



SERVICES POLICY COMMITTEE

AGENDA

1 DECEMBER 2020

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **SERVICES POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE WITH AN OPTION OF ONLINE CONFERENCING PLATFORM ZOOM DUE TO COVID-19 REQUIREMENTS** on **Tuesday, 1 December 2020.**

David Waddell

CHIEF EXECUTIVE OFFICER

For apologies please contact Administration on 6393 8218.

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 Services Policy Committee at this meeting.

2 COMMITTEE MINUTES

2.1 MINUTES OF THE CLIFTON GROVE COMMUNITY COMMITTEE MEETING HELD ON 4 NOVEMBER 2020

RECORD NUMBER: 2020/2236

AUTHOR: Scott Maunder, Director Community, Recreation and Cultural Services

EXECUTIVE SUMMARY

The Clifton Grove Community Committee met on 4 November 2020. The minutes of this meeting are tabled for the Committee's attention.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "1.1 Live - Engage with the community to ensure recreation opportunities and facilities meet changing needs".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Clifton Grove Community Committee at its meeting held on 4 November 2020.**
- 2 That the minutes of the Clifton Grove Community Committee at its meeting held on 4 November 2020 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

The agenda for the meeting is attached.

ATTACHMENTS

- 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 4 November 2020
- 2 CGCC 4 November 2020, Agenda, D20/67544 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE CLIFTON GROVE COMMUNITY COMMITTEE

HELD IN MUD HUT, CLIFTON GROVE AND ZOOM

ON 4 NOVEMBER 2020

COMMENCING AT 5.33PM

1 INTRODUCTION

ATTENDANCE

Cr J McRae (Chairperson), Ms Angela Cleall, Mrs Jenny Glastonbury, Mr Rob Nevins, Mr Peter Reid, Mr Peter West, Director Community, Recreation and Cultural Services, Director Development Services, Mr Brett Bowden (Guest) (Operational Service Co-ordinator, Canobolas Zone, NSW Rural Fire Service)

1.1 Apologies and Leave of Absence

RESOLVED

Mr P West/Mrs J Glastonbury

That the apology be accepted from Mr Matthew Chisholm for the Clifton Grove Community Committee meeting on 4 November 2020.

1.2 Acknowledgement of Country

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

2 PREVIOUS MINUTES

RESOLVED

Mr P West/Mrs J Glastonbury

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 5 August 2020 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Clifton Grove Community Committee meeting held on 5 August 2020.

3 PRESENTATIONS

3.1 LOGGING AT KINROSS STATE FOREST - TRAFFIC-MANAGEMENT CONCERNS

TRIM REFERENCE: 2020/2124

RECOMMENDATION**Mrs J Glastonbury/Mr P Reid**

- 1 That the update on Logging at Kinross State Forest - Traffic Management Concerns is acknowledged.
- 2 That contacts for both Orange City Council and the Forestry Corporation of NSW be provided to members of the Clifton Grove Community Committee.

3.2 BANJO PATERSON WAY

TRIM REFERENCE: 2020/2125

Brett Bowden (Operational Service Co-ordinator, Canobolas Zone, NSW Rural Fire Service) was a guest at the meeting. He advised that RFS is looking for work for fire mitigation (bridle trails and designated fire roads). He will liaise with Council staff.

RECOMMENDATION**Mr P Reid/Mr R Nevins**

- 1 That the update on Banjo Paterson Way is acknowledged.
- 2 That Orange City Council staff work with the Clifton Grove Community Committee to identify areas of concern and to develop a work plan for Banjo Paterson Way and for Proximity of Trees - Road Verges at the Overflow, Narrambla Drive and The Billabong.

3.3 PROXIMITY OF TREES - ROAD VERGES AT THE OVERFLOW, NARRAMBLA DRIVE AND THE BILLABONG

TRIM REFERENCE: 2020/2126

RECOMMENDATION

That the update on Proximity of Trees - Road Verges at the Overflow, Narrambla Drive and The Billabong is acknowledged.

4 GENERAL REPORTS

4.1 COMMITTEE CHARTER

TRIM REFERENCE: 2020/2117

RECOMMENDATION**Ms A Cleall/Mr R Nevins**

That the updated Charter for the Clifton Grove Community Committee is noted.

4.2 CLIFTON GROVE COMMUNITY COMMITTEE ACTION PLAN - NOVEMBER 2020

TRIM REFERENCE: 2020/2154

RECOMMENDATION

- 1 That the review and update on the Clifton Grove Community Committee Action Plan (now known as CGCC Operational Plan 2020-22) is acknowledged.
- 2 That CGCC Operational Plan 2020-22 be updated through community engagement.
- 3 That the existing Clifton Grove Community Committee Action Plan be reviewed by the Committee.
- 4 That the Committee determine and prioritise a list of capital expenditure.

THE MEETING CLOSED AT 7.05PM.



CLIFTON GROVE COMMUNITY COMMITTEE

AGENDA

4 NOVEMBER 2020

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **CLIFTON GROVE COMMUNITY COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **MUD HUT, CLIFTON GROVE AND ZOOM** on **Wednesday, 4 November 2020** commencing at **5.30PM**.

David Waddell

CHIEF EXECUTIVE OFFICER

For apologies please contact Linda McFadden on 6393 8297.

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

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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CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

1 INTRODUCTION**MEMBERS**

Cr J McRae (Chairperson), Cr R Turner, Mr Matthew Chisholm, Ms Angela Cleall, Mrs Jenny Glastonbury, Mrs Robyn Livermore, Mr Rob Nevins, Mr Peter Reid, Mr Peter West, Director Community, Recreation and Cultural Services, Director Development Services

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

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal Australians who are present.

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 Clifton Grove Community Committee at this meeting.

2 PREVIOUS MINUTES**RECOMMENDATION**

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 5 August 2020 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Clifton Grove Community Committee meeting held on 5 August 2020.

ATTACHMENTS

- 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 5 August 2020

ORANGE CITY COUNCIL

MINUTES OF THE CLIFTON GROVE COMMUNITY COMMITTEE

HELD IN ZOOM MEETING PLATFORM

ON 5 AUGUST 2020

COMMENCING AT 5.30PM

1 INTRODUCTION

ATTENDANCE

Cr J McRae (Chairperson), Mr Matthew Chisholm, Ms Angela Cleall, Mrs Jenny Glastonbury, Mr Rob Nevins, Mr Peter West, Director Community, Recreation and Cultural Services

The Committee noted the passing of Cr Mario Previtera.

1.1 Apologies and Leave of Absence

RESOLVED

Mr P West/Ms A Cleall

That the apology be accepted from Mr Peter Reid for the Clifton Grove Community Committee meeting on 5 August 2020.

1.2 Acknowledgement of Country

Cr McRae conducted an Acknowledgement of Country.

Cr McRae welcoming Nick Drage as a new member of the Committee

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

Nil

2 PREVIOUS MINUTES

RESOLVED

Mr P West/Ms A Cleall

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 29 January 2020 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Clifton Grove Community Committee meeting held on 29 January 2020.

MINUTES OF CLIFTON GROVE COMMUNITY COMMITTEE

5 AUGUST 2020

3 PRESENTATIONS**3.1 CLIFTON GROVE SHEARING SHED AND CATTLE YARD FACILITIES**

TRIM REFERENCE: 2020/1326

RECOMMENDATION**Mr R Nevins/Mr P West**

That potential use and options for the shearing shed and cattle yard facilities be included in the Clifton Grove Community newsletter to seek feedback.

3.2 BANJO PATERSON DRIVE

TRIM REFERENCE: 2020/1341

RECOMMENDATION**Mr P West/Ms A Cleall**

That a report come back to the Clifton Grove Community Committee on assessment on Banjo Paterson Drive and its shoulder/verge.

MATTER ARISING - KINROSS FOREST PLANTATION

Noted that the community had received advice on logging activities planned for Kinross State Forest.

Concern was raised about the corner of Banjo Paterson Way and Kinross Lane. This is a blind corner that will be used by Forestry NSW.

RECOMMENDATION**Mr P West/Ms A Cleall**

That Council write to Forestry NSW advising of concerns with the blind corner and also seeking confirmation that they will remove any rubbish from Kinross State Forest when logging is completed.

MINUTES OF CLIFTON GROVE COMMUNITY COMMITTEE

5 AUGUST 2020

4 GENERAL REPORTS**4.1 CLIFTON GROVE - CAPITAL FUNDING 2020/2021**

TRIM REFERENCE: 2020/1337

RECOMMENDATION**Mr P West/Mrs J Glastonbury**

- I. That proposed capital funding items for 2020/2021 and 2021/2022 be added into an implementation plan or a master plan/roadmap, with this spreadsheet to include:
 - timelines based on a two-year period
 - how the items can be undertaken
 - all ideas that have been put forward
 - which items have been actioned
 - which items are about to be actioned
- II. That if the items are not capital funding items (such as priority weeds), another source of funding be investigated.
- III. That items include:
 - steps to Clifton Grove noticeboard
 - bollards to secure the Mud Hut playground from vehicle areas
 - improvement to walking and bridle paths (e.g. installation of steps)
 - display board backing onto bushland (corner of Ironbark and Brumby's Run)
 - water trough in horse yard at Mud Hut (manual filling)
 - bench seats located across Clifton Grove
 - better pedestrian access from each side of the Bridle Trail
 - fence upgrades
 - beautification of road verges
- IV. That community consultation through the Clifton Grove Community newsletter request other items by 1 September 2020 (possibly including the horse-riding community).

4.2 CLIFTON GROVE COMMUNITY COMMITTEE ACTION PLAN - AUGUST 2020

TRIM REFERENCE: 2019/1062

RECOMMENDATION**Cr J McRae/Mr R Nevins**

- I. That some items in the Action Plan be transferred to the implementation plan for Clifton Grove - Capital Funding 2020/2021 and 2021/2022.
- II. That the Action Plan be reviewed (including specific statements rather than general statements) for the next meeting of the Committee and that the next meeting to be in three months, rather than in six months, on 3 November 2020.

THE MEETING CLOSED AT 6.32 PM.

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

3 PRESENTATIONS**3.1 LOGGING AT KINROSS STATE FOREST - TRAFFIC-MANAGEMENT CONCERNS**

Update requested by Committee Members

- Logging of Kinross State Forest - any update on roads and traffic management, safety concerns, communication plan or other concerns from Clifton Grove residents.
- There has been considerable community concern about the use of Banjo Paterson Way by the logging trucks. Many are concerned about the safety, the narrow sections of the road and the damage to the road surface and the use by the logging trucks during school bus times. There has been comment that the trucks could use Bulgas Road but my understanding is that the causeway over Summerhill Creek was not strong enough for the laden trucks, however would it be possible to direct the empty trucks down Bulgas Road and into the forest from the southern end. They could load and then go out down Banjo Patterson. This would halve the number of truck movements and reduce the congestion.
- The planned logging of Kinross Forest, proposed traffic arrangements, etc.

Staff Comment

A response has been received from Forestry Corporation and is attached.

This letter, and an audio file of a radio interview of the Corporation's recent radio interview with ABC Central West regarding these upcoming operations, was circulated to the Committee members on 26 October 2020.

ATTACHMENTS

- 1 Letter from Forestry Corporation of NSW - Update on Operations - Logging at Kinross State Forest, D20/65306

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

Attachment 1 Letter from Forestry Corporation of NSW - Update on Operations - Logging at Kinross State Forest



Forestry Corporation of NSW ABN 43 141 857 613

Northern Softwood RegionCnr Browning St & Panorama Ave Bathurst NSW 2795
(PO Box 143 Bathurst NSW 2795)**T** 02 6331 2044**F** 02 6331 5528www.forestrycorporation.com.au

Scott Maunder
Director Community, Recreational and Cultural Services
Orange City Council

23 October 2020

Cc:

Dear Scott,

Update on Kinross State Forest Operations

Thank you for your letter on behalf of the Clifton Grove Community Committee seeking an update on operations within Kinross State forest.

I'm happy to address specifics arising from their meeting, although in the meantime I can provide the following general update:

1. Delay to Commencement

Our original planning and advice were for the commencement of harvest and transport operations in October 2020. The commencement of these operations is now scheduled to commence in January 2021.

Operations to upgrade and maintain internal forest roads will commence very shortly and most likely early in November 2020. Residents may see increased activity within the forest and at times some internal roads will be closed to public access – these will be clearly sign posted.

2. Kinross Lane

Forestry Corporation will undertake works (upgrade surface) on Kinross Lane (Cabonne Council asset) with Cabonne Council undertaking a seal. This will mitigate the hazard from the movement of dust from Kinross Lane onto Banjo Patterson Way.

A recent inspection of Kinross Lane revealed some vegetation management has already been undertaken to improve sight distance north to Lower Lewis Ponds road (and equally for vehicles travelling south towards Kinross Lane). We will continue to work with Cabonne and Orange City Councils on any further requirements.

In your letter you indicate the Community Committee has concerns regarding the corner just past Kinross Lane – I'm happy to address any specific concerns they have. Just to clarify, transport vehicles will be exiting and entering Kinross Lane, immediately prior to this corner and not navigating it.

3. Transport Issues

Forestry Corporation has met with Apple City Tours (school bus route operator) and reviewed our operational intent for Kinross. Both parties are confident in the strategies we will implement to address any risk to road users.

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

Attachment 1 Letter from Forestry Corporation of NSW - Update on Operations - Logging at Kinross State Forest

This will include utilising our standard UHF communication procedures between school buses and transport vehicles and a review of our operating procedures against the bus timetable for Kinross – with trucks managing their exit onto Banjo Patterson Way until after the passing of the school bus.

4. Traffic Management Plan

A range of planning and plans will cover the execution of this operation.

While we have undertaken our initial field-based planning and completed our 'Roading Plan', we continue with our harvest planning – which collates our due diligence activities.

Prior to the commencement of harvest and transport operations a 'Site Safety Plan' will be completed, and it forms part of our 'Harvest Plan'. The Site Safety Plan is the process by which we identify, control, and manage hazards, including those relating to transport.

We are happy to engage with the Committee to review these plans.

5. Stakeholder Engagement

We continue to engage with residents on a range of issues. We are very determined to make available the necessary information to ensure residents have a very good sense of what to expect from these operations.

In addition to written communication provided to stakeholders, we conducted a radio interview (27 August 2020 – ABC Central West) – which I will provide you a copy of to pass onto the Committee.

I appreciate this update may not address all questions residents may have and therefore I am more than happy to meet or respond to any queries they may have.

In the meantime, please contact me on

Yours sincerely,

Tijmen Klootwijk
Fire and Stewardship Manager
Northern Softwoods

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

3.2 BANJO PATERSON WAY

Update requested by Committee Members

Committee members requested that Banjo Paterson Drive be tidied up.

Feedback indicates that the first section between Ophir Rd and Coolabah is fairly open and is maintained to a high standard by the adjoining landholders. The only work that needs doing is the removal of a couple of dead trees before they fall on the road.

The next section between Coolabah and the Billabong is regarded as being poor. Lots of fallen logs and branches, hawthorn bushes everywhere, Ivy climbing up trees, cotoneaster, privet, pine trees, willows and black wattle in many spots. A number of dead trees which are about to fall on the road or are making maintenance mowing of the area very difficult, as well as some branches encroaching on the road. If this section could be cleaned up it would add greatly to the presentation of Clifton Grove.

Other concerns about Banjo Paterson Way from residents were/are:

- Poor condition of the section from Rossi Drive to Coolabah Drive - which has since been rectified
- Desired works from Coolabah Drive to The Overflow as there is a marked difference in the appearance of Banjo Paterson Way from Ophir Road to Coolabah Drive when compared with Coolabah Drive to The Overflow.
 - installation of roadside barriers along the steeper sections of the verges
 - removal of all dead trees and stumps both sides to facilitate better access for mowing/slashing, horse and rider safety, walkers and runners, improved stormwater flows and general aesthetics
 - general trimming of branches as required to aid in driver visibility; with the proposed extra traffic, log trucks, etc this could be a priority

Staff Comment**Road Barriers**

- Indicative cost of 300m of wire rope barrier in 3 separate sections would be \$43,000.
- Detailed survey would need to be undertaken to determine batter slopes and clear zones for a proper assessment and determination of length of barrier required. Council does not have a barrier installation budget. Generally they are installed as part of a larger road project or site specific grant funded safety initiative as a response to a documented injury crash history.
- No recorded run off road accidents on this section of Banjo Paterson Way recorded in last 5 years

Road Verges

- Site inspection had been arranged to review and determine actions and timing.

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

3.3 PROXIMITY OF TREES - ROAD VERGES AT THE OVERFLOW, NARRAMBLA DRIVE AND THE BILLABONG

Update requested by Committee Members

An issue is the proximity of trees - mostly black wattle to the edges of the roadways in The Overflow, Narrambla Drive and The Billabong. With the edges of road breaking away and the trees impinging on the roadway it is creating a definite driving hazard. It would not be a costly exercise to remedy but would make the road much safer.

Staff Comment

Staff to provide an update to the meeting following an inspection.

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

4 GENERAL REPORTS**4.1 COMMITTEE CHARTER**

RECORD NUMBER: 2020/2117

AUTHOR: Scott Maunder, Director Community, Recreation and Cultural Services

EXECUTIVE SUMMARY

The Charter of the Clifton Grove Community Committee has been updated with minor amendments.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “17.1 Collaborate - Provide representative, responsible and accountable community governance”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the updated Charter for the Clifton Grove Community Committee be noted.

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 following minor changes have been made to the Charter:

- 1 Administrative changes - updated formatting and references to GM updated to CEO
- 2 Change of membership to include 2 or more Councillor members (one of who is chairperson).

ATTACHMENTS

- 1 Charter - Clifton Grove Community Committee - August 2020, D20/64675

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

Attachment 1 Charter - Clifton Grove Community Committee - August 2020



CLIFTON GROVE COMMUNITY COMMITTEE

2020/1583

F177

PURPOSE

To advise Council and make recommendations in relation to Clifton Grove.

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

Services Policy Committee

TERM

The Clifton Grove 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 six 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

Six 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.

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

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

Attachment 1 Charter - Clifton Grove Community Committee - August 2020

CLIFTON GROVE COMMUNITY COMMITTEE CHARTER

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 or from the Committee Clerk.

CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

4.2 CLIFTON GROVE COMMUNITY COMMITTEE ACTION PLAN - NOVEMBER 2020

RECORD NUMBER: 2020/2154

AUTHOR: Scott Maunder, Director Community, Recreation and Cultural Services

EXECUTIVE SUMMARY

All Community Committees are required to develop and maintain an action plan. The purpose of an action plan is to identify and record actions that are incorporated into the Delivery/Operational Plan so that the Committee is informed of progress against tasks of the interest to the Committee.

The Committee itself has created a new action plan: CGCC Operational Plan 2020-22. This new format will be used going forward.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "8.2 Preserve - Develop and promote initiatives to reduce water, energy and waste in consultation with the community".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That the Clifton Grove Community Committee Action Plan (now known as CGCC Operational Plan 2020-22) be reviewed and updated.
- 2 That completed items on the CGCC Operational Plan 2020-22 be deleted.

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 CGCC Action Plan 2020-2022, D20/66202

Clifton Grove Community Committee

CGCC Operational Plan 2020-22

Goal:

To confirm tasks and timelines to ensure the effective and efficient operation, decision making and record keeping of the Clifton Grove Community Committee.

CLIFTON GROVE COMMUNITY COMMITTEE
Attachment 1 CGCC Action Plan 2020-2022

4 NOVEMBER 2020

Acknowledgments

This document has been developed by community members of the Clifton Grove Community Committee (CGCC).

Document Summary Information	
Document Contact:	Angela Cleall (angcleall@hotmail.com)
Status:	Draft for endorsement

Introduction & Current Situation:

This Operational Plan has been developed in the context of:

- A desire to articulate a 'master plan' for Clifton Grove;
- A need to implement structure around the use of capital works funding; and
- A need to better track progress against actions outlined in the Committee Action Plan.

Related Documents

References/Document Name	Link of the document
CGCC Charter	TBC
CGCC Action Plan	Contained in each meeting agenda

Terms of Reference:

According to the CGCC Charter, the purpose of the Committee is to advise Council and make recommendations in relation to Clifton Grove.

In Scope

In Scope
This Operational Plan is an informal document, maintained by community members of the CGCC, to capture operational actions/suggestions and decision making. The main deliverable is an Implementation Catalogue to document the progress of the Committee against the Action Plan (maintained by Council) and to track the use of capital works budgets.

Out of Scope

Out of Scope
Formal minutes, formal action items, the formal Action Plan, etc., will continue to be documented by Council staff and the Committee Clerk. This document is to complement these formal documents and show progress against them, not to replace them.

CLIFTON GROVE COMMUNITY COMMITTEE
Attachment 1 CGCC Action Plan 2020-2022**4 NOVEMBER 2020****Deliverables:**

An Implementation Catalogue comprising a working list of suggested task areas arising from the CGCC discussions, with the following details explained:

- resources required,
- time required,
- risks and constraints,
- person responsible, and
- target date for delivery

Constraints**1. Timing:**

There may be timing constraints around the use of capital works budgets awarded for Clifton Grove – assume based on financial year.

2. Culture

Aside from infrequent formal meetings, actions undertaken by the CGCC run in a relatively ad hoc manner. More structured input from community members will afford the CGCC a more defensible position when communicating with the broader Clifton Grove community.

3. Resources

The Secretariat for the CGCC Committee can only deliver co-ordination, not necessarily completion of tasks.

As such, one of the community members of the Committee offered to maintain this document to record operation and progress against the CGCC Action Plan and discussions, as well as track the consideration and use of capital works budgets.

Assumptions

Resources will be made available for projects where required.

Implementation path for the recommendations will have the support of the Council and Committee: some recommendations may be an "ideal" but may or may not be feasible to implement by the Council/Committee, or with current resourcing.

Communication Plan

Where appropriate, actions of the Committee and relevant related information will be communicated via the CGCC Newsletter and the CGCC Facebook Page.

CLIFTON GROVE COMMUNITY COMMITTEE
Attachment 1 CGCC Action Plan 2020-2022

4 NOVEMBER 2020

Project Area	Tasks	Sub-Tasks	Date	Responsibility	Resources/Time Required	Risks/Constraints/Outcome
Clifton Grove Master Plan	Inception	Develop vision statement		All		
		Define scope		All		
		Consult with community via Facebook page with deadline for feedback		A Cleall		
	Planning	List tasks to be completed		All		
		Consult with community via Facebook page with deadline for feedback		A Cleall		
		Prioritise tasks based on feedback from community and discussion with committee		All		
	Implementation	TBD				
		TBD				
Capital Works Budget	Define list of possible new items – Committee member suggestions	Removal of all barbed wire from bridle path fences (where the fence is not shared with private land) and replace with plain wire		All		
		Improve horse riding trails				
		Improve walking trails				
		Other?		All		
	Define list of possible new items – broader	Facebook post to request ideas for capital works budget – set deadline		A Cleall		

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4 NOVEMBER 2020

Project Area	Tasks	Sub-Tasks	Date	Responsibility	Resources/Time Required	Risks/Constraints/Outcome
	community input	for feedback				
	Running items held over from previous budgets	Steps to Clifton Grove Notice Board				
		Bollards to secure Mud Hut Playground area from Vehicles with tie up area for horses to be incorporated				
		Improvement to walking and bridal paths e.g. installation of steps				
		Display board backing onto bushland (Cnr Ironbark and Brumbies run)				
		Water trough in horse yard at Mud Hut – manual filling				
		Bench seats located across Clifton Grove				
CGCC Action Plan – Major outstanding actions	2. Facilities development – Clifton Grove sign	Signage to attract residents to use the fenced, off-leash dog area completed, but addition of the designated area to the Council's brochure, found at https://www.orange.nsw.gov.au/wp-content/uploads/2018/02/Map-of-Lease-free-Dog-Exercise-Areas.pdf yet to be completed.		OCC		
	2. Facilities	Pest Management Plan to be implemented for foxes and other		OCC/CGCC		

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4 NOVEMBER 2020

Project Area	Tasks	Sub-Tasks	Date	Responsibility	Resources/Time Required	Risks/Constraints/Outcome
	development - Various	pests. Education channel (community day, article in newsletter, etc.) to be used to inform residents of the impacts of free-roaming domestic dogs in peri-urban areas, and the legal obligation to keep them contained.				
	9. Reporting inappropriate or illegal activities in Clifton Grove area - Conduct Microchipping at Community Days in conjunction with RSPCA (similar to Glenroi)	Contact to be made with RSPCA regarding future opportunities – information to be provided to CGCC		OCC		