



SERVICES POLICY COMMITTEE

AGENDA

2 MARCH 2021

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, 2 March 2021**.

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 MEETING HELD ON 3 FEBRUARY 2021

RECORD NUMBER: 2021/273
AUTHOR: Scott Maunder, Director Community, Recreation and Cultural Services

EXECUTIVE SUMMARY

The Clifton Grove Community Committee met on 3 February 2021. 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 3 February 2021.
- 2 That Council determine recommendation from the minutes of the Clifton Grove Community Committee meeting of 3 February 2021;
 - That shade and seating at the playground be an immediate priority for final design and installation.
- 3 That the remainder of the minutes of the Clifton Grove Community Committee at its meeting held on 3 February 2021 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 CGCC Minutes 3 February 2021
- 2 CGCC Agenda 3 February 2021, D21/7956 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE CLIFTON GROVE COMMUNITY COMMITTEE

HELD IN MUD HUT, CLIFTON GROVE

ON 3 FEBRUARY 2021

COMMENCING AT 5.33PM

1 INTRODUCTION

ATTENDANCE

Cr J McRae (Chairperson), Mr Matthew Chisholm (arrived 5.41pm), Ms Angela Cleall, Mrs Jenny Glastonbury, Mr Rob Nevins, Mr Peter Reid, Mr Peter West, Director Community, Recreation and Cultural Services, Shah Alford

1.1 Apologies and Leave of Absence

Nil

1.2 Acknowledgement of Country

Cr McRae conducted an Acknowledgement of Country.

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

Nil

2 PREVIOUS MINUTES

RESOLVED

Mrs J Glastonbury/Mr R Nevins

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 4 November 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 4 November 2020.

3 GENERAL REPORTS

3.1 CLIFTON GROVE COMMUNITY COMMITTEE OPERATIONAL PLAN - JANUARY 2021

TRIM REFERENCE: 2021/50

Shah Alford (Director, sala4D - landscape architecture and urban design) was a guest at the meeting. She took part in the discussion on the Clifton Grove Operational Plan. She will liaise with the committee and Council staff to assist with the development of a Clifton Grove Masterplan.

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

- 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.
- 3 That Council proceed with the development of a 10 year Master Plan for Clifton Grove to support the allocation of funding obtained and to support future grant applications

Cr McRae acknowledged the extensive amount of work Angela Cleall had put in to the Operational Plan.

Cr McRae requested staff review the verges of Banjo Paterson Way to ensure that any risks from natural vegetation are reduced.

RECOMMENDATION**Mr P Reid/Mr P West**

That shade and seating at the playground be an immediate priority for final design and installation..

THE MEETING CLOSED AT 6.29PM



CLIFTON GROVE COMMUNITY COMMITTEE

AGENDA

3 FEBRUARY 2021

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** on **Wednesday, 3 February 2021** commencing at **5.30PM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Christie Westcott on 6393 8218.

CLIFTON GROVE COMMUNITY COMMITTEE

3 FEBRUARY 2021

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

3 FEBRUARY 2021

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 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.

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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 4 November 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 4 November 2020.

ATTACHMENTS

- 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 4 November 2020

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.

MINUTES OF CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 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.

MINUTES OF CLIFTON GROVE COMMUNITY COMMITTEE

4 NOVEMBER 2020

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

3 FEBRUARY 2021

3 GENERAL REPORTS

3.1 CLIFTON GROVE COMMUNITY COMMITTEE OPERATIONAL PLAN - JANUARY 2021

RECORD NUMBER: 2021/50

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 Operational Plan 2020-2022, D21/3543



CLIFTON GROVE COMMUNITY COMMITTEE

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.

CGCC Operational Plan 2020-22

Clifton Grove Community Committee

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.

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

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	Brett Bowden - Bus shelters for school kids	Nov 6 2020	All		Qualify for capital works?

CGCC Operational Plan 2020-22

Clifton Grove Community Committee

Project Area	Tasks	Sub-Tasks	Date	Responsibility	Resources/Time Required	Risks/Constraints/Outcome
		Justin Allison Baker - permanent walking/ riding path along Banjo Patterson.	Nov 4 2020			Qualify for capital works?
		Niki Drage - Shade above the mudhut playground and an extra piece of play equipment suitable for younger kids like a rocking animal or small cubby house. - Seating/gazebo at watts reserve and some play or outdoor gym equipment	Nov 3 2020			Qualify for capital works?
		Kath Stephens - Extension of the path along the side of Banjo Patterson Way up past Strathnook Lane. Clear vegetation, road barriers and a track would be lovely!	Nov 3 2020			Qualify for capital works?
		Willemine Drage - Regular and frequent maintenance of the Bridle Paths	Nov 3 2020			Qualify for capital works?
		Jim Whittaker - delineated left turn lane at the recycle centre	3 Nov 2020			Qualify for capital works?
		Removal of all barbed wire from bridle path fences (where the fence is not shared with private land) and replace with plain wire				

CGCC Operational Plan 2020-22

Clifton Grove Community Committee

Project Area	Tasks	Sub-Tasks	Date	Responsibility	Resources/Time Required	Risks/Constraints/Outcome	
		Improve horse riding trails					
		Improve walking trails					
		Rob Nevins - Enclose some walls, add windows to Mud Hut to make it more usable all year round.		All			
	Define list of possible new items – broader community input	Facebook post to request ideas for capital works budget – set deadline for feedback		A Cleall			
	Running items held over from previous budgets	Steps to Clifton Grove Notice Board (plus remove dead overhanging tree and install gravel/concrete landing) (PW edit)					
		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					

CLIFTON GROVE COMMUNITY COMMITTEE

3 FEBRUARY 2021

Attachment 1 CGCC Operational Plan 2020-2022

CGCC Operational Plan 2020-22

Clifton Grove Community Committee

Project Area	Tasks	Sub-Tasks	Date	Responsibility	Resources/Time Required	Risks/Constraints/Outcome
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 development - Various	Pest Management Plan to be implemented for foxes and other 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.		OCC/CGCC		
	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		

7 | Clifton Grove Community Committee, January 2021

CGCC Operational Plan 2020-22

Clifton Grove Community Committee