



# **ENVIRONMENTAL SUSTAINABILITY POLICY COMMITTEE**

## **AGENDA**

**7 JUNE 2022**

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ENVIRONMENTAL SUSTAINABILITY POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 7 June 2022.**

David Waddell  
**CHIEF EXECUTIVE OFFICER**

For apologies please contact Administration on 6393 8106.

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## AGENDA

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## **1 INTRODUCTION**

### **1.1 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS**

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

### **RECOMMENDATION**

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Environmental Sustainability Policy Committee at this meeting.





## 2 COMMITTEE MINUTES

### 2.1 MINUTES OF THE COMPANION ANIMALS COMMUNITY COMMITTEE HELD ON 27 APRIL 2022

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RECORD NUMBER: 2022/751

AUTHOR: Rosemary Reid, Project Officer

#### EXECUTIVE SUMMARY

The minutes of the Companion Animals Community Committee held on 27 April 2022 are provided to the Environmental Sustainability Policy Committee for adoption.

#### LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “6.1 Live - Provide services and facilities that enable Council to fulfil its obligations under the Companion Animal Act”.

#### FINANCIAL IMPLICATIONS

Within the Companion Animals Community Committee and Special Contracts budget.

#### POLICY AND GOVERNANCE IMPLICATIONS

Nil

#### RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Companion Animals Community Committee at its meeting held on 27 April 2022.
- 2 That Council determine recommendations {4.1,4.2,4.3} from the minutes of the Companion Animals Community Committee meeting of 27 April 2022.
  - 4.1.2 *That Council construct all new dog off leash areas with double gates.*
  - 4.2 *That the Companion Animals Community Committee acknowledge the requirements set by the Code of Conduct, and members commit to act in accordance with the Code of Conduct at all times while on Committee/Council business.*
  - 4.3.1 *That the Charter for the Companion Animals Community Committee be adopted by Committee members.*
  - 4.3.2 *That Council invite additional members of the community to join the Companion Animals Community Committee by a media release.*
  - 4.3.3 *That meetings of the Companion Animals Community Committee be held quarterly in July, October and December in 2022. Exact date yet to be determined.*
- 3 That the remainder of the minutes of the Companion Animals Community Committee at its meeting held on 27 April 2022 be adopted.

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**ATTACHMENTS**

- 1 CACC Minutes 27 April 2022
- 2 CACC Agenda 27 April 2022, D22/25566 [↓](#)

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# ORANGE CITY COUNCIL

## MINUTES OF THE COMPANION ANIMALS COMMUNITY COMMITTEE

HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 27 APRIL 2022

COMMENCING AT 12.34 PM

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### 1 INTRODUCTION

#### ATTENDANCE

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Cr D Mallard (Chairperson), Cr J Hamling (Mayor), Mrs Pam Davis, Mr Neil Jones, Ms Helen Wood, Manager Building and Environment, Pound Officer, Companion Animal Registrar

#### 1.1 Apologies and Leave of Absence

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Nil

#### 1.2 Acknowledgement of Country

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The Chairperson conducted an acknowledgement of Country.

#### 1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

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Nil

### 2 PREVIOUS MINUTES

#### RESOLVED

**Mr N Jones/Cr J Hamling**

That the Minutes of the Meeting of the Companion Animals Community Committee held on 13 September 2021 (copies of which were circulated to all members) be and are hereby noted as a true and accurate record of the proceedings of the Companion Animals Community Committee meeting held on 13 September 2021.

That the update to the Orange map include dog off-leash exercise areas.

### 3 PRESENTATIONS

#### 3.1 COMMITTEE MEMBER INTRODUCTIONS

TRIM REFERENCE: 2022/584

Each member introduced themselves and gave a brief overview of their interest in the Committee's purpose.

**RECOMMENDATION****Member J Hamling/Ms P Davis**

That the members introductions and interest in the committee be accepted.

#### 3.2 CUSTOMER REQUEST STATISTICS

TRIM REFERENCE: 2022/583

**RECOMMENDATION****Cr Hamling/Ms P Davis**

That the report be accepted.

### 4 GENERAL REPORTS

#### 4.1 UPDATE ON OFF LEASH EXERCISE AREAS

TRIM REFERENCE: 2022/621

**RECOMMENDATION****Ms P Davis/Ms H Wood**

1. That the Companion Animals Community Committee and Council are advised on the progress of developing suitable off leash dog exercise areas in Orange.
2. That Council construct all new dog off leash areas with double entrance gates.

#### 4.2 CODE OF CONDUCT 2022

TRIM REFERENCE: 2022/623

**RECOMMENDATION****Cr J Hamling/Ms S Sanders**

That the Companion Animals Community Committee acknowledge the requirements set by the Code of Conduct, and members commit to act in accordance with the Code of Conduct at all times while on Committee/Council business.

**4.3 DRAFT COMMITTEE CHARTER- COMPANION ANIMALS COMMUNITY COMMITTEE**

TRIM REFERENCE: 2022/624

**RECOMMENDATION****Mr N Jones/Ms P Davis**

1. That the Charter for the Companion Animals Community Committee be adopted by Committee members.
2. That Council invite additional members of the community to join the Companion Animals Community Committee by a media release.
3. That meetings of the Companion Animals Community Committee be held quarterly in July, October and December in 2022. Exact date yet to be determined.

**GENERAL BUSINESS**

A visit to the Orange City Pound for committee members will be arranged in the next few months.

**THE MEETING CLOSED AT 1.09PM.**



## **COMPANION ANIMALS COMMUNITY COMMITTEE**

# **AGENDA**

**27 APRIL 2022**

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **COMPANION ANIMALS COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Wednesday, 27 April 2022** commencing at **12.30 PM**.

David Waddell

**CHIEF EXECUTIVE OFFICER**

For apologies please contact Rosemary Reid on 6393 8229.

**COMPANION ANIMALS COMMUNITY COMMITTEE****27 APRIL 2022**

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**AGENDA****EVACUATION PROCEDURE**

In the event of an emergency, the building may be evacuated. You will be required to vacate the building. The Committee Clerk will now identify the emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

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**COMPANION ANIMALS COMMUNITY COMMITTEE****27 APRIL 2022**

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**1 INTRODUCTION****MEMBERS**

Cr D Mallard (Chairperson), Cr J Hamling (Mayor), Mrs Pam Davis, Mr Neil Jones, Ms Helen Wood, Director Development Services, Manager Building and Environment, Pound Officer, Companion Animal Registrar

**1.1 APOLOGIES AND LEAVE OF ABSENCE****1.2 ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Traditional Custodians of the land on which we meet today, the people of the Wiradjuri Nation. I pay my respects to Elders past and present, and extend those respects to Aboriginal Peoples of Orange and surrounds, and Aboriginal people here with us today.

**1.3 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS**

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

**RECOMMENDATION**

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Companion Animals Community Committee at this meeting.

**2 PREVIOUS MINUTES****RECOMMENDATION**

That the Minutes of the Meeting of the Companion Animals Community Committee held on 13 September 2021 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Companion Animals Community Committee meeting held on 13 September 2021.

**ATTACHMENTS**

- 1 Minutes of the Meeting of the Companion Animals Community Committee held on 13 September 2021



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## ORANGE CITY COUNCIL

### MINUTES OF THE COMPANION ANIMALS COMMUNITY COMMITTEE

HELD BY ZOOM  
ON 13 SEPTEMBER 2021  
COMMENCING AT 5.30PM

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## 1 INTRODUCTION

### ATTENDANCE

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Cr S Nugent (Chairperson), Cr T Mileto, Ms Danielle Haase, Mr Neil Jones, Mrs Susan Sanders, Manager Building and Environment, Pound Officer, Companion Animal Registrar

#### 1.1 Apologies and Leave of Absence

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##### RESOLVED

**Cr T Mileto/Mr N Jones**

That the apologies be accepted from Mrs Pam Davis, Mrs Anne Reith, Ms Jan Tallents, Ms Helen Wood and Mrs Rosie Rowse, for the Companion Animals Community Committee meeting on 13 September 2021. Unfortunately, three members were not able to access Zoom for the meeting.

#### 1.2 Acknowledgement of Country

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#### 1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

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## 2 PREVIOUS MINUTES

##### RESOLVED

**Ms D Haase/Ms S Sanders**

That the Minutes of the Meeting of the Companion Animals Community Committee held on 5 July 2021 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Companion Animals Community Committee meeting held on 5 July 2021.

**MINUTES OF COMPANION ANIMALS COMMUNITY COMMITTEE****13 SEPTEMBER 2021**

Business arising from the previous minutes-

1. The bollards have been placed along Ploughmans lane adjacent to Riawena Oval.
2. Google Maps has updated some of the information regarding Bloomfield Park, further changes to take place.
3. Weily Park has not been investigated as yet due to Council lockdown.
4. The proposed advertising campaign has not commenced also due to lockdown.

**3 PRESENTATIONS****3.1 COMMITTEE MEMBER UPDATES**

TRIM REFERENCE: 2021/1977

Neil Jones- that the location of off leash areas be included on the Orange City map for the next print run.

Danielle Haase- the opening of Diesel and Blue Doggie daycare postponed due to lockdown.

Cr Mileto – it has been raised that dog owners are not doing the right thing in respect to off leash at Bloomfield Park. Possibly more signage is required.

**RECOMMENDATION****Mr N Jones/Cr T Mileto**

- 1 That Council include the off-leash areas on the next addition of the Orange City Map.
- 2 That Council check the signage at Bloomfield Park to ensure that it is clear for all users.

**3.2 ORANGE CITY POUND**

TRIM REFERENCE: 2021/1978

The Pound Officer reported that all was going well with the Orange City Pound and that the first rehoming to a local person took place this week and now the process is in place there will be more animals available for rehoming. Rehoming to rescue organisations is still a priority.

**RESOLVED - 21/311****Cr S Nugent/Mr N Jones**

That Council advertise the rehoming program as a good news story.

**3.3 CUSTOMER REQUEST STATISTICS- ANIMALS**

TRIM REFERENCE: 2021/1976

It was suggested that the definition of each dog customer request category be further defined to ensure that the requests were entered in the correct category.

**RECOMMENDATION****Cr T Mileto/Ms D Haase**

That Council clarify the Customer Request Management system categories in respect to animal complaints.

**MINUTES OF COMPANION ANIMALS COMMUNITY COMMITTEE****13 SEPTEMBER 2021****4 GENERAL REPORTS****4.1 PROGRESS ON OFF LEASH AREAS**

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TRIM REFERENCE: 2021/1973

**RECOMMENDATION****Mr N Jones/Ms S Sanders**

That the Companion Animals Community Committee and Council are advised on the current progress of the off-leash dog exercise areas in Orange.

Cr Nugent thanked the Committee and Council staff members for their involvement in this committee.

**THE MEETING CLOSED AT 6.35PM**

**COMPANION ANIMALS COMMUNITY COMMITTEE**

**27 APRIL 2022**

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**3 PRESENTATIONS**

**3.1 COMMITTEE MEMBER INTRODUCTIONS**

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Introduction from each committee member.

## COMPANION ANIMALS COMMUNITY COMMITTEE

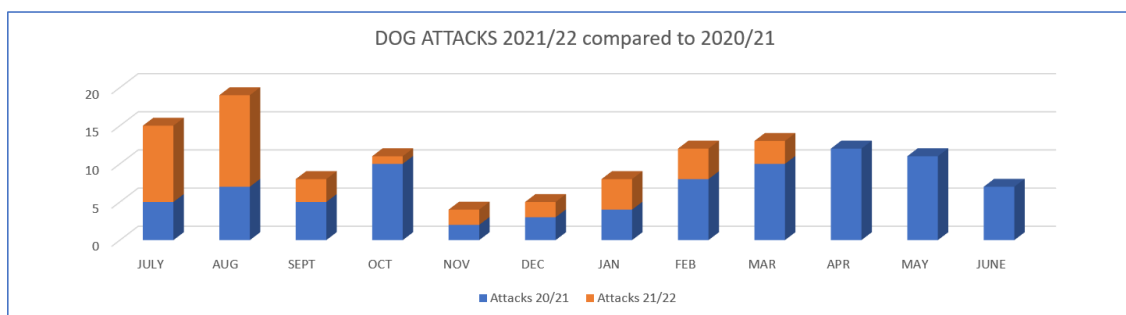
27 APRIL 2022

## 3.2 CUSTOMER REQUEST STATISTICS

## 2021-2022 CUSTOMER REQUESTS

with 2020-2021 comparisons

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Attacks 20/21	5	7	5	10	2	3	4	8	10	12	11	7
Attacks 21/22	10	12	3	1	2	2	4	4	3			
Barking /Noise 20/21	48	34	44	52	34	34	55	42	54	59	47	24
Barking /Noise 21/22	41	36	41	32	36	22	50	57	60			
Stray 20/21	31	48	36	28	33	15	20	26	46	37	26	24
Stray 21/22	28	44	34	32	21	18	38	28	34			



Dog attacks for Sep-3 attacks,4 animal victims and 3 human victims

Dog attacks for Oct- 1 attacks, 3 animal victims

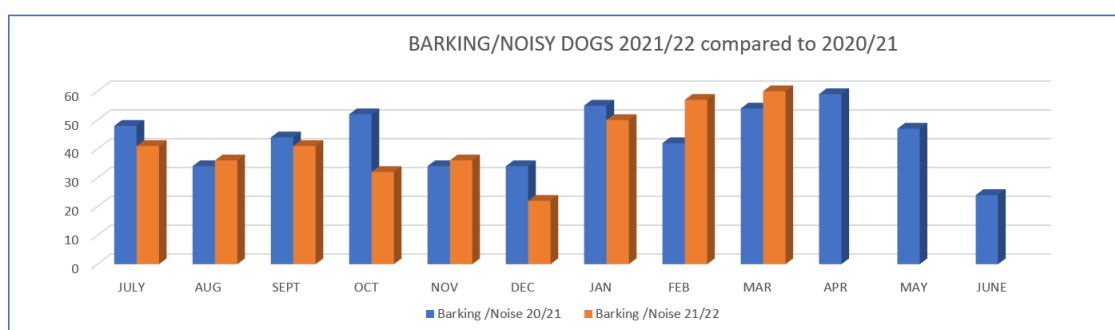
Dog attacks for Nov-2 attacks,11animal victims

Dog attacks for Dec-2 attacks, 3 human victims

Dog attacks for Jan-4 attacks,4 animal victims and 3 human victims

Dog attacks for Feb-4 attacks,3 animal victims and 2 human victims

Dog attacks for Mar-3 attacks, 4 human victims



## COMPANION ANIMALS COMMUNITY COMMITTEE

27 APRIL 2022

## 3.2 Customer Request Statistics

**Council Ranger and Pound activity- Dogs**

Sep- 32 were returned by the Rangers, 37 arrived at the Pound, 19 were returned to the owner, 10 transferred to rescue, 1 adopted and 9 euthanased (including 2 dangerous dogs.)

Oct - 23 were returned by the Rangers, 41 arrived at the pound, 33 were returned to owners, 3 transferred to rescue organisations, 4 euthanased.

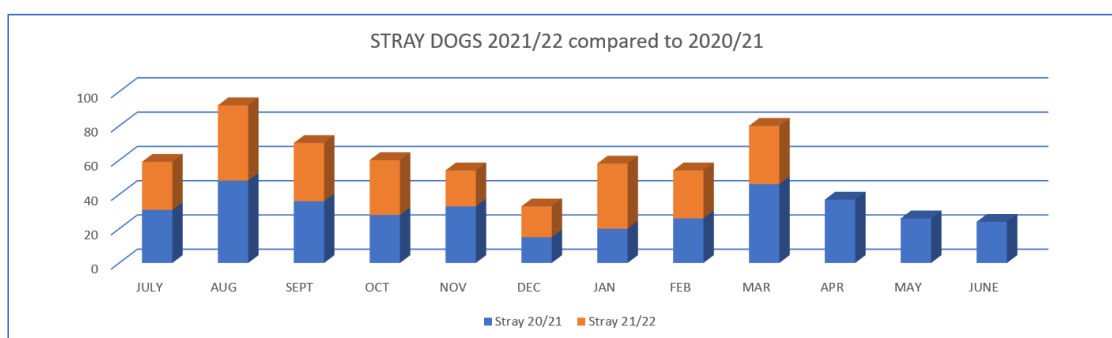
Nov- 10 were returned by the Rangers, 32 arrived at the pound, 20 were returned to owners, 3 transferred to rescue organisations, 7 euthanased.

Dec - 32 were returned by the Rangers, 42 arrived at the pound, 27 were returned to owners, 7 transferred to rescue organisations, 9 euthanased. (1 due to illness)

Jan - 18 were returned by the Rangers, 48 arrived at the pound, 32 were returned to owners, 10 transferred to rescue organisations, 6 euthanased.

Feb - were returned by the Rangers, 39 arrived at the pound, 19 were returned to owners, 7 transferred to rescue organisations, 1 adopted, 9 euthanased.

Mar - were returned by the Rangers, 41 arrived at the pound, 24 were returned to owners, 8 transferred to rescue organisations, 12 euthanased.

**Orange City Pound activity- Cats**

Sep- 8 arrived at the Pound, 5 euthanased

Oct - 21 arrived at the pound, 6 transferred to rescue organisations, 2 euthanased.

Nov- 35 arrived at the pound, 2 were returned to owners, 13 transferred to rescue organisations, 8 euthanased. (3 due to illness)

Dec - 9 arrived at the pound, 2 were returned to owners, 5 transferred to rescue organisations, 1 adopted, 8 euthanased. (8 due to illness)

Jan - 33 arrived at the pound, 2 were returned to owners, 19 transferred to rescue organisations, 6 euthanased. (1 died in care, 2 were sick)

Feb - 33 arrived at the pound, 4 were returned to owners, 7 transferred to rescue organisations, 1 adopted, 8 euthanased. (3 due to illness)

Mar - 40 arrived at the pound, 1 was returned to owners, 22 transferred to rescue organisations, 2 adopted, 10 euthanased.

**COMPANION ANIMALS COMMUNITY COMMITTEE****27 APRIL 2022**

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**4 GENERAL REPORTS****4.1 UPDATE ON OFF LEASH EXERCISE AREAS**

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RECORD NUMBER: 2022/621

AUTHOR: Rosemary Reid, Project Officer

**EXECUTIVE SUMMARY**

To provide an update on the progress of the off leash dog exercise area at Lombardy Way/The Escort Way.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy "6.2 Live - Ensure that infrastructure exists for the safe exercising of domestic dogs".

**FINANCIAL IMPLICATIONS**

Within the designated budget available for developing off leash exercise areas within the city.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

**That the Companion Animals Community Committee and Council note the progress of developing suitable off leash dog exercise areas in Orange.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

An update on the latest work that has been completed at the Lombardy Way/The Escort Way dog exercise area.

There was a need to construct some additional fencing along the eastern side of the fenced area as small dogs were escaping through this fence under the trees. Due to the ongoing wet weather access to the site for machinery has only just been available. The fence is now complete so the whole area is secure. At this time an additional large gate was placed in the southern fence to allow access for mowing when the Escort Way entrance is too wet.

**COMPANION ANIMALS COMMUNITY COMMITTEE**

**27 APRIL 2022**

**4.1 Update on Off Leash Exercise areas**

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Lombardy Way/The Escort Way dog exercise area.





**COMPANION ANIMALS COMMUNITY COMMITTEE****27 APRIL 2022****4.1 Update on Off Leash Exercise areas**

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Also along the Escort Way entrance a double gate system was built to ensure a safe exit onto the busy Escort Way.



**COMPANION ANIMALS COMMUNITY COMMITTEE****27 APRIL 2022****4.1 Update on Off Leash Exercise areas**

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Trees in all of the off leash areas have grown considerably and more tree planting is planned in the future.



**COMPANION ANIMALS COMMUNITY COMMITTEE****27 APRIL 2022**Attachment 1 Code of Conduct Acknowledgement Form

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**4.2 CODE OF CONDUCT 2022**

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RECORD NUMBER: 2022/623

AUTHOR: Rosemary Reid, Project Officer

**EXECUTIVE SUMMARY**

The Local Government Act 1993 (the Act) requires all Councils in NSW to adopt a Code of Conduct that incorporates the provisions of the Model Code of Conduct issued by the Office of Local Government. The Orange City Council Code of Conduct applies to all Council delegates – Councillors, staff, volunteers, Committee Members and contractors. Accordingly, Committee Members are requested to read the document and are asked to comply with the Code at all times while on Committee/Council business.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “6.1 Live - Provide services and facilities that enable Council to fulfil its obligations under the Companion Animal Act”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

The Code of Conduct reflects the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005. Members of all Council Community Committees are required to comply with the provisions of the Code of Conduct.

**RECOMMENDATION**

**That the Companion Animals Community Committee acknowledge the requirements set by the Code of Conduct, and members commit to act in accordance with the Code of Conduct at all times while on Committee/Council business.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

The Code of Conduct was supplied to the committee members by email and members are requested to retain a copy for future reference. If during the term of the Committee any significant changes are made to the Code, the amended version will be provided to the Committee.

**ATTACHMENTS**

- 1 Code of Conduct Acknowledgement Form, D22/22757

## COMPANION ANIMALS COMMUNITY COMMITTEE

27 APRIL 2022

Attachment 1 Code of Conduct Acknowledgement Form

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## CODE OF CONDUCT FOR COMMITTEE MEMBERS, DELEGATES, ADVISORS - ACKNOWLEDGMENT



**Code of Conduct  
Acknowledgement of Receipt Form**

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
I hereby certify that I have read, understood and agree to comply with the provisions of the Orange City Council Code of Conduct for Committee Members, Delegates, Advisors.	
<b>Signature</b>	
<b>Date</b>	

Please return to the Executive Support Manager or via [council@orange.nsw.gov.au](mailto:council@orange.nsw.gov.au)

**COMPANION ANIMALS COMMUNITY COMMITTEE****27 APRIL 2022**

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**4.3 DRAFT COMMITTEE CHARTER- COMPANION ANIMALS COMMUNITY COMMITTEE**

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RECORD NUMBER: 2022/624

AUTHOR: Rosemary Reid, Project Officer

**EXECUTIVE SUMMARY**

Orange City Council has developed the draft Charter for the Companion Animals Community Committee for the period commencing 2022. The Charter sets out the operations and composition of the Committee and is presented for consideration and adoption by the Committee. If required, the Committee may recommend to Council a change to the Charter, however any such change must be consistent with Council's Code of Meeting Practice.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy "6.1 Live - Provide services and facilities that enable Council to fulfil its obligations under the Companion Animal Act".

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

All Community Committee Charters have been updated to reflect Council's requirements and to comply with Council's Code of Conduct.

**RECOMMENDATION**

**That the Charter for the Companion Animals Community Committee be adopted by Committee members.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**ATTACHMENTS**

- 1 Draft - Charter - Companion Animals Community Committee, 2022/213

## COMPANION ANIMALS COMMUNITY COMMITTEE

27 APRIL 2022

Attachment 1 Draft - Charter - Companion Animals Community Committee



## COMPANION ANIMALS COMMUNITY COMMITTEE

2022/213

F159

**PURPOSE**

To advise Council and make recommendations in relation to companion animal management.

The Committee does not have a role in the operational function of Council. This is the responsibility of the General Manager and staff. Equally, where Council has adopted a Strategic Policy or Strategic Planning document, the Committee must observe the Council position as set out in that policy, plan or document.

**REPORTS TO**

Environmental Sustainability Policy Committee

**TERM**

The Companion Animals Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

**MEMBERSHIP**

Two Councillors (one of whom shall be Chairperson, as elected by Council)

Up to ten appropriately skilled community and professional representatives with demonstrated experience or interest in companion animal management

General Manager (or nominee)

Non-voting Committee Clerk

Council staff as required (non-voting)

**QUORUM**

Majority of community members and at least one Councillor.

**MEETING FREQUENCY**

Quarterly, with specific meeting dates and times to be determined by the Committee.

**VOTING**

Each member of the Committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

**REPORTS AND RECORDING**

Matters to be considered by the Committee must be included in the agenda for the meeting, and must be provided in writing to the Committee Clerk at least 10 days before the meeting. Formal minutes of meetings of the Committee will be produced in accordance with Council's Code of Meeting Practice. The Committee may make recommendations to Council, via the



**COMPANION ANIMALS COMMUNITY COMMITTEE****27 APRIL 2022**Attachment 1 Draft - Charter - Companion Animals Community Committee

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## **COMPANION ANIMALS COMMUNITY COMMITTEE CHARTER**

Environmental Sustainability Policy Committee. Council may adopt, amend or decline any recommendation.

**VACANCIES**

Vacancies may arise during the term of the Committee. If a vacancy does occur, the Committee may invite an individual to join the Committee, or seek expressions of interest to fill the vacancy.

**COMMITTEE CLERK**

The General Manager will provide a Committee Clerk who will be the representative of the General Manager, and will exercise the functions of the General Manager so far as they are relevant to the Committee and its Chairperson.

**RELEVANT POLICIES/DOCUMENTS**

Orange City Council Code of Conduct  
Orange City Council Code of Meeting Practice  
Orange Community Strategic Plan  
Delivery/Operational Plan  
Asset Management Plan Strategy and Plans  
Companion Animals Management Plan

Copies of these and other documents are available on Council's website at [www.orange.nsw.gov.au](http://www.orange.nsw.gov.au) or from the Committee Clerk.





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**2.2 MINUTES OF THE ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE**

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RECORD NUMBER: 2022/895

AUTHOR: Lindsay Hall, Sustainability Officer

**EXECUTIVE SUMMARY**

The minutes of the Sustainability Community Committee held on 13 May 2022 are provided to the Environmental Sustainability Policy Committee for adoption.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “7.1 Preserve - Engage with the community to develop plans for growth and development that value the local environment”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

- 1** That Council acknowledge the reports presented to the Environmental Sustainability Community Committee at its meeting held on 13 May 2022.
- 2** That Council determine recommendations 3.2 from the minutes of the Environmental Sustainability Community Committee meeting of 13 May 2022.
  - 3.2** *That the Environmental Sustainability Community Committee adopt the draft Charter with the maximum number of community committee members being changed from 15 to 20.*
  - 3.3** *That the Environmental Sustainability Community Committee acknowledge the requirements set by the Code of Conduct, and members commit to act in accordance with the Code of Conduct at all times while on Committee/Council business.*
- 3** That the remainder of the minutes of the Environmental Sustainability Community Committee at its meeting held on 13 May 2022 be adopted.

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

Nil

**ATTACHMENTS**

- 1** ESCC Minutes 13 May 2022
- 2** ESCC Agenda 13 May 2022, D22/26410 [↓](#)

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# ORANGE CITY COUNCIL

## MINUTES OF THE

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 13 MAY 2022

COMMENCING AT 8.04 AM

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### 1 INTRODUCTION

#### ATTENDANCE

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Cr D Mallard (Chairperson), Cr M McDonell, Dr Vikas Mittal, Mr Peter West, Mr Robert Alford, Mr Nick King, Mr Anthony Doyle, Mr Andrew Kennedy, Mr Stephen Nugent, Mr Granton Smith, Mr Ronald Finch, Ms Bev Williams, Ms Katherine Tollner, Mr Reg Kidd, Mr Malcolm Stacey, Ms Shahreen Alford, Ms Amanda Lockwood, Ms Jennifer Lacey, Director Development Services, Manager Building and Environment, Water Treatment Manager, Manager City Presentation, Manager Waste Services and Technical Support, Water and Sewerage Strategic Manager, Museum and Heritage Coordinator, Parks Supervisor, Project and Research Officer, Water Management Officer

#### 1.1 Apologies and Leave of Absence

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#### RECOMMENDATION

That the apologies be accepted from Ms Jennifer Wickham, Mr George Bate, Mr Michael Brown, Ms Shahreen Alford and Mr Cyril Smith for the Environmental Sustainability Community Committee meeting on 13 May 2022.

#### 1.2 Acknowledgement of Country

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The Chairperson conducted an acknowledgement of Country.

#### 1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

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Ms Katherine Tollner - Executive Director Community and Justice, at times may need to be removed from certain decisions as they arise, and will declare accordingly.

## 2 PREVIOUS MINUTES

### RECOMMENDATION

Mr S Nugent/Cr M McDonell

That the Minutes of the Environmental Sustainability Community Committee Meeting note the Minutes of the Meeting of held on 24 September 2021 (copies of which were circulated to all members)

## 3 GENERAL REPORTS

### 3.1 INTRODUCTIONS

TRIM REFERENCE: 2022/772

Members introduced themselves to the committee including areas of interest and what they hope to bring to the committee.

### RECOMMENDATION

Cr M McDonell/Mr A Kennedy

That the Environmental Sustainability Community Committee acknowledge the report and member introductions.

### 3.2 DRAFT CHARTER - ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

TRIM REFERENCE: 2022/775

Andrew Kennedy – The original purpose in the charter doesn't quite represent the committee's current direction/purpose.

Suggest simplifying the purpose statements potentially:

1. Natural resource management
2. Strategic Planning
3. Community educations/promotions etc

Cr M McDonell - Suggested to not change now but after a strategic planning workshop then the committee can suggest to Council to adopt any changes in the future.

### RECOMMENDATION

Mr S Nugent/Mr R Alford

That the Environmental Sustainability Community Committee adopt the draft Charter with the maximum number of community committee members being changed from 15 to 20 and consider amending the Charter Purpose Statements at a later meeting.

### 3.3 CODE OF CONDUCT ACKNOWLEDGEMENT FORM

TRIM REFERENCE: 2022/774

### RECOMMENDATION

Cr M McDonell/Mr G Smith

That the Environmental Sustainability Community Committee acknowledge the requirements set by the Code of Conduct, and members commit to act in accordance with the Code of Conduct at all times while on Committee/Council business.

*\*Mr P West left the meeting with the time being 8:44 am\**

### 3.4 ESCC GOVERNANCE AND LEGACY REPORT

TRIM REFERENCE: 2022/760

**Comments:**

It would be better to not have broad categories like Climate Change and instead focus on energy use/energy requirements.

It is worth having Climate Change as a separate category to energy.

Based on membership there is a broad range of expertise and knowledge, it would be good to structure this committee at a future workshop.

Climate change sub-group was meant to be read as separate from Energy sub-group in the report.

Community resilience is going to be important moving forward. New reporting requirements are coming into effect, particularly the financial impacts of risks.

Exposure to the communities in poor built conditions are at higher risk and there is an impact on social issues that can arise.

Macro targets –

2024 targets of net zero building from demolition to construction\*

Net zero emissions by 2050 – State target

The committee need to decide on a strategic planning workshop date . Suggested Monday or Wednesday afternoon/evening. After checking with the Council and Councillors availability. A date will be decided and communicated to the committee

Volunteers for facilitating this process – Cr D Mallard, Cr M McDonell, Mr Robert Alford, Mr Andrew Kennedy, Mr Stephen Nugent, Mr Ronald Finch, Ms Bev Williams.

**RECOMMENDATION**

**Mr S Nugent/Mr N King**

That the Environmental Sustainability Community Committee:

1. Acknowledge each member received a copy of the Community Committee Information pack.
2. Acknowledge this report and its content.

### 3.5 OTHER BUSINESS

TRIM REFERENCE: 2022/815

**Presentation from committee member Robert Alford**

Vegetation on the summit of Mount Canobolas – Robert presented photos of plant life on the summit of the mountain from 1960's compared to now

*Photos for reference in CM9 – document numbers:*

D22/28620

D22/28619

D22/28618

D22/28617

D22/28616

Images also provided to committee members in One drive

**Notes provided by Robert:**

Robert suggested that the environment has changed over a period of time (say 50 years).

More so in the last 20 to 25 years. Robert posed the question is this a sign of climate change? Mount Canobolas is outside the Orange LGA however impacts what happens in

Orange so we should understand what is happening. This could be a great research program for the committee and others. Can this be considered? Is this a wake up for the community of Orange and region?

What has happened is real and people that say they know all about Mt Canobolas may have missed this? It is a great project for all the community of Orange – Great for the schools to be part of the future that the young people have to manage now and in the future.

**Discussion:**

This lack of growth is not because of fires in the last 50 years. (Robert) has been part of fire operations for Mt Canobolas.

Reg Kidd – has early images of the mountain if members would like to view.

The whole top of the mountain was bulldozed for the radio towers constructions and to prevent fires and interference. Trees were cut back to maintain the view from the mountain. It was not cut back as a policy from the Canobolas Park committee.

The committee should find out if there is any research being done on Mount Canobolas and if anything is being done in this space.

Extensive research has been conducted over 40 years by local researchers. There is a need to keep in contact with those researchers.

Outcome: Defer the report from Robert to the strategy workshop later in the year.

**RECOMMENDATION**

**Mr R Alford/Mr N King**

That the Environmental Sustainability Community Committee acknowledge the discussion.

**THE MEETING CLOSED AT 9.19AM**



## **ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE**

# **AGENDA**

**13 MAY 2022**

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBERS, CIVIC CENTRE, BYNG STREET, ORANGE** on **Friday, 13 May 2022** commencing at **8.00 AM**.

David Waddell

**CHIEF EXECUTIVE OFFICER**

For apologies please contact Lindsay Hall on 6393 8208.

**ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE****13 MAY 2022**

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**AGENDA****EVACUATION PROCEDURE**

In the event of an emergency, the building may be evacuated. You will be required to vacate the building. The Committee Clerk will now identify the emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

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1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
<b>2</b>	<b>PREVIOUS MINUTES .....</b>	<b>4</b>
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**ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE****13 MAY 2022****1 INTRODUCTION****MEMBERS**

Cr D Mallard (Chairperson), Cr M McDonell, Dr Vikas Mittal, Mr Peter West, Mr Robert Alford, Mr Nick King, Mr Anthony Doyle, Mr Andrew Kennedy, Mr Stephen Nugent, Mr Granton Smith, Mr Ronald Finch, Ms Bev Williams, Mr George Bate, Ms Katherine Tollner, Mr Reg Kidd, Mr Malcolm Stacey, Ms Shahreen Alford, Ms Jennifer Wickham, Ms Amanda Lockwood, Mr Michael Brown, Ms Jennifer Lacey, Director Development Services, Manager Building and Environment, Water Treatment Manager, Manager City Presentation, Manager Waste Services and Technical Support, Water and Sewerage Strategic Manager, Museum and Heritage Coordinator, Parks Supervisor, Project and Research Officer, Water Management Officer

**1.1 APOLOGIES AND LEAVE OF ABSENCE****1.2 ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Traditional Custodians of the land on which we meet today, the people of the Wiradjuri Nation. I pay my respects to Elders past and present, and extend those respects to Aboriginal Peoples of Orange and surrounds, and Aboriginal people here with us today.

**1.3 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS**

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

**RECOMMENDATION**

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Environmental Sustainability Community Committee at this meeting.



**ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE****13 MAY 2022**

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**2 PREVIOUS MINUTES****RECOMMENDATION**

That the Minutes of the Meeting of the Environmental Sustainability Community Committee held on 24 September 2021 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Environmental Sustainability Community Committee meeting held on 24 September 2021.

**ATTACHMENTS**

- 1 Minutes of the Meeting of the Environmental Sustainability Community Committee held on 24 September 2021

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**ORANGE CITY COUNCIL****MINUTES OF THE  
ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE****HELD IN MICROSOFT TEAMS - ONLINE****ON 24 SEPTEMBER 2021****COMMENCING AT 8AM**

---

**1 INTRODUCTION****ATTENDANCE**

Cr S Nugent (Chairperson), Cr R Kidd, Ms Shahreen Alford, Mr Robert Alford, Mr Ronald Finch, Mr Andrew Kennedy, Mr Nick King, Dr David Mallard, Ms Melanie McDonell, Mrs Anne Salter, Mr Peter West, Director Development Services, Manager Building and Environment, Water Treatment Manager, Water and Sewerage Strategic Manager.

**1.1 Apologies and Leave of Absence**

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**RECOMMENDATION****Ms S Alford/Mr A Kennedy**

That the apologies be accepted from Mr Cyril Smith, Mr. David Waddell and Ms Kate Willoughby for the Environmental Sustainability Community Committee meeting on 24 September 2021.

**1.2 Acknowledgement of Country**

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The Chairperson conducted an Acknowledgement of Country.

**1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests**

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Nil

**2 PREVIOUS MINUTES****RECOMMENDATION****Mr N King/Ms S Alford**

That the Minutes of the Meeting of the Environmental Sustainability Community Committee held on 2 July 2021 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Environmental Sustainability Community Committee meeting held on 2 July 2021.

**MINUTES OF ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE 24 SEPTEMBER 2021**

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**3 PRESENTATIONS****3.1 WATER UPDATE**

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TRIM REFERENCE: 2021/2098

Update on Blackmans Swamp stage 2 by Councils Water and Sewerage Strategic Manager, Wayne Beatty.

A road safety concern was raised for the Northern Distributor at the proposed location of the Blackmans Swamp stage 2. The concern was that drivers may become distracted by the new wetlands which will be located just beside the northern distributor road. Council will take this on board.

An additional safety concern was the pedestrian access from the wetlands to the northern distributor road, the concern largely focused on children using the wetlands tracks and being able to walk onto the busy road. Council advised the large embankment and height difference would make it difficult for anyone to walk up to the road however will take this safety concern into consideration.

**RECOMMENDATION****Ms S Alford/Mr N King**

That Council staff note the road safety concerns along the northern distributor at the Blackmans Swamp stage 2 location.

That the Environmental Sustainable Community Committee acknowledge the verbal report from Council Water and Sewer strategic manager.

**3.2 RENEWABLE ENERGY ACTION PLAN AND PROJECT IMPLEMENTATION**

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TRIM REFERENCE: 2021/2100

Verbal presentation from Councils Sustainability Officer

Council was fortunate to acquire funding from NSW Sustainable Communities branch of NSW DPIE, for an energy consultant (Chargeworks) to conduct an Energy Action Plan. This plan is currently in draft however some projects to be actioned have already begun including solar panels installed at the Civic Centre, Aquatic Centre, Animal Pound, Food Care building and a ground mount solar system at the showground (Caravan Park).

Council has also actioned an application for the Regional Sports grants to install solar, battery LEDS and heat pump water heaters at Wade Park to improve the energy efficiency of the facility. If successful this site could reach net-zero emissions and operate on 100% renewable energy.

Additionally Council is currently actioning investigations into the Aquatic Centre's Gas boiler replacement with the intent to procurement a hybrid gas/heat pump boiler system to better utilise the solar energy produced on-site, reduce emissions, running costs and improve energy efficiency of the facility.

Council has also entered into an agreement with South Street Energy, this contract allows SSE to sell excess solar energy produced by Councils solar systems (e.g. weekends and sunny days where some energy systems may not be operational) This agreement provides a much

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Page 6

**MINUTES OF ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE 24 SEPTEMBER 2021**

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better business case for Council than simply sending the excess energy to the grid. This is a 2 year trial period for a limited number of sites, with the option to extend.

**RECOMMENDATION****Mr R Finch/Mr A Kennedy**

That the Environmental Sustainable Community Committee acknowledge the verbal report from Councils Sustainability Officer.

**3.3 ESCC LEGACY REPORT**

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TRIM REFERENCE: 2021/2102

Report to change working 'Project Priority Groups' to 'Priority Project Groups'

**RECOMMENDATION****Cr R Kidd/Ms M McDonell**

That the Environmental Sustainable Community Committee endorse the report to go to Council with changes.

**4 GENERAL REPORTS****4.1 BIODIVERSITY WORKING GROUP, TERRESTRIAL BIODIVERSITY MAPPING EXPANSION – ORANGE CITY LGA**

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TRIM REFERENCE: 2021/2099

**RECOMMENDATION****Ms S Alford/Mr P West**

That the Environmental Sustainable Community Committee encourage Orange City Council to seek funding to continue the biodiversity mapping commenced with the Terrestrial Biodiversity Mapping Expansion – Orange City LGA, including seeking access to private land to assess communities there.

**THE MEETING CLOSED AT 9.20AM.**

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

13 MAY 2022

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**3 GENERAL REPORTS****3.1 INTRODUCTIONS**

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RECORD NUMBER: 2022/772

AUTHOR: Lindsay Hall, Sustainability Officer

**EXECUTIVE SUMMARY**

There are 19 community members on this committee. Being the first ESCC meeting of the new committee, this is an opportunity for members to introduce themselves, their environmental interest areas and what they hope to bring to the committee. Staff will also introduce themselves and their roles.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “7.1 Preserve - Engage with the community to develop plans for growth and development that value the local environment”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

**That the Environmental Sustainability Community Committee acknowledge the report and member introductions.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

Nil

**ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE****13 MAY 2022****3.2 DRAFT CHARTER - ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE**

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RECORD NUMBER: 2022/775

AUTHOR: Lindsay Hall, Sustainability Officer

**EXECUTIVE SUMMARY**

Orange City Council has developed the draft Charter for the Environmental Sustainability Community Committee for the period commencing 2022. The Charter sets out the operations and composition of the Committee and is presented for consideration and adoption by the Committee. With the exception of changing the maximum number of community committee members from 15 (currently) to 20. There are currently 19 community members forming this Committee.

If required, the Committee may recommend to Council additional changes to the Charter, however any such change must be consistent with the Councils Code of Meeting Practice

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “7.1 Preserve - Engage with the community to develop plans for growth and development that value the local environment”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

All Community Committee Charters have been updated to reflect Councils requirements and to comply with Councils Code of Conduct

**RECOMMENDATION**

**That the Environmental Sustainability Community Committee adopt the draft Charter with the maximum number of community committee members being changed from 15 to 20.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

Nil

**ATTACHMENTS**

- 1 Draft - Environmental Sustainability Community Committee Charter 2022, D22/20724

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

13 MAY 2022

Attachment 1 Draft - Environmental Sustainability Community Committee Charter 2022



## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

2022/217

F158

**PURPOSE**

To advise Council and make recommendations in relation to:

- Community planning for waste and natural resources management services and associated learning programs
- Assist Council with educational strategies that will promote responsible use and management of natural resources, including climate change initiatives
- Facilitate Council's participation in relational planning strategies which promote resource conservation and sustainable environmental management
- That the Environmental Sustainability Community Committee have input into strategic planning across Council's operations where relevant to an environmental issue.

The Committee does not have a role in the operational function of Council. This is the responsibility of the Chief Executive Officer and staff. Equally, where Council has adopted a Strategic Policy or Strategic Planning document, the Committee must observe the Council position as set out in that policy, plan or document.

**REPORTS TO**

Environmental Sustainability Policy Committee

**TERM**

The Environmental Sustainability Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

**MEMBERSHIP**

Two or more Councillors (one of whom shall be Chairperson, as elected by Council)  
Up to 15 community representatives  
Chief Executive Officer (or nominee)  
Non-voting Committee Clerk  
Council staff as required (non-voting)

**QUORUM**

Majority of community members and at least one Councillor.

**MEETING FREQUENCY**

Bi-monthly, with specific meeting dates and times to be determined by the Committee.

**VOTING**

Each member of the Committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

Environmental Sustainability Community Committee Charter – V1-22

Page 1 of 2

Review date – November 2024

COMMITTEE CHARTER

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE CHARTER

### REPORTS AND RECORDING

Matters to be considered by the Committee must be included in the agenda for the meeting, and must be provided in writing to the Committee Clerk at least 10 days before the meeting. Formal minutes of meetings of the Committee will be produced in accordance with Council's Code of Meeting Practice. The Committee may make recommendations to Council, via the Environmental Sustainability Policy Committee. Council may adopt, amend or decline any recommendation.

### VACANCIES

Vacancies may arise during the term of the Committee. If a vacancy does occur, the Committee may invite an individual to join the Committee, or seek expressions of interest to fill the vacancy.

### COMMITTEE CLERK

The Chief Executive Officer will provide a Committee Clerk who will be the representative of the Chief Executive Officer, and will exercise the functions of the Chief Executive Officer so far as they are relevant to the Committee and its Chairperson.

### RELEVANT POLICIES/DOCUMENTS

Orange City Council Code of Conduct  
Orange City Council Code of Meeting Practice  
Orange Community Strategic Plan  
Delivery/Operational Plan  
Asset Management Plan Strategy and Plans

Copies of these and other documents are available on Council's website at [www.orange.nsw.gov.au](http://www.orange.nsw.gov.au) or from the Committee Clerk.



## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

13 MAY 2022

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**3.3 CODE OF CONDUCT ACKNOWLEDGEMENT FORM**

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RECORD NUMBER: 2022/774

AUTHOR: Lindsay Hall, Sustainability Officer

**EXECUTIVE SUMMARY**

The Local Government Act 1993 (the Act) requires all Councils in NSW to adopt the Code of Conduct that incorporates the provisions of the Model Code of Conduct issued by the Office of Local Government. The Orange City Council Code of Conduct applies to all Council delegates – Councillors, staff, volunteers, Committee Members, and contractors. Accordingly, Committee Members are requested to read the Code of Conduct document and are asked to always comply with the Code while on Committee/Council business.

Code of Conduct available here:

<https://www.orange.nsw.gov.au/wp-content/uploads/2021/04/Strategic-Policy-ST110-Codncil-Advisors-April-2021-PDF.pdf>

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “7.1 Preserve - Engage with the community to develop plans for growth and development that value the local environment”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

The Code of Conduct reflects the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005. Members of all Council Community Committees are required to comply with the provision of the Code of Conduct.

**RECOMMENDATION**

**That the Environmental Sustainability Community Committee acknowledge the requirements set by the Code of Conduct, and members commit to act in accordance with the Code of Conduct at all times while on Committee/Council business.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

The Code of Conduct is available at :

<https://www.orange.nsw.gov.au/wp-content/uploads/2021/04/Strategic-Policy-ST110-Codncil-Advisors-April-2021-PDF.pdf>

**ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE****13 MAY 2022****3.3 Code of Conduct Acknowledgement Form**

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Members are requested to retain a copy for future reference. If during the term of the Committee any significant changes are made to the Code, the amended version will be provided to the Committee. Members are requested to return a copy of the acknowledgement form (attached) signed, to the committee clerk.

**ATTACHMENTS**

- 1 Code of Conduct Acknowledgement Form - Environmental Sustainability Community Committee - 2022, D22/26302

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

13 MAY 2022

Attachment 1 Code of Conduct Acknowledgement Form - Environmental Sustainability Community  
Committee - 2022

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## CODE OF CONDUCT FOR COMMITTEE MEMBERS, DELEGATES, ADVISORS - ACKNOWLEDGMENT

**Code of Conduct  
Acknowledgement of Receipt Form**

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
I hereby certify that I have read, understood and agree to comply with the provisions of the Orange City Council Code of Conduct for Committee Members, Delegates, Advisors.	
<b>Signature</b>	
<b>Date</b>	

Please return to the Executive Support Manager or via [council@orange.nsw.gov.au](mailto:council@orange.nsw.gov.au)

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

13 MAY 2022

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**3.4 ESCC GOVERNANCE AND LEGACY REPORT**

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RECORD NUMBER: 2022/760

AUTHOR: Lindsay Hall, Sustainability Officer

**EXECUTIVE SUMMARY**

The intent of this report is to create a clear governance structure for future committee meetings; to explain the governance structures and also to address items from the 'ESCC legacy report' that was provided by members of the previous ESCC to Council, in order to assist with the induction of future Committees. This report is provided to this Committee as a starting point of discussion on how the ESCC would like to function into the future.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy "7.1 Preserve - Engage with the community to develop plans for growth and development that value the local environment".

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

**That the Environmental Sustainability Community Committee:**

- 1. Acknowledge each member received a copy of the Community Committee Information pack.**
- 2. Acknowledge this report and its content.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION****Committee Governance**

***Conduct specific induction in the early stages of each committee covering:***

***Introduction to committee members including other community members and their backgrounds and interests, plus staff and their functional responsibilities***

***Membership and attendance criteria, e.g., sending apologies, resigning if no longer interested, consequences of missing three meetings without apologies***

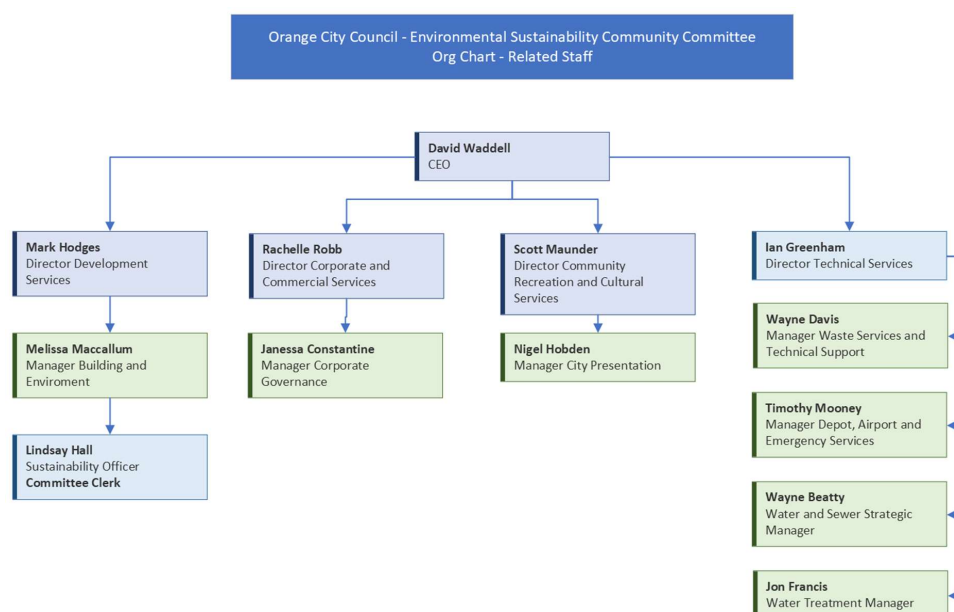
## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

13 MAY 2022

## 3.4 ESCC Governance and Legacy Report

At the first meeting the Committee will need to have read and understand the Committee Charter and accept and endorse the Charter. The first meeting will also table Introductions of committee members and staff in the agenda. A Community Committee Member Information Pack was also sent to all members which provides more detail in relation to membership and the role of the committee.

Below is the chart of Staff members typically involved in ESCC meetings, a designed chart with details of job roles will be provided to the committee by the next meeting.

**Meeting times:**

***Advise community members well in advance of the deadline for items to be submitted for committee meetings. Put meeting dates in the diary at the start of the year and commit to attending meetings***

A meeting schedule poll was sent to Committee members to vote on their availability to meet. Based on the poll the Chairperson will decide which day/time best suits the committee to meet. According to the Committee Charter, the committee shall meet bi-monthly (up to 6 times a year). By the second meeting a schedule of meeting dates and report deadlines will be made available to the committee to refer to.

**Committee Structure:**

***Establish project teams or working groups that meet between committee meetings to progress issues.***

The previous committee independently maintained sub-groups of committee members, based on interest areas. The intent was to meet as groups to work on projects and prepare reports for the committee to consider.

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

13 MAY 2022

## 3.4 ESCC Governance and Legacy Report

There were 6 sub-groups including:

Waste, Water, Biodiversity, Plastics, Energy and Education

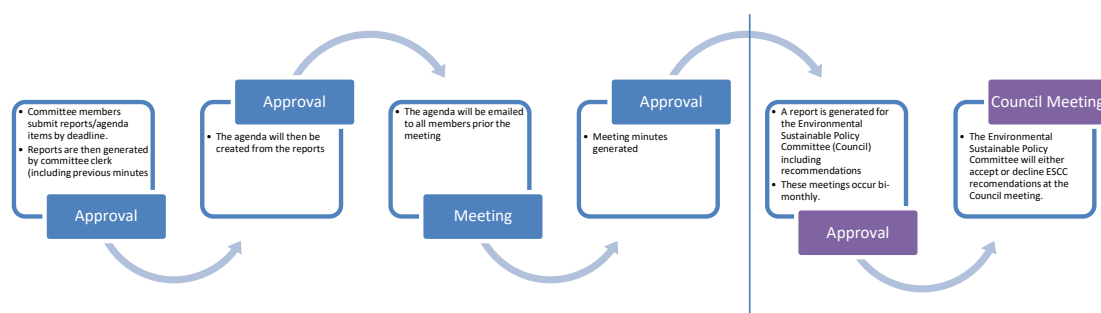
In order to simplify the structure, the suggested sub-groups are:

Waste, Water, Biodiversity, Climate Change and Energy

The committee clerk can facilitate the creation of these groups if the committee decides to proceed. How the groups operate will need to be independent of the community committee.

**Report procedure:**

General overview of report creation, for committees' information. *Also provided in attachments.*



Blue (left) is Community Committee, Purple (right) is Council Committee.

**Member Data base**

**Develop a committee 'database' with name, preferred contact, interests, relevant background and qualifications of each committee member - to facilitate communication and make best use of member expertise.**

A committee member data base will be created after the first meeting, including interest areas, sub-groups (if confirmed) and contact information. The committee clerk will facilitate this process and share the database with the committee once populated.

**File sharing and collaboration:****Mechanism for 'off-line' committee discussion and input.**

Creating a team in Microsoft Teams for external users is not yet able to be achieved. Once this is enabled a 'team' can be setup which the committee will be able to collaborate on. In the interim members will need to collaborate how they see fit.

A OneDrive folder has been created; the link has been shared with all members. The purpose is to house the Committee agendas, minutes, related documents and provide a place for the committee and sub-groups to share resources.

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

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## 3.4 ESCC Governance and Legacy Report

**Project planning and grant funding:**

*Hold a strategic planning session at start of committee term to identify priorities and projects that committee wants to work on.*

*Need creative ways to maximise benefit of voluntary community input.*

**Suggestion:**

The committee may decide to hold a strategic planning workshop to develop a strategy and to nominate a project per sub-group. The intent will be to generate a business case for each project, linking to the Community Strategic Plan and committee strategy, which can then be recommended to the Environmental Sustainability Policy Committee (Council) to consider and, if endorsed, to pass onto Councils Grants Officer. The Grants officer will then regularly search for grants which could be applied for which meet the project brief.

**Actions:**

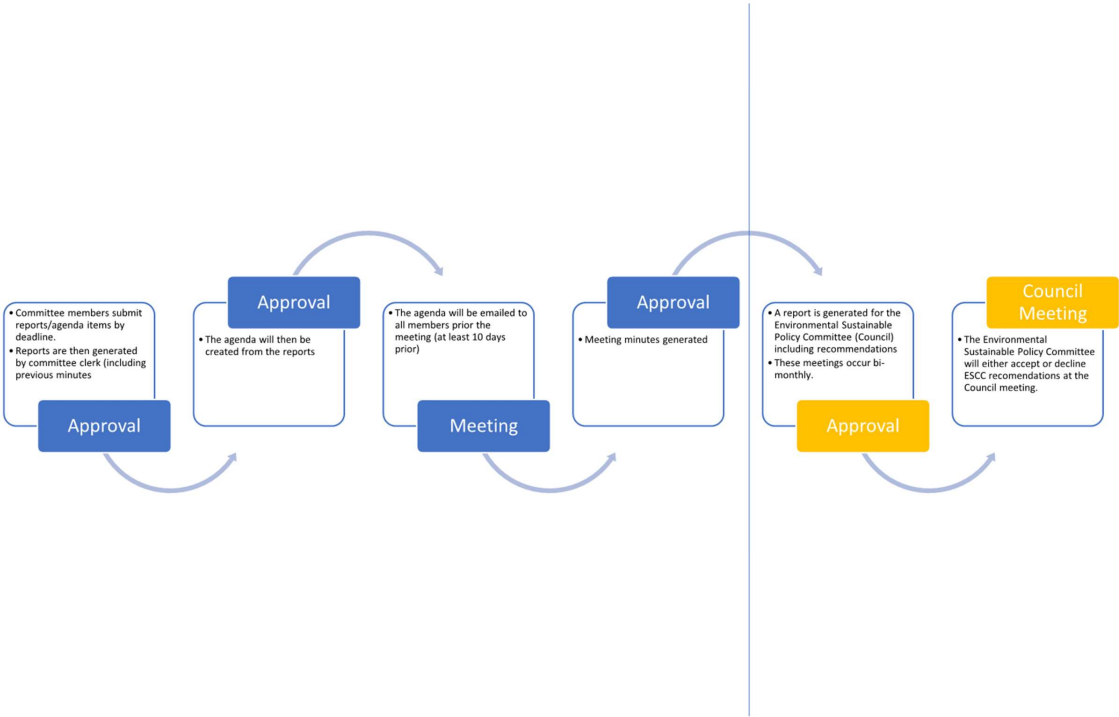
An action list will be generated and attached to the minutes of each meeting. Each action must relate to a priority or project. The action list will become a report to discuss at each meeting.

Example Action list below:

ESCC Action Lists					
Action Item	Responsible person/s	Link to strategic plan/purpose	Due Date	Completion Date	Notes

**ATTACHMENTS**

- 1 Corporate Management - Committees - Environmental Sustainability Community Committee, D22/25576
- 2 OCC - ESCC Staff Org Chart, D22/25570
- 3 ESCC Legacy Report 2021, D21/69935

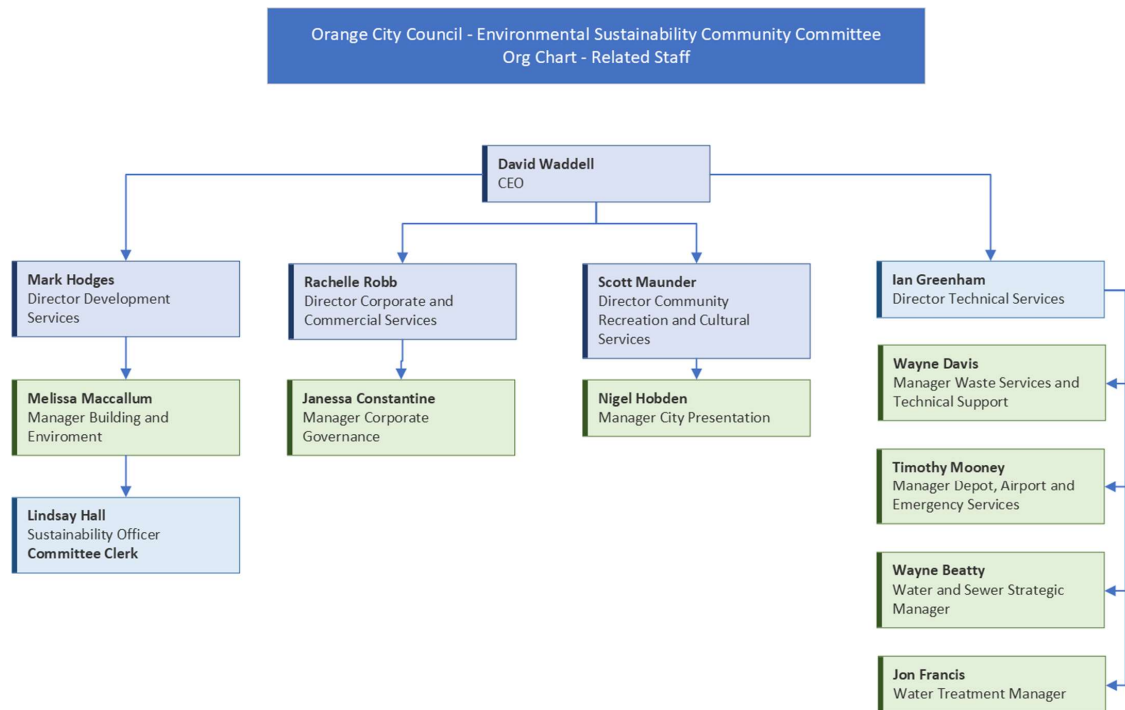




## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

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## Attachment 2 OCC - ESCC Staff Org Chart



## ESCC Legacy Report

### Purpose

This report records the achievements, unfinished business and continuous improvement suggestions of the current Environmental Sustainability Community Committee 2017 to 2021. It has three main aims, to:

1. inform the next ESCC of the achievements and unfinished business of the current committee as a starting point for their considerations
2. provide the next ESCC with recommendations on how to maximise the effectiveness the committee's operations
3. provide Council with recommendations to enhance the operation of all community committees.

### Background

The current ESCC was formed in late 2017 after the Council election of September 2017. One of the early decisions of the committee was to hold a strategic planning session which occurred in mid-2018. The major outcome of that planning session was the formation of five Priority Project Teams – Biodiversity, Energy, Plastics, Water and Community Education. The planning session also identified a number of priority projects for each team. Project teams met over the next three years with varying levels of frequency and success to progress these priority projects.

### Outcome Review

The table below summarises the achievements of Council over the past four years to which the Priority Project Team and ESCC have contributed. It also identifies areas of unfinished business as a potential starting point for the next iteration of ESCC. This information has been compiled with input from each team.

Team	Achievements	Unfinished Business
<b>Biodiversity</b> (Attachment A contains further details)	<ul style="list-style-type: none"> <li>• Biodiversity mapping exercise conducted by the Environmental Factor</li> <li>• Inaugural participation in the Great Southern Bioblitz</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and fill gaps in information about biodiversity in Orange LGA</li> <li>• Enhanced participation in Great Southern Bioblitz in future years <b>and</b> involvement in other relevant bioblitz events (e.g. Landcare events)</li> </ul>
<b>Energy</b> (Attachment B contains further details)	<ul style="list-style-type: none"> <li>• Cities Power Partnership (CPP) membership</li> <li>• Renewable energy program</li> <li>• \$1.5M budget allocation for renewable projects</li> <li>• LED swap-out of street lights</li> <li>• White way lighting in main street</li> <li>• Replacement of old and inefficient plant and air conditioning systems</li> <li>• Variable motor speed drives in various locations improving power factor and reducing energy wastage</li> <li>• Contract for recycling of solar panels</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for community member involvement in CPP</li> <li>• Where to next for Council in terms of Renewable Energy in an increasingly complex market?</li> <li>• Development of a Council Energy Policy</li> <li>• Energy management conference for home owners, businesses and Council staff</li> <li>• Other community education initiatives related to energy</li> <li>• 100% renewable energy target</li> </ul>

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

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Attachment 3 ESCC Legacy Report 2021

Team	Achievements	Unfinished Business
<b>Plastics</b>	<ul style="list-style-type: none"> <li>Enhanced Council participation in Plastic Free July</li> <li>Single Use Plastics Review underway</li> <li>Greater use of outdoor furniture using recycled plastic</li> </ul>	<ul style="list-style-type: none"> <li>Progress implementation plan for phase-out of single use plastics</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>Various water saving/water security projects</li> <li>Blackmans Swamp Stormwater Harvesting Stage 2</li> </ul>	<ul style="list-style-type: none"> <li>Further investigation of Water Sensitive Cities principles for implementation</li> <li>Community education on total water cycle</li> </ul>
<b>Community Education</b>	<ul style="list-style-type: none"> <li>Support for work of the other project teams</li> <li>Commitment to ESCC review, reporting and continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing consistent support for community education initiatives across all priority areas</li> </ul>
<b>All</b>	<ul style="list-style-type: none"> <li>Climate Change Strategic Policy adopted</li> </ul>	<ul style="list-style-type: none"> <li>Annual review of Climate Change Strategic Policy</li> <li>Implementation of Climate Change Management Plan</li> <li>Net zero emissions target</li> </ul>

[Process Review](#)

The table below summarises issues raised by the Priority Project Teams and individual ESCC members about the operations of ESCC, along with suggestions for improvement to committee processes.

Area	Comments / Issues
Membership	<ul style="list-style-type: none"> <li>Maximum number of members – is there an ideal number?</li> <li>Need to know who is on the committee - community and staff.</li> <li>Role of unknown staff to ESCC.</li> <li>Managing committee membership and attendance.</li> <li>Eligibility criteria for community members.</li> </ul>
Induction	<ul style="list-style-type: none"> <li>Clarify membership and attendance criteria (e.g. miss 3 meetings and ...).</li> <li>Needs to include 'road map' of basic council policy decision process with role of community committee clearly identified.</li> <li>Participation guidelines for community/councillors/staff; i.e. how to contribute, vote etc.</li> <li>Ensure all ESCC members know who is on the committee; councillors, council staff and community including role, interest area, anticipated attendance at meetings etc.</li> </ul>
Role of Committee	<ul style="list-style-type: none"> <li>Council needs to routinely brief ESCC on major/relevant/future development proposals, a 'courtesy heads up'.</li> <li>Keeping ESCC informed of major OCC projects. Does ESCC have any input?</li> <li>What does "consultative" mean?</li> <li>Balancing committee interests vs council?</li> </ul>

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

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## Attachment 3 ESCC Legacy Report 2021

Area	Comments / Issues
Role of Committee (Cont'd)	<ul style="list-style-type: none"> <li>Does ESCC have a city-wide focus or just council business?</li> <li>Maintaining 'public interest' focus.</li> <li>How do other LGAs formalise community consultation?</li> </ul>
Committee Processes and Activities	<ul style="list-style-type: none"> <li>Better agenda structure including reports/recommendations to and from council; standing item.</li> <li>Need to review structure of meetings and agenda, e.g. future structure might include business arising from last meeting, reports from team leaders and follow up on existing projects, guest speaker time, new agenda items, summary of actions to be undertaken, etc.</li> <li>Splitting meetings by interest area.</li> <li>Managing differing member interests and time for each issue at meetings.</li> <li>Getting the most out of limited meetings.</li> <li>Prompt draft minutes and timely community member reports etc.</li> <li>Simpler business paper template.</li> <li>PPT excellent way of focusing committee effort.</li> <li>Mechanism for 'off-line' committee discussion and input?</li> <li>Priority Project teams worked well.</li> <li>Need creative ways to maximise benefit of voluntary community input.</li> <li>Field trips.</li> </ul>
Collaboration with Council Staff	<ul style="list-style-type: none"> <li>Feedback loop is not working - recommendations up and response down.</li> <li>Communication could be a lot better.</li> <li>Highlight good collaborative outcomes; community and council.</li> <li>Sufficient budget and staff input to be effective.</li> </ul>
Relationship with Other Community Committees	<ul style="list-style-type: none"> <li>Communication between relevant committees essential.</li> <li>Maintaining interaction/information flow with other relevant council committees.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Participating in ESCC has been a positive experience especially in the Covid circumstances.</li> </ul>

## Recommended Action for Future ESCC and Other Community Committees

## Membership

- Set a maximum number of community members for each committee.

## Induction

- Implement a two-stage induction process for community committee members – part one to be a community committee forum for anyone nominating for a community committee, and part two to be more specific induction held in early stages of each committee.
- Conduct community committee forum that covers general information relevant to all committees, e.g. purpose of committees, role in Council operations, charter, membership eligibility, commitment, processes, conflicts of interest, roles of different members, e.g. community members, councillors, committee clerk and staff.
- Conduct specific induction in the early stages of each committee covering:
  - same material as community committee forum (although more briefly) - for members who don't get to community committee forum and as a refresher for those who do
  - introduction to committee members including other community members and their backgrounds and interests, plus staff and their functional responsibilities

## ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

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Attachment 3 ESCC Legacy Report 2021

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- membership and attendance criteria, e.g. sending apologies, resigning if no longer interested, consequences of missing three meetings without apologies
- expectations that community members have about their participation on the committee.

**Committee Processes**

- Establish committees as soon as possible after election; need to get on with the job!
- Appoint 'leadership group' i.e. Chair, Clerk and Community Member to set agenda, determine visitor participation and inclusion of tricky issues among other things - promotes transparency and committee effectiveness.
- Develop a committee 'database' with name, preferred contact, interests, relevant background and qualifications of each committee member - to facilitate communication and make best use of member expertise.
- Hold a strategic planning session at start of committee term to identify priorities and projects that committee wants to work on.
- Establish project teams or working groups that meet between committee meetings to progress issues.
- Appoint a staff member to each project team to facilitate meetings and keep the team on track.
- Advise community members well in advance of the deadline for items to be submitted for committee meetings.

**Relationship with Other Community Committees**

- Review processes to facilitate better communication between relevant committees.

**Collaboration with Council Staff / Community Member Participation**

- Approach committee meetings as a three way collaboration between community members, staff and Councillors.
- Identify gaps and the unique contribution that the committee can make, e.g. don't duplicate.
- Put meeting dates in the diary at the start of the year and commit to attending meetings.

**Councillor Role**

- Brief Councillors on their role on the committee, e.g. listening to community member ideas/concerns and facilitating communication between community members and staff.

**Recommendation**

That the Committee endorse this report and request Council to:

1. Provide it to the next ESCC or its equivalent as a starting point for their considerations
2. Implement, where appropriate, recommended action in the context of establishing community committees under the next term of Council.

## Attachment A

## Biodiversity – Additional Detail

Achievements	Unfinished Business
<ul style="list-style-type: none"> <li>Initial biodiversity mapping exercise conducted by the Environmental Factor</li> <li>Inaugural participation in the great Southern Bioblitz</li> <li>List of priority actions for enhancing biodiversity conservation in Orange LGA prepared by sub-group over the term of Committee</li> </ul>	<ul style="list-style-type: none"> <li>Identify and fill gaps in information about biodiversity in Orange LGA</li> <li>Enhanced participation in Great Southern BioBlitz in future years <b>and</b> involvement in other relevant bioblitz events (e.g. Landcare events)</li> <li>ESCC members to review the findings of mapping exercise conducted by the Environmental Factor - required before endorsement of the findings by ESCC biodiversity group</li> <li>Improve content of OCC website and social media sites regarding value and significance of biodiversity in Orange LGA, link other sites, e.g. Government, Landcare, OFNCS special interest groups</li> <li>Identify and improve protection of large mature Eucalyptus trees (a specific request by the late Cr Mario Previtera)</li> <li>Identify areas for strategic planting of native vegetation, to connect established habitats (e.g. corridors)</li> <li>Pest management programs across priority biodiversity areas (particularly myna birds, foxes, rabbits and feral cats)</li> <li>Collaborate with NSW LLS and NSW BCT regarding pest and weed management to protect biodiversity areas – both organisations work to protect biodiversity in Orange LGA</li> <li>Support Council to seek external funding for biodiversity conservation projects and programs, and/or pest/weeds threat management</li> <li>Support Council to seek funding for biodiversity protection, such as programs administered by NSW Biodiversity Conservation Trust</li> <li>Support Council to enhance biodiversity outcomes in Macquarie Pipeline Biodiversity Offset site</li> <li>Consult Essential Energy to obtain biodiversity data it may potentially share</li> </ul>

## Attachment B

## Energy – Additional Detail on Proposed Future Projects

Subject Area	Steps to Undertake
Usage metering and data for project planning and management, to best match energy production and use.	<ul style="list-style-type: none"> <li>Provide real time smart metering for both Electricity and Gas Usage. This action will provide daily interval meter / data to best match energy needs and production.</li> <li>Plan to have all metering for sites converted to interval metering and data download available the next day.</li> </ul>
Project Energy Modelling as part of the planning process.	<ul style="list-style-type: none"> <li>Model project's energy usage as part of the project planning.</li> <li>Use this data in the planning and ongoing project management.</li> </ul>
Consider Embedded Energy (Life Cycle Carbon Footprint) at the project planning stage.	<ul style="list-style-type: none"> <li>Design stage for projects to utilise Life Cycle Carbon Assessment tools.</li> </ul>
Project Risk Management for energy supply network stability.	<ul style="list-style-type: none"> <li>Consideration be given to short- and long-term risk to energy networks from new projects.</li> </ul>
Future use of Hydrogen (H <sub>2</sub> ) as a clean energy source - this may also include bio-mass energy sources.	<ul style="list-style-type: none"> <li>Working Group to see how Hydrogen (H<sub>2</sub>) and other clean energy can be developed in the region / Joint Organization of Councils.</li> </ul>
Network Operational Control Management Centre.	<ul style="list-style-type: none"> <li>Consider the design of a central smart energy and critical system management centre for Orange City Council (and possible expansion for the combined management system for other operators in the Central Region of NSW).</li> </ul>
Education programs for Council staff and the community about climate change and carbon.	<ul style="list-style-type: none"> <li>Consideration of programs to help staff and the wider community to understand the issues related to carbon in the process to reduce the impact on climate change.</li> <li>Workshops and a program of speakers to bring people up-to-date information and the way forward.</li> <li>Provide information links on Orange City Council website.</li> </ul>
Transport	<ul style="list-style-type: none"> <li>Recognise the carbon footprint of the community's high dependence on private vehicles.</li> <li>Model the carbon effect of encouraging electric vehicle use in the LGA.</li> <li>Discuss ways to encourage lower private vehicles use in the LGA.</li> </ul>

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

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**3.5 OTHER BUSINESS**

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An opportunity for members to raise questions or items for the next meeting.