrandera Shire Council
Judy Charlton	CEO, <u>Chair LEMC</u>	Narrandera Shire Council
Bruce McBean	Alternate LEMO	Narrandera Shire Council
Helen Ryan	Manager Development & Environment	Narrandera Shire Council
Tammy Galvin	Senior Land Service Officer	Local land Services
Daryl Cooper	Leader, Qld Fruit Fly Control & Monitoring	NSW Dept. of Primary Industries
Karen Absolom	Nurse Manager	NSW Health
Darren Wallet		Office of Environment & Heritage
Owen Plowman	REMO	NSW Police Force
Brett Roden	LEOCON	NSW Police Force
Kim Traynor	LEOCON	NSW Police Force
Wal Lingen	Local Controller	NSW State Emergency Service
Wayne Heidtman	Captain	NSW Volunteer Recue Association
Justin Langley	Group Captain	NSW Rural Fire Service
Michael Borg	District Officer	NSW Rural Fire Service
Matthew Ross	Inspector, District Officer	NSW Rural Fire Service
Jonathon Crocker	Traffic Operations Manager	Roads & Maritime Services

~~ This Item is submitted for Council's Information ~~

The Chairperson opened the meeting at **9.32am** and thanked committee members for attending.

Volunteer Rescue Association

During recent flooding, sandbagging was done to some houses in the shire, with help from Fire & Rescue NSW.

Rural Fire Service

Please refer to Attachment 2 for RFS report.

NSW Ambulance

- NSW Ambulance have updated their mobile data systems. This is in response to Telstra closing their 2G mobile network which the old system relied upon
- Andrew Long reminded LEMO of name change to NSW Ambulance – this has been noted and all forms, correspondence etc. have been subsequently updated.

Fire & Rescue NSW

Please refer to Attachment 3 for Fire & Rescue report.

NSW Health (Narrandera Hospital)

No report.

Office of Environment & Heritage

No Report.

NSW Department of Primary Industries

No Report.

NSW Police Force

- Narrandera officers have been training with Griffith officers recently
- Some officers attended Emergency Management training late last year, concentrating on early response to emergencies
- When monitoring bushfires, Narrandera station has been liaising with Griffith station. Some issues have been experienced using the ICON system, which RFS will provide assistance
- Local police have been monitoring persons on the “arsonist high risk” list by doing doorknocks to let high risk subjects know they are being watched.

RMS (Roads & Maritime Service)

No report

Local Emergency Management Committee (LEMC)

Emergency Management Planning – Nil
Training & Development - see REMO report

5. Airport Incidents

- No incidents
- Pilots have experienced some confusion because Brobenah airstrip shares same frequency as Narrandera airport

6. Airport Emergency – Desktop Exercise

Following from the December desktop airport emergency exercise, a number of issues were noted in the airport EMPLAN (emergency management plan). LEMO

prepared a draft EMPLAN and circulated to members prior to the meeting. Some further changes were made and shown to the meeting. Subject to some further minor amendments such as updated gate access codes, approval was sought for the draft EMPLAN. The new airport EMPLAN will next be sent to CASA.

The Airport EMPLAN was approved subject to the minor changes discussed.

Moved: Kim Traynor

Seconded: Michael Borg

CARRIED

7. Local EMPLAN

REMO to meet with LEMO in next 2 weeks to incorporate consequence management guides into the EMPLAN. This should be the final stage.

CORRESPONDENCE Nil

ATTACHMENTS

1. Report from REMO
2. Report from RFS
3. Report from Fire & Rescue

NEXT MEETING 13 June 2017 – 9.30am – Narrandera Emergency Operations Centre

MEETING CLOSED 10:26am

Approved by Chairperson:



JG/bm – 2017 March

RECOMMENDATION

That Council receive and note the Minutes of the Local Emergency Management Committee Meeting of 14 February 2017.

3.1-2 Local Emergency Management 14 February 2017 ATTACHMENT 1

REMO Report notes for your February LEMC Minutes:

1. LEMCs should now be finalising their Local EM Plans including the relevant Consequence Management Guides (CMGs).
2. 2016 Western Flood Recovery: The Riverina Murray Western Flood Recovery Committee chaired by Recovery Coordinator Dave Owens met for its final meeting in Wagga on the 9th Feb, with its four sub-committees focussing on Health & Well Being, Agriculture, Business & Industry and Environment. The committee determined that recovery issues can now be managed through normal business arrangements. An After Action Review has been conducted regarding recovery processes.
Mr Owens will prepare a Recovery Ops report for the State Emergency Management Committee, a copy of this report will be tabled at the next following meeting of the Riverina Murray Regional Emergency Management Committee and flow to Riverina Murray LEMCs.
3. MOSQUITO-BORNE VIRUSES HIT RECORD LEVELS: From NSW Health Media Release: Record numbers of Ross River Virus cases notified to the Murrumbidgee Local Health District (MLHD) has prompted further warnings for people to avoid being bitten by mosquitoes. In January, the Public Health Unit received 148 notifications of people infected with Ross River Virus, up from 116 in December. "This is significantly higher number of notifications than we usually see in January," said Director Public Health Tracey Oakman. Ongoing detections of arboviruses in mosquitoes trapped in the region, including a Kunjin virus detected in Griffith this week, has prompted MLHD to again issue its warning message for the local region. Mrs Oakman said over the season she has received notification of a number of different arbovirus detections in mosquitoes, including Ross River Virus, Barmah Forest Virus, Kunjin and Sindbis Virus. "There is a heightened risk to people in the region of contracting one of the arboviruses if they are bitten by a mosquito," she said. "There is no specific treatment for these viruses. The best way to avoid infection is to avoid being bitten by mosquitoes." These mosquito-borne viruses are spread by bites from mosquitoes that have fed on animals that carry the virus. People are urged to take simple precautions against mosquito bites.

Simple steps to avoid mosquito bites include:

- Screening all windows and doors to prevent mosquitoes from coming inside.
- Avoid being outside unprotected, particularly during dawn and dusk when mosquitoes are most active. When outside cover up as much as possible with light-coloured, loose-fitting clothing and covered footwear.
- Apply mosquito repellent regularly to exposed areas (as directed on the container). Repellents containing Diethyl Toluamide (DEET) or Picaridin are best. Repellents containing oil of lemon eucalyptus or p-Menthane-3,8-diol (PMD) also provides adequate protection.
- Don't use repellents on the skin of children under the age of three months. Instead use physical barriers such as netting on prams, cots and play areas for babies.
- Light mosquito coils or use vaporising mats indoors. Devices that use light to attract and electrocute insects are not effective.
- When mosquitoes are present inside the room, use over-the-counter insecticide sprays, especially behind furniture and dark places.
- When camping, use flyscreens, or sleep under mosquito nets.
- Limit the number of places around your home for mosquitoes to breed by getting rid of items that hold water or by emptying the containers.

For copies of NSW Health fact sheets on mosquito-borne viruses, click on the links below:

- [Ross River Virus](#)
- [Barmah Forest Virus](#)
- [Kunjin Virus](#)
- [Murray Valley Encephalitis](#)

4. EM Training: REMO delivered EM Training Courses:
 - Intro to Emergency Management course: 01/03/2017 in Griffith
 - Emergency Ops Centre Concepts course: 02/03/2017 in Griffith (pilot of the updated EOC Concepts Course)
 - Manage an Evacuation to be conducted in Tocumwal on the 10 & 11 May 2017 (Residential Course - accommodation is available for participants as needed)

3.1-2 Local Emergency Management 14 February 2017 ATTACHMENT 1

Participants can nominate on line at: www.emergency.nsw.gov.au (follow the links to EM Training Program)

5. The next meeting of the Riverina Murray Regional Emergency Management Committee and Regional Rescue Committee will take place in Wagga Wagga on Wed 22/03/2017. The REMC meeting is expected to include a Regional EMOS (Electronic EOC Information Management System) Exercise to be conducted with assistance from NSW Office of Emergency Management personnel.

6. The Riverina Murray Regional Rescue Committee will conduct a maritime Rescue\EM Field Exercise at Moama on the weekend of 20th May 2017 at Echuca/Moama. The exercise will focus on an emergency incident on a paddle steamer and will also involve exercising cross border resources and arrangements.

7. NSW Public Health "Heatwave Alert" public information was disseminated to all LEOCONs & LEMOs ahead of the declared Heatwave Alert last week, LGA's were asked to consider posting the information on the council web pages and social media sites.

Many thanks,

OP



Owen Plowman | Regional Emergency Management Officer | NSW Police Force
Riverina Murray Emergency Management Region | PO Box 474, Wagga Wagga, NSW 2650, Australia
Telephone: 02 6922 2612 | Fax: 02 6922 2611 | Easynet: 83612 | Mobile: 0429 154 619 | Email: plow1owe@police.nsw.gov.au

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LEMC Report, February 2017

NSW Rural Fire Service - MIA District

Bush Fire Season

The Bush Fire Danger Period at this time may conclude on the 31 March 2016. This will be dependent on conditions.

Incidents 1 Oct 16 – 13 Feb 17

DISTRICT	Fire	MVA	Other	Total
Carrathool	29	1	6	35
Griffith	72	4	16	93
Hay	23	2	1	26
Leeton	33	3	11	47
Murrumbidgee	30	5	7	42
Narrandera	18	1	6	25
TOTAL	205	16	47	268

Total Fire Ban

Very High	3
Severe	4
Extreme	0
Catastrophic	0

No of TOBANS	6
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Over the reporting period an estimated 15,000ha was burnt.

EOC was not activated during this reporting period for bushfires. All LEMO's and LEOCON's were advised via SMS of Total Fire Bans in the Northern Riverina Fire Weather District.

During harvest operations, the RFS may Request Cease Harvests from farmers to limit the risk of accidental ignition. During the reporting period we had 3 official Requests to Cease Harvest. During this reporting period, the RFS has implemented a Grain Harvest Guide, to recommend to farmers when to cease harvest and when they can recommence. This works on the same principal as famers when they are spraying.

LOCAL EMERGENCY MANAGEMENT COMMITTEE

AGENCY REPORT

TO NARRANDERA LEMC

Report submitted by : Duty Commander Dean Emery on behalf of Superintendent Bob Sayer

Agency or Functional area: Fire & Rescue NSW

Date: 14th February 2017

The following activities have been undertaken or are being undertaken by this agency:

PLANNING:

- Ongoing Retained Firefighter recruitment in progress.
- 1 x new Firefighter at Narrandera
- Installation of new Mobile Data Terminals (MDT's) on appliances completed

TRAINING (INTERNAL):

- Ongoing training, including new General Land Rescue Operators (Secondary)
- New Self Contained Breathing Apparatus (SCBA) being installed
- Implementation of further Incident Management Training (IMT) to firefighters

TRAINING (EXTERNAL):

- Ongoing training

OPERATIONS:

Narrandera Fire Station

Responded to 34 calls since 11 October 2016, including:

- 18 x fires
- 2 x Rescue
- 6 x hazardous condition

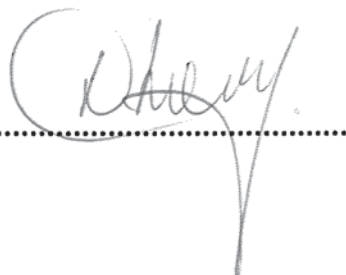
PROJECTED ACTIVITIES:

- Ongoing Community Safety programs & education.

DEVELOPMENT PROJECTS:

OTHER MATTERS:

Signed:



ITEM NO: 3.1-3
REPORT FROM: Executive Services
SUBJECT: MINUTES – JOHN O’BRIEN FESTIVAL ORGANISING COMMITTEE
MEETING DATE: 27 February 2017
MEETING VENUE: Narrandera Ex-Servicemen’s Club

Submitted to Ordinary Council Meeting held on: 21 March 2017

RECOMMENDATION

That Council receive and note the Minutes of the John O’Brien Festival Organising Committee Meeting of 27 February 2017.

Committee Members:

Cr Fahey, Cr Bryon, Ernest Rea (Chair), David Marwood (Treasurer), Kimberley Beattie (Secretary), Tony Andracchio, Events Officer – Ashleigh Harrison

~~ This Item is submitted for Council’s Information ~~

The Chairperson opened the meeting at **6pm** and thanked committee members for attending.

Item 1 - PRESENT

Narrandera Shire Councillor	Cr Bryon
Representing Committee	Ernest Rea (Chair)
Representing Committee	Kimberley Beattie
Representing Committee	Tony Andracchio
Representing Committee	David Marwood
Representing Narrandera Shire Council	Julie Briggs (Acting Economic Development Manager)

Observers Joan Graham, Cameron Lander, Vicki Lander, Jan McGilvray,
Jing Chen

Item 2 - APOLOGIES Cr Kschenka and Ashleigh Harrison

Item 3 - DECLARATION OF PECUNIARY INTEREST No Interest Declared

Item 4 - CONFIRMATION of MINUTES of Previous Meeting held 06 February 2016

Moved: Tony Andracchio **Seconded:** Kimberley Beattie **CARRIED**

Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES

1. Street Stall – Awareness and Committee Recruiting
A street stall was held in Kiesling Lane on Friday 17 February 2017 to raise local awareness of the John O’Brien Festival and encourage new committee members.

There was a lot of interest from passers-by, concerned for the future of the Festival. Several people said they would consider joining the committee. A raffle was also held at the street stall to raise funds to go towards paying Noel Stallard to host workshops for local Narrandera schools in March 2017.

ITEM 6 NOEL STALLARD'S VISIT

1. Noel Stallard and his wife Anne will stay in Narrandera from Monday 13 March – Thursday 16 March 2017. They will be billeted free of charge during this visit.
2. On Tuesday 14 March 2017, Noel Stallard will hold a workshop with teachers from local primary schools, and one with High School students.
3. On Wednesday 15 March 2017, Noel Stallard will hold a workshop with students at Narrandera Public School.
4. The Committee are still seeking confirmation if St Joseph's Primary School Narrandera will participate in one of the workshops.
5. In the evening of Wednesday 15 March 2017, Noel Stallard will hold a show for the general public at the CRC Plaza Theatre. The ticket price for this show is yet to be determined.
6. Noel Stallard's fee for the workshops and show will be paid with money raised via raffles and ticket sales taken at the door for the public show. If insufficient funds are raised by 16 March 2017 Noel will accept a deferred payment.
7. There is no budget available to advertise the public show. The committee will develop a flier to be promoted around town in shop windows and on Facebook.

ITEM 7 COMMITTEE RECRUITMENT UPDATE

1. In addition to holding the street stall on the 17 February 2017, current committee members have been proactive in recruiting community volunteers to join the committee. Several interested parties attended the meeting as observers.
2. Those present discussed what roles they may be interested in on the Committee. It was decided to discuss this in more detail once new committee members submit their Expressions of Interest and become endorsed by Council.
3. The committee decided to hold an additional meeting on Monday 6 March at 5:30pm at which prospective members can fill out Expression of Interest forms, which will then be submitted to Council for consideration at the March Council meeting.

ITEM 8 BUILDING BETTER REGIONS FUND – COMMUNITY INVESTMENTS STREAM

Discussion of this funding stream was again deferred.

GENERAL BUSINESS

Promotional street stalls

The next street stall will be held on Friday 3 March 2017 and another on Friday 31 March 2017. A discussion took place to determine who will set up and man the stall on these days.

2. Meeting times

It was decided to change future meeting start times to 5:30pm.

CORRESPONDENCE Nil

ATTACHMENTS Nil

NEXT MEETING Monday 6 March 2017 – 5:30pm – Narrandera Ex-Servicemen’s Club

MEETING CLOSED 6:55pm

Approved by Chairperson



JC/JB/AH – 2017 March

RECOMMENDATION

That Council receive and note the Minutes of the John O’Brien Festival Organising Committee Meeting of 27 February 2017.

ITEM NO: 3.1-4
REPORT FROM: Infrastructure Services
SUBJECT: MINUTES - NARRANDERA STADIUM MANAGEMENT COMMITTEE
MEETING DATE: 28 February 2017
MEETING VENUE: Narrandera Sports Stadium

Submitted to Ordinary Council Meeting held on: 21 March 2017

RECOMMENDATION

That Council receive and note the Minutes of the Narrandera Stadium Management Committee Meeting of 28 February 2017.

Committee Members:

Cr Payne, Steve Buchanan, Gayle Murphy, Claire Bolton, Sam Irons, Martin Hiscox, Roger Evans, Lee Longford

~~ This Item is submitted for Council's Information ~~

The Chairperson opened the meeting at 7.30pm and thanked Committee members for attending.

Item 1 - PRESENT

Narrandera Shire Councillor	Cr Payne
Representing Committee	Steve Buchanan
Representing Committee	Gayle Murphy (Chair)
Representing Committee	Sam Irons
Representing Committee	Lee Longford
Representing Committee	Martin Hiscox

Observers Nil

Item 2 - APOLOGIES Roger Evans

Item 3 - DECLARATION OF PECUNIARY INTEREST No Interest Declared

Item 4 - CONFIRMATION of MINUTES of Previous Meeting held 22 August 2016

Moved: Steve Buchanan **Seconded:** Lee Longford **CARRIED**

Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES

1. Sportsground Advisory Committee

Lee Longford reported that at the last meeting the Sportsground Advisory Committee discussed preparations for the AFL game.

2. Maintenance

Committee appreciated the maintenance in toilet and change rooms that took place in preparation for AFL game.

Items remaining on maintenance list are as follows:

- Floor coverings foyer and hall
- Roller door to be fixed
- Security doors need to be repaired
- Handle on front door to be replaced
- Non-slip rubber on steps
- Long term goals
- Concreting around outdoor courts to be completed
- Painting of outside of stadium
- Wall fans

Steve Buchanan to follow up in regard to non-slip rubber for steps.

3. Lighting

Council has received a grant to assist in updating the lighting in Council facilities to be more environmental friendly and also more economical. The Committee is awaiting confirmation that the Stadium will be included in the upgrade.

4. Stadium Usage

Basketball numbers good and netball numbers growing. New night time netball competition to commence in early June. In forward planning for Council budget stadium usage to be increased by CPI which will only be a \$2:00 increase. Narrandera Eagles considered using the outdoor court for netball games in the coming season as they believe the cost of indoor games is high. Approximate cost for season, which is 8 home games, is \$8,000. Discussion took place in regard to playing two games at once which would decrease costs.

5. Large Netball and Basketball Court for Indoor Court

Waiting for suitable grant.

6. Grants

Committee is yet to hear as to whether they have been successful in obtaining a participation grant for basketball. In future, consider participation grant for netball Eagles indoor games.

GENERAL BUSINESS

1. Stadium timetable
Stadium timetable is kept flexible to ensure the training and game needs are met for both basketball and netball.
2. Allergies
Gayle to place a sign in stadium to remind those who have allergies to bring their own EpiPen, as the stadium does not have one.
3. Defibrillator
Lee Longford to check to ensure stadium defibrillator is suitable for children and adults.

CORRESPONDENCE

1. Application received for Financial Assistance from Narrandera Shire

ATTACHMENTS Nil

NEXT MEETING August 2017 - Narrandera Stadium

MEETING CLOSED 8.30pm

Approved by Chairperson: Gayle S. Murphy

RO/kp – 2017 March

RECOMMENDATION

That Council receive and note the Minutes of the Narrandera Stadium Management Committee Meeting of 28 February 2017.

ITEM NO: 3.1-5
REPORT FROM: Executive Services
SUBJECT: MINUTES – AUDIT, RISK AND IMPROVEMENT COMMITTEE
MEETING DATE: 8 MARCH 2017
MEETING VENUE: Council Chambers

Submitted to Ordinary Council Meeting held on: 21 March 2017

RECOMMENDATION

That Council receive and note the minutes of the Audit, Risk and Improvement Committee Meeting of 8 March 2017.

Committee Members: Cr Hall, Cr Payne, Roger FitzGerald (Chair)
Observers: Keith Coates (Auditor), CEO Judy Charlton
Minutes Taker: Edwina Foley

~~ This Item is submitted for Council's Information ~~

The Chairperson opened the meeting at 11.00am and thanked Committee members for attending.

Item 1 - PRESENT

Narrandera Shire Councillor
Representing Committee

Cr Payne
Roger FitzGerald

Observers
Representing Committee
Representing Narrandera Shire Council
Representing Narrandera Shire Council

Keith Coates
Judy Charlton (CEO)
Edwina Foley (CCAO)

Item 2 - APOLOGIES

Narrandera Shire Councillor

Cr Wesley Hall

Moved: R FitzGerald **Seconded:** Cr Payne **CARRIED**

Item 3 - DECLARATION OF INTEREST Nil

Item 4 - CONFIRMATION of MINUTES of Previous Meeting held 12 October 2016

RECOMMENDATION ITEM 4

That the Minutes be adopted as a true and accurate record.

Moved: R FitzGerald **Seconded:** Cr Payne **CARRIED**

Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES

1. Crowe Horwath has been confirmed as the appointed Auditors by the Auditor - General.
2. A quarterly update of the Enterprise Risk Assessment is to form a standing Committee agenda item.

ITEM 6. CHAIRS REPORT

The Chair gave a verbal report on the 3 March 2017 Audit Office meeting in Sydney with AR&IC Chairs.

ITEM 7. FRAUD AND CORRUPTION POLICY

The Committee received the Fraud and Corruption Policy adopted by Council. It was noted that the Attachment 2 'Fraud and Corruption Plan' was more of a policy overview than a specific plan of action to control fraud. The policy requires fraud control to be a standing Committee agenda item and the Chair will discuss further developments with DGMC&C.

The Committee discussed the level of fraud awareness of staff and fraud incident reporting.

RECOMMENDATION ITEM 7

1. That following development of a detailed Fraud Control Plan and Fraud Risk Assessment, staff complete a Fraud Awareness Training session.
2. That the Fraud Control Plan include a section on Disclosure of Incidents.

Moved: Cr Payne

Seconded: R FitzGerald

CARRIED

ITEM 8. INTERNAL AUDIT FOLLOW_UP REVIEW ON EXCEPTION REPORTS FROM PREVIOUS AUDIT REVIEWS

The Committee received an Internal Audit Status Report on the progress of all previous reviews that have outstanding actions on audit recommendations. The Committee discussed each response, the priority to be accorded, and the responsible officer for each uncompleted response to audit recommendations. The Committee noted that the Internal Auditor will further advise DGI in June re action on Depot Inventory Management. The Committee considers that actions need to be progressed on a risk management basis and noted that previous dates had not been met for expected WH&S items such as the Emergency Drill at Council 141 East Street premises.

RECOMMENDATION Item 8

1. That the Internal Audit Status Report be received and noted.
2. That the Exceptions Report continues to be a Standing Item of the Committee Meetings.
3. That the Environmental Enforcement area is an Enterprise Risk whilst uncompleted. An inspector is needed if possible in the budget.

4. That the DGMI ensure that the Companion Animals Plan and Policy is finalised.
5. That the DGMI create a control system based on a risk assessment for the Ongoing Operation of Systems under the Septic Tank Compliance.
6. That the Draft WHS policy and plan be put to ELT as soon as possible given it is completed.
7. That the HRM team produce a schedule for the Human Resource policy reviews.

Moved: R FitzGerald

Seconded: Cr Payne

CARRIED

ITEM 9. RISK MANAGEMENT

RECOMMENDATION Item 9

That the verbal report from the CEO on risk management be received and noted.

Moved: R FitzGerald

Seconded: Cr Payne

CARRIED

ITEM 10. INTERNAL AUDIT PLAN – CONFIRMATION OF 2017/2018 AUDIT PLAN

The committee reviewed the Internal Audit Plan for the remainder of 2016/2017 and the completed Audit Plan of 2017/2108.

RECOMMENDATION Item 10

1. That the Internal Auditor completes a Payroll Audit in the last quarter of 2016/2017.
2. That the 2017/2018 Internal Audit Plan be confirmed at eight weeks with the following areas:
 - Water and Sewer (Scope to be considered in June)
 - Governance and Policy Management (Scope to be considered in June)
 - IP & R Framework
 - IT Disaster Recovery Plan (DRP)
 - IT General Controls/IT Security

The last two items are to be further considered, subject to consultation with External Audit and subject to funding available. Reserve Topics being Fleet and Project Management are able to be carried forward to 2018/2019 if not undertaken.

Moved: Cr Payne

Seconded: R FitzGerald

CARRIED

ITEM 11. PROPOSAL OF PAYROLL AUDIT

The committee reviewed the scope proposed for the Payroll audit.

RECOMMENDATION Item 11

That the Internal Auditor completes an internal audit review of the payroll operations in June 2017 as per the scope provided.

Moved: Cr Payne

Seconded: R FitzGerald

CARRIED

GENERAL BUSINESS

1. Narrandera Shire Council received a letter from the Goldenfields County Council regarding the possibility of jointly sharing resources for an Audit Committee.

CEO to respond: Narrandera Shire Council's current Audit Committee arrangements are running effectively, however any further information regarding other constituents would be welcome.

2. DGMCC to facilitate the Chair and the Internal Auditor to conduct a review on the Audit Committee operations against the adopted Audit Committee Charter and report to Council.

CORRESPONDENCE Nil

ATTACHMENTS Nil

NEXT MEETING 28 June 2017 – 11am – Council Chambers

MEETING CLOSED

Approved by Chairperson: *Roger Fitzgerald*

ELF – 2017 March

RECOMMENDATION

That Council receive and note the minutes of the Audit, Risk and Improvement Committee Meeting of 8 March 2017.