



ENVIRONMENTAL SUSTAINABILITY POLICY COMMITTEE

AGENDA

6 MAY 2025

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, 6 May 2025**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Executive Support on 6393 8391.

AGENDA

EVACUATION PROCEDURE

In the event of an emergency, the building may be evacuated. You will be required to vacate the building by the rear entrance and gather at the entrance to the car park. This is Council's designated 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 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 ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE MEETING 4 APRIL 2025

RECORD NUMBER: 2025/774

AUTHOR: Eli Todman, Sustainability Officer

EXECUTIVE SUMMARY

The minutes of the Environmental Sustainability Community Committee held on 4 April 2025 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 “9.2. 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 Council acknowledge the reports presented to the Environmental Sustainability Community Committee at its meeting held on 4 April 2025.
- 2 That Council determine recommendations 3.1 from the minutes of the Environmental Sustainability Community Committee meeting of 4 April 2025.
3.1
That the Charter for the Environmental Sustainability Community Committee be adopted noting changes to:
 - *Purpose, Councillor membership, number of community representatives, quorum size and meeting frequency.*
- 3 That the remainder of the minutes of the Environmental Sustainability Community Committee from its meeting held on 4 April 2025 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 ESCC 4 April 2025 Minutes
- 2 ESCC Agenda 4 April 2025, D25/35579 [↓](#)
- 3 FOR ADOPTION - ESCC Charter, D24/120098 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

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

ON 4 APRIL 2025

COMMENCING AT 8:00 AM

1 INTRODUCTION

ATTENDANCE

Cr David Mallard (Chairperson), Cr Melanie McDonell, Peter West, Andrew Kennedy, Stephen Nugent, Amanda Lockwood, Jennifer Lacey, Cynthia Jarratt, Director Development Services, Manager Building and Environment, Water Treatment Manager

1.1 Apologies and Leave of Absence

RESOLVED

Member P West/Member A Kennedy

That the apologies be accepted from Mr Nick King for the Environmental Sustainability Community Committee meeting on 4 April 2025.

1.2 Acknowledgement of Country

The Chairperson conducted an Acknowledgement of Country.

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

Nil.

Mr P West joined the meeting with the time being 8:06am

2 PREVIOUS MINUTES

RESOLVED

Member S Nugent/Member A Kennedy

That the Minutes of the Meeting of the Environmental Sustainability Community Committee held on 19 July 2024 (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 19 July 2024.

3 GENERAL REPORTS

3.1 ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/447

Charter to be recommended for adoption upon changes to the Purpose, Councillor membership, number of community representatives, quorum size and meeting frequency.

RECOMMENDATION

Member P West/Member C Jarratt

That the Charter for the Environmental Sustainability Community Committee be adopted noting changes to:

- Purpose, Councillor membership, number of community representatives, quorum size and meeting frequency.

3.2 ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/446

RECOMMENDATION

Member S Nugent/Member P West

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.

Cr McDonell left the meeting with the time being 8:44am

Cr McDonell returned to the meeting via audiovisual link with the time being 8:47am

3.3 ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/448

Meetings will occur at 8:00 AM on the following dates for 2025:

- 6 June
- 1 August
- 3 October
- 5 December

Each meeting will be held in the Councillors Workroom unless otherwise advised by the Clerk or Chair.

A separate planning session to identify the Committees priority projects for the Term will be held on Monday, 12 May at 5:30 PM.

RECOMMENDATION

Member A Lockwood/Member C Jarratt

That the Environmental Sustainability Community Committee set meeting dates, times and locations for the remainder of 2025.

Mr P West left the meeting with the time being 9:00am

3.4 SUSTAINABILITY PROJECTS UPDATE

TRIM REFERENCE: 2025/513

RECOMMENDATION

Member S Nugent/Member C Jarratt

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

THE MEETING CLOSED AT 9:30 AM



ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

AGENDA

4 APRIL 2025

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 **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Friday, 4 April 2025** commencing at **8:00 AM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Eli Todman on 6393 8208.

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

4 APRIL 2025

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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ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

4 APRIL 2025

1 INTRODUCTION

MEMBERS

Cr David Mallard (Chairperson), Cr Melanie McDonell, Peter West, Nick King, Andrew Kennedy, Stephen Nugent, Reg Kidd, Shahreen Alford, Amanda Lockwood, Jennifer Lacey, Cyril Smith, Cynthia Jarratt, Director Development Services, Manager Building and Environment, Water Treatment Manager, Manager City Presentation, Manager Waste Services and Technical Support, Water and Sewerage Strategic Manager

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.

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Environmental Sustainability Community Committee held on 19 July 2024 (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

Page 3

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

4 APRIL 2025

Sustainability Community Committee meeting held on 19 July 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Environmental Sustainability Community Committee held on 19 July 2024

ORANGE CITY COUNCIL

MINUTES OF THE ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

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

ON 19 JULY 2024

COMMENCING AT 8:01 AM

1 INTRODUCTION

ATTENDANCE

Cr D Mallard (Chairperson), Cr M McDonell (*Audiovisual Link*), Mr Peter West (*Audiovisual Link*), Mr Robert Alford, Mr Andrew Kennedy, Mr Stephen Nugent, Mr Granton Smith, Mr Ronald Finch, Ms Bev Williams, Mr Reg Kidd (*Audiovisual Link*), Ms Shahreen Alford, Ms Jennifer Lacey, Mr Cyril Smith, Director Development Services, Manager Waste Services and Technical Support

1.1 Apologies and Leave of Absence

RESOLVED

Mr A Kennedy/Ms B Williams

That the apologies be accepted from Mr Nick King & Ms Shah Alford for the Environmental Sustainability Community Committee meeting on 19 July 2024.

1.2 Acknowledgement of Country

The Chairperson 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

Mr A Kennedy/Mr S Nugent

That the Minutes of the Meeting of the Environmental Sustainability Community Committee held on 7 June 2024 (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 7 June 2024.

Mr R Kidd entered the meeting via audiovisual link with the time being 8.04am

MINUTES OF ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE 19 JULY 2024

3 GENERAL REPORTS

3.1 CHAIR REPORT

TRIM REFERENCE: 2024/1101

The Chair spoke to the recommendations at the 9 July Council meeting, which included the review of Community Committee processes. The Emissions Reduction Plan was adopted by Council, which provides organisational targets for net zero and a pathway to achieve these. Council determined 75% of funds generated from the recent sale of biodiversity credits would be allocated to sustainability projects. The Redmond Place Master Plan and Planning Proposal, which is a collaborative initiative between Landcom and Council, was included in the 16 July Council papers and will be placed on public exhibition.

Mr R Alford raised concerns with how Community Committees were working independently on areas of interest, highlighted the need for collaboration to enable positive and uniformed outcomes to be achieved. Provided the example of the Economic Development Community Committee, which will play a crucial role in ensuring a sustainable future for Orange, working independently on similar issues of the ESCC.

Mr R Kidd mentioned the development of a Landholders Guide to Renewables, which will be a valuable resource for the energy transition.

Mr A Kennedy asked how the previous recommendation for a review of the Community Committee process would be actioned.

The Director Development Services explained Councils Governance Team would review the recommendation and determine an approach to implementation.

RECOMMENDATION **Mr S Nugent/Mr A Kennedy**

That the Environmental Sustainability Community Committee acknowledge the verbal report provided by the Chair.

Mr P West left the meeting with the time being 8.14am

Mr P West returned to the meeting with the time being 8.19am

3.2 CLIMATE CHANGE MANAGEMENT PLAN REVIEW 2024

TRIM REFERENCE: 2024/1190

Mr P West requested Council consider a collaborative approach with Local Land Services and the Biodiversity Priority Project Team for the upcoming Biodiversity Month in September.

Mr S Nugent highlighted the importance of enabling a culture of sustainability within Council.

Mr R Alford suggested Council should consider establishing monthly talks on sustainability for the community, like used to be provided by a member of the community in the past.

Mr C Smith mentioned the talks could be similar to those of Greening Bathurst's 'Green Drinks', which had been well received by the community.

RECOMMENDATION **Mr S Nugent/Mr G Smith**

That the Environmental Sustainability Community Committee acknowledge the report provided by the Sustainability Officer on the Climate Change Management Plan.

Mr P West left the meeting with the time being 9.10am

MINUTES OF ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE 19 JULY 2024

Mr P West returned to the meeting with the time being 9.13am

3.3 ESCC 2022 - 2024 OUTCOMES OF PRIORITY PROJECT TEAMS

TRIM REFERENCE: 2024/1083

Mr R Kidd suggested inviting Newmont to a future meeting of the ESCC for a briefing on sustainability in their operations.

Requested an update on the Rural & Industrial Land Use Strategy between Blayney, Cabonne and Orange.

The question was taken on notice by the Director Development Services.

RECOMMENDATION

Mr R Finch/Mr A Kennedy

That the Environmental Sustainability Community Committee acknowledge the report on the outcomes of the Priority Projects Teams for the term 2022 – 2024.

THE MEETING CLOSED AT 9.18AM.

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

4 APRIL 2025

3 GENERAL REPORTS

3.1 ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/447

AUTHOR: Eli Todman, Sustainability Officer

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Environmental Sustainability Community Committee.

The Community Committee structure was determined on 20 November 2024 and the draft Charters were reviewed at that time.

The Committee Charter sets out the operations and composition of the Committee and is presented for consideration and endorsement by the Committee.

The Committee members are asked to review the charter, make any necessary updates and refer the Charter to Council for Adoption.

The final approval lays with Council.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "15.3. Provide opportunities for widespread and quality engagement, and where appropriate, shared decision making".

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 Meeting Practice.

RECOMMENDATION

That the Charter for the Environmental Sustainability Community Committee be adopted.

SUPPORTING INFORMATION

The Charter for the current term of the Committee is attached for consideration and endorsement by the Committee. The Committee may, if needed, recommend changes to the Charter be considered. Any such changes cannot be inconsistent with Council's Code of Meeting Practice.

Members should consider:

- Membership
- Quorum
- Meeting cycle
- Meeting Day/Time

The updated Committee Charter will be provided to the Council Policy Committee with the minutes for adoption.

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

4 APRIL 2025

3.1 Environmental Sustainability Community Committee - Charter

ATTACHMENTS

1 Environmental Sustainability Community Committee Charter 2024 - DRAFT, D24/120098



COMMUNITY COMMITTEE CHARTER

ENVIRONMENTAL SUSTAINABILITY

D24/120098

Community Committees play a vital role in helping Council to make informed decisions about the actions taken. The program is a key driver in Council's community engagement 'collaborate' value, linking to item 15.3 - provide opportunities for widespread and quality engagement, and where appropriate, shared decision making of the Community Strategic Plan.

Purpose

The purpose of the Environmental Sustainability Community Committee is to:

- To assist Council to lead the community on environmental sustainability
- Provide a voice for the importance and priority of climate action
- To advocate for best practice in urban planning, water management, natural resource management, biodiversity, waste management and renewable energy
- To strive to help Orange retain its natural beauty as a liveable sustainable City
- Planning for waste and natural resources management services and associated learning programs
- Assist Council with educational strategies that promote responsible use and management of its natural resources

To strengthen engagement between Council and community as identified in Council's Community Strategic and Engagement Plans, and to support a consultative and collaborative approach in the decision-making processes that impact the City of Orange, its people and surrounds.

The Committee does not have a role in the operational function of Council, and any recommendations made may be adopted, amended or declined. Operational Activities are 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

Policy Committee are Council sub-committees designed to support increased engagement and ownership of Councillors in areas of interest and expertise, and to improve the decision making processes.

Responsibilities

To be aware of the needs of the community and ensure that this knowledge is reflected in its activities and recommendations to Council.

To develop and maintain a Community Committee Action Plan that is informed by the knowledge of members and the strategic priorities of Council to support recommendations made and activities undertaken.

The committee and its members must conduct themselves and their business in accordance with Orange City Council's Code of Conduct, Code of Meeting Practice and any procedures relating to Community Committees as approved by the Council.

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.



D24/120098

Membership and Roles

- Chairperson – an elected Councillor
- Three Councillors including the Chairperson
- Committee Clerk (non-voting) – as nominated by the Chief Executive Officer
- Council staff (non-voting) – as nominated by the Chief Executive Officer
- Up to ten (10) community representative(s) including from relevant government or community agencies

Committee Clerk & Staff Members

The Chief Executive Officer will provide a Committee Clerk who is a sufficiently skilled Manager or Director 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. The Committee Clerk will be responsible for the management of Committee correspondence, meetings, agendas & minutes.

Quorum

Majority of community members and one Councillor.

Meeting Frequency

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

Voting

All members have one vote only, including the Chairperson. In circumstances of an equality of votes, the matter is to be referred to Council (via the Policy Committee) 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 ten (10) business days before the scheduled meeting.

An agenda will be distributed electronically to members at least one (1) week before a scheduled meeting.

Formal minutes of meetings of the Committee will be produced in accordance with Council's Code of Meeting Practice and will be produced by nominated staff members via InfoCouncil – Council's dedicated software program for the production of local council business papers.

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.

Relevant Policies and Documents

[Community Committee Member Information Pack](#)

[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, from the Committee Clerk or the Council's Governance team.

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

4 APRIL 2025

3.2 ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/446

AUTHOR: Eli Todman, Sustainability 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 "18.1. Provide representative, responsible and accountable community governance".

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 2021. Members of all Council Community Committees are required to comply with the provisions 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.

SUPPORTING INFORMATION

A link to the Code of Conduct was supplied to the Committee Members by email and can be accessed via Council's website at - <https://www.orange.nsw.gov.au/plans-and-policies/council-strategic-policies/> 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.

Members are asked to review the Code of Conduct and commit to act in accordance with the Code while on Committee or Council business.

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

4 APRIL 2025

3.3 ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/448

AUTHOR: Eli Todman, Sustainability Officer

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Environmental Sustainability Community Committee is requested to consider meeting dates and times for the remainder of 2025.

The Charter will recommend to Council the frequency of Committee Meetings; however it is up to the Committee to determine meeting dates around that frequency.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "15.3. Provide opportunities for widespread and quality engagement, and where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Environmental Sustainability Community Committee set meeting dates, times and locations for the remainder of 2025.

SUPPORTING INFORMATION

The Committee is requested to agree on meeting dates, times and locations for the remainder of 2025. This will allow meetings to be planned well in advance and members and Councillors can ensure their availability to attend wherever possible.

The proposed meeting dates can be amended at a later date if required, however Council's preference is to lock in the meeting dates for at least the remainder of 2025.

ENVIRONMENTAL SUSTAINABILITY COMMUNITY COMMITTEE

4 APRIL 2025

3.4 SUSTAINABILITY PROJECTS UPDATE

RECORD NUMBER: 2025/513

AUTHOR: Eli Todman, Sustainability Officer

EXECUTIVE SUMMARY

Council's Sustainability Officers will provide a verbal update on current projects.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "9.2. Develop and promote initiatives to reduce water, energy and waste in consultation with the community".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Environmental Sustainability Community Committee acknowledge the report from Councils Sustainability Officers.

SUPPORTING INFORMATION

Council remains committed to delivering the Climate Change Management Plan, which is set for completion by the end of 2026. The majority of actions are underway or have been completed. Notably, significant progress has been made in communications, with a structured plan in place for the year ahead.

Other key sustainability initiatives which meet actions under the plan include:

- **Orange Aquatic Centre Electrification:** A feasibility study is currently assessing the costs and benefits of replacing the existing gas boilers with energy-efficient electric heat pumps. This project is supported by the NSW Government and Essential Energy.
- **Electric Vehicle Charging Infrastructure:** EV chargers have been installed by Council at four locations including the Botanic Gardens, Aquatic Centre, Lake Canobolas, and the Civic Precinct. These provide both locals and visitors with convenient charging options while they enjoy these sites.
- **Sustainable Sports Precinct:** The new Sports Precinct under development will incorporate best-practice renewable energy solutions and energy-efficient equipment. The Sustainability Team is actively supporting the project team to achieve these outcomes and explore options for further enhancement.
- **Ecologically Sustainable Development (ESD) Policy:** A new operational policy is being developed to ensure all new Council buildings and refurbishments incorporate sustainability principles. Budget considerations will be integrated into the design phase to support compliance with internal ESD standards.
- **Green Team:** Council's internal sustainability group continues to meet regularly, recently setting key objectives. Priorities include strengthening internal and external engagement, continuing to share knowledge and achievements, and further enabling sustainable procurement and transport initiatives.



COMMUNITY COMMITTEE CHARTER

ENVIRONMENTAL SUSTAINABILITY

D24/120098

Community Committees play a vital role in helping Council to make informed decisions about the actions taken. The program is a key driver in Council's community engagement 'collaborate' value, linking to item 15.3 - provide opportunities for widespread and quality engagement, and where appropriate, shared decision making of the Community Strategic Plan.

Purpose

The purpose of the Environmental Sustainability Community Committee is to:

- Assist Council to lead the community on environmental sustainability
- Provide a voice for the importance and priority of climate action
- Advocate for best practice in urban planning, water management, natural resource management, biodiversity, waste management and renewable energy
- Plan for waste and natural resources management services and associated learning programs
- Assist Council with educational strategies that promote responsible use and management of its natural resources
- Strive to help Orange retain its natural beauty as a liveable sustainable City

To strengthen engagement between Council and community as identified in Council's Community Strategic and Engagement Plans, and to support a consultative and collaborative approach in the decision-making processes that impact the City of Orange, its people and surrounds.

The Committee does not have a role in the operational function of Council, and any recommendations made may be adopted, amended or declined. Operational Activities are 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.

Policy Committee are Council sub-committees designed to support increased engagement and ownership of Councillors in areas of interest and expertise, and to improve the decision making processes.

Responsibilities

To be aware of the needs of the community and ensure that this knowledge is reflected in its activities and recommendations to Council.

To develop and maintain a Community Committee Action Plan that is informed by the knowledge of members and the strategic priorities of Council to support recommendations made and activities undertaken.

The committee and its members must conduct themselves and their business in accordance with Orange City Council's Code of Conduct, Code of Meeting Practice and any procedures relating to Community Committees as approved by the Council.

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.



D24/120098

Membership and Roles

- Chairperson – an elected Councillor
- Up to three (3) Councillors including the Chairperson
- Committee Clerk (non-voting) – as nominated by the Chief Executive Officer
- Council staff (non-voting) – as nominated by the Chief Executive Officer
- Up to fifteen (15) community representative(s) including from relevant government or community agencies

Committee Clerk & Staff Members

The Chief Executive Officer will provide a Committee Clerk and sufficiently skilled Manager or Director 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. The Committee Clerk will be responsible for the management of Committee correspondence, meetings, agendas & minutes.

Quorum

At least five (5) community members and one (1) Councillor.

Meeting Frequency

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

Voting

All members have one (1) vote only, including the Chairperson. In circumstances of an equality of votes, the matter is to be referred to Council (via the Policy Committee) 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 ten (10) business days before the scheduled meeting.

An agenda will be distributed electronically to members at least one (1) week before a scheduled meeting.

Formal minutes of meetings of the Committee will be produced in accordance with Council's Code of Meeting Practice and will be produced by nominated staff members via InfoCouncil – Council's dedicated software program for the production of local council business papers.

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.

Relevant Policies and Documents

[Community Committee Member Information Pack](#)

[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, from the Committee Clerk or the Council's Governance team.

2.2 MINUTES OF THE COMPANION ANIMALS COMMUNITY COMMITTEE 10 APRIL 2025

RECORD NUMBER: 2025/759

AUTHOR: Lisa Frost, Pound Administration Officer

EXECUTIVE SUMMARY

The minutes of the Companion Animals Community Committee held on 10 April 2025 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 "15.3. Provide opportunities for widespread and quality engagement, and where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Companion Animals Community Committee at its meeting held on 10 April 2025.**
- 2 That Council determine recommendations 3.2 from the minutes of the Companion Animals Community Committee meeting of 10 April 2025.**
3.2 Companion Animal Community Committee - Charter
3.2.1 That the Charter for the Companion Animal Community Committee be adopted with the following amendments:
 - Wording in Purpose section to include * Desexing programs.***
 - Quorum of one Councillor and four community members.***
- 3 That the remainder of the minutes of the Companion Animals Community Committee from its meeting held on 10 April 2025 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 10 April 2025 Minutes
- 2 CACC 10 April 2025 Agenda, D25/45331 [↓](#)
- 3 FOR ADOPTION - CACC Charter, D24/120095 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE COMPANION ANIMALS COMMUNITY COMMITTEE

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

ON 10 APRIL 2025

COMMENCING AT 12:35 PM

1 INTRODUCTION

ATTENDANCE

Cr David Mallard (Chairperson), Pam Davis, Neil Jones, Susan Sanders, Danielle Haase, Anne Reith, Rosie Rowse, Nadine Sweeney, Director Development Services, Manager Compliance, Pound Officer, Companion Animal Registrar, Pound Administration Officer

1.1 Apologies and Leave of Absence

RESOLVED**Member D Haase/Member A Reith**

That the apologies be accepted from Director Development Services and Pam Davis for the Companion Animals Community Committee meeting on 10 April 2025.

1.2 Acknowledgement of Country

The Chairperson 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**Member N Jones/Member A Reith**

That the Minutes of the Meeting of the Companion Animals Community Committee held on 6 June 2024 (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 6 June 2024.

3 GENERAL REPORTS

3.1 COMPANION ANIMAL COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/571

RECOMMENDATION

Member D Haase/Member 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.

3.2 COMPANION ANIMAL COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/572

Discussion was held regarding the composition of the Companion Animal Community Committee. Currently, Cr Mallard serves as the sole Councillor and Chair of the Committee. It was noted that if Cr Mallard is unable to attend a meeting, it would need to be cancelled or rescheduled. It was noted that increased community representation on the Companion Animal Community Committee is needed. Suggested organisations include the Department of Primary Industries, the Animal Welfare League and the RSPCA. It was suggested that a letter of invitation be sent to these organisations to invite their participation on the committee.

RECOMMENDATION

Member A Reith/Member D Haase

1. That the Charter for the Companion Animal Community Committee be adopted with the following amendment:
 - Wording in *Purpose* section to include * Desexing programs.
 - Quorum of one Councillor and four community members.
2. That Cr Mallard discuss with the Environmental Sustainability Community Committee the need for more Councillor representation on the Companion Animal Community Committee.

3.3 COMPANION ANIMAL COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/574

The following meeting dates and times for four (4) Companion Animal Community Committee were discussed and agreed upon:

- Thursday, 5 June 2025 at 12.30pm
- Thursday, 4 September 2025 at 12.30pm
- Thursday, 4 December 2025 at 12.30pm
- Thursday, 5 March 2025 at 12.30pm

RECOMMENDATION

Member D Haase/Member R Rowse

That the Companion Animal Community Committee set meeting dates, times and locations for the remainder of 2025.

3.4 CUSTOMER REQUEST STATISTICS

TRIM REFERENCE: 2025/569

Neil Jones queried whether the Rangers check whether the animal is registered when they take the animal back to the owners. The Manager Compliance advised that the role of the Rangers is an educational one and informed them of the requirements as per the Companion Animals Act. Danielle Hasse requested more data, ie how many dogs are registered, microchipped from the Rangers. The Manager Compliance will follow up and bring to the next meeting.

Danielle Haase requested that the Pound figures are presented in graphs as per the Customer Request Statistics as they are easier to read.

RECOMMENDATION

Member N Jones/Member D Haase

1. That the Committee notes the report on Customer Request Statistics and figures from the Orange City Pound.
2. That the Manager Compliance provide an update on numbers of dogs registered and microchipped.
3. That the Pound Statistics be presented as graphs in future reports.

3.5 REVIEW OF THE NSW COMPANION ANIMALS LAWS - DISCUSSION PAPER AND SURVEY

TRIM REFERENCE: 2025/559

The Manager Compliance requested that the Committee return the survey to by 4 May 2025. The responses will be used in his Draft Submission for the Review of the NSW Companion Animals. Danielle Haase requested that the Committee be circulated for review prior to the formal Submission.

The Manager Compliance advised he has been working on the draft Submission and requested input from the Committee. He also noted that individual submissions can also be made. The Manager Compliance will provide each Committee member with a link for the portal submission.

RECOMMENDATION

Member D Haase/Member A Reith

That the committee notes the discussion paper and completes the attached survey, which will inform the committee's input into Council's submission on the review of the Companion Animals Act 1998.

3.6 COMPANION ANIMAL COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2025/575

RECOMMENDATION

Member S Sanders/Member N Jones

That the Companion Animal Community Committee consider and discuss items to be included on the New Action Plan.

GENERAL DISCUSSION

Danielle Haase requested that the Committee be provided with a copy of the Meeting Minutes once they have been approved, rather than waiting until the next Agenda is issue. The Manager Compliance will follow up this request.

Danielle Haase – discussed the pilot program she is currently developing, as suggested by Mayor Mileto. This will focus on dogs only and she is seeking support through a Government grant, local businesses and Council. A survey was put onto her Facebook account and received 500 responses in two weeks which will be used as a base for the pilot program. This initiative will be added to the Committee’s Action Plan.

THE MEETING CLOSED AT 2.37PM.



COMPANION ANIMALS COMMUNITY COMMITTEE

AGENDA

10 APRIL 2025

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 Thursday, 10 April 2025** commencing at **12:30 PM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Lisa Frost on 6393 8992.

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

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

10 APRIL 2025

1 INTRODUCTION

MEMBERS

Cr David Mallard (Chairperson), Pam Davis, Neil Jones, Susan Sanders, Danielle Haase, Anne Reith, Rosie Rowse, Nadine Sweeney, Director Development Services, Manager Compliance, Pound Officer, Companion Animal Registrar, Pound Administration 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 Companion Animals Community Committee at this meeting.

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Companion Animals Community Committee held on 6 June 2024 (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 6 June 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Companion Animals Community Committee held on 6 June 2024

ORANGE CITY COUNCIL

MINUTES OF THE
COMPANION ANIMALS COMMUNITY COMMITTEE
HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE
ON 6 JUNE 2024
COMMENCING AT 12:30 PM

1 INTRODUCTION

ATTENDANCE

Cr D Mallard (Chairperson), Mrs Pam Davis, Mrs Susan Sanders, Ms Danielle Haase, Ms Anne Reith, Acting Manager Building and Environment (Perry), Pound Supervisor, Companion Animal Registrar and Pound Administration Officer.

Invited Guests: RSPCA Representative, Mr Joshua O'Donnell and Ms Heather Seward.

1.1 Apologies and Leave of Absence

RECOMMENDATION

Ms A Reith/Ms D Haase

That the apologies be accepted from, Cr J Hamling (Mayor), Mr Neil Jones, Director Development Services and Ms Helen Wood for the Companion Animals Community Committee meeting on 6 June 2024.

1.2 Acknowledgement of Country

The Chairperson conducted an Acknowledgement of Country.

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

Cr Mallard declared a less than Non-Significant, Non-Pecuniary Interest as his daughter has commenced employment at the Pound. Cr Mallard requested that the Minutes of the Companion Animals Community Committee meeting of 7 March 2024 also reflect he has a Non-Significant, Non-Pecuniary Interest as his daughter has commenced employment at the Pound.

MINUTES OF COMPANION ANIMALS COMMUNITY COMMITTEE

6 JUNE 2024

2 PREVIOUS MINUTES

RECOMMENDATION

Ms D Haase/Ms A Reith

That the Minutes of the Meeting of the Companion Animals Community Committee held on 7 March 2024 (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 7 March 2024.

That Cr Mallard requested that the Minutes of the Companion Animals Community Committee meeting of 7 March 2024 also reflect he has Non-Significant, Non-Pecuniary Interest as his daughter has commenced employment at the Pound.

3 PRESENTATIONS

3.1 RSPCA - MICROCHIPPING PLANS

TRIM REFERENCE: 2024/848

Mr O'Donnell, a representative from the RSPCA spoke. He offered that the RSPCA hold a microchipping day in Orange, Healthy Pet Day. These days are free and offer quite a lot to the public, making it a major drawcard. Unfortunately, the Outreach Pets vets will be unable to attend, he suggested that local vets be encouraged to participate. He suggested that the Council also be present.

Ms D Haase asked for data on the participation/attendance on these days. Mr O'Donnell said he could provide the data, although this would be based on their Outreach Program. They do not have data on their Healthy Pet Days. The Pound Supervisor said that free microchipping is a good start and better than no microchipping at all. Mr O'Donnell will forward an email with the data and information on what they are offering for the Health Pet Day. Once received, this will be forwarded to Committee members for further discussion. A suggested month for this to take place is in October 2024.

Ms A Reith has an event at Heifer Station coming up and suggested that Council be represented by assisting with microchipping updates, information on dog leash parks.

Ms D Haase discussed the need for education programs targeting specific demographics. The Pound Supervisor suggested education at a school level, this will encourage young people to change future behaviours and, they take home their learning to their parents/carers.

RECOMMENDATION

Ms D Haase/Ms S Sanders

That the Committee discussion on the offered RSPCA, Healthy Pet Day be noted and discussed further when the correspondence has been received.

MINUTES OF COMPANION ANIMALS COMMUNITY COMMITTEE

6 JUNE 2024

3.2 MICROCHIPPING "PAY IT FORWARD" FUNDRAISING CAMPAIGN

TRIM REFERENCE: 2024/849

As 3.1 and 3.2 were both about Microchipping, this was discussed in 3.1.

RECOMMENDATION

Ms D Haase/Ms S Sanders

That the Committee discussion in 3.1 RSPCA - Microchipping Plans be acknowledged as part of 3.2 - Microchipping "Pay it Forward" Fundraising Campaign.

3.3 CUSTOMER REQUEST STATISTICS

TRIM REFERENCE: 2024/847

The Committee appreciated the statistics and the layout. They requested that the data for Council Rangers and Pound Activity on dogs and cats include all completed months.

The Acting Manager Building and Environment reported, as discussed at the previous meeting, the statistics regarding dog attacks. He clarified what the definition of what a "dog attack" before proceeding with the following data: 4 dog attacks out of the 8 in the January to March 2024 period resulted in significant injury. 1 resulted in the death of an animal – a cat, 1 resulted in an injury to a person resulting a hospital visit, 2 were a dog vs dog with injuries requiring vet treatment. He stated that our attack figures may look high sometimes, this was due to procedures being following properly.

RECOMMENDATION

Ms P Davis/Ms D Haase

That the Committee discussion on the Customer Request Statistics and Council Rangers and Pound Activities on dogs and cats be acknowledged.

3.4 GENERAL BUSINESS AND COMMITTEE MEMBER NEWS

TRIM REFERENCE: 2024/850

The Companion Animal Registrar advised the Committee that this will be the last Meeting due to Council elections and the Council going into caretaker mode before our next scheduled meeting. Mrs D Haase queried how the caretaker mode looked like, Cr Mallard went through with the Committee the dates of how caretaker mode/Council election would be.

Ms D Haase discussed that when/if a new Committee was convened that it meets more regularly than four times a year. It was discussed how the new Committee should look like, suggestions included a veterinarian, a representative from the Department of Primary Industries. Cr Mallard advised the Committee is open to anyone to join. The Acting Manager Building and Environment said that changes to meeting frequency and membership should be decided upon by the newly formed Committee when they review the Charter next year.

The Acting Manager Building and Environment gave an update on the off-leash area naming, tree planting budgeting as per requests from the previous meeting. The off-leash area naming has been forwarded to the Manager – City Community and Cultural to investigate. He advised that there is around \$1m for both the rangers and pound, this covers all

MINUTES OF COMPANION ANIMALS COMMUNITY COMMITTEE

6 JUNE 2024

expenses. A majority of the budget goes to the Pound. The dog park maintenance costs are included in the park maintenance budget, it is not separated for dog park maintenance. As discussion has been had in previous meetings about more regular dog park maintenance, and these are budgetary items not included in the Pound or Ranger budget; Cr Mallard and the Acting Manager Building and Environment advised the Committee Members to lodge submissions for the currently exhibited budget. The submissions were closing today.

Policy for Off-leash Areas - Cabonne Council already has a policy. The Committee would like to approach Cabonne Council to see if they will share their policy with us.

The Pound Supervisor advised that she and the Companion Animal Registrar attended a webinar. The Pet Registry is being updated, there are a lot of positive changes. Some of the changes to the Pet Registry will take effect in the new financial year.

Ms D Haase spoke with The Hon. Emma Hurst, who is the Chair for the Inquiry into Pounds in New South Wales. There have been two public hearings, which are available on YouTube and transcript downloads. They will be presenting it to Parliament, The Hon Emma Hurst was not positive that it would be adopted. The Pound Supervisor advised the Committee that the Council had made a submission for the Pound Inquiry.

The Pound Supervisor advised that the Inquiry Committee will be visiting the Pound on Monday, 1 July 2024. We are unaware of any other Pounds they will be visiting.

Ms S Sanders advised that the 1 Million Paws Walk is not going ahead this year due to lack of volunteers.

RECOMMENDATION

Ms D Haase/Ms P Davis

That the Committee approach Cabonne Council and request a copy of their Policy for Off-Leash Areas.

THE MEETING CLOSED AT 2.00PM.

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

3 GENERAL REPORTS

3.1 COMPANION ANIMAL COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/571

AUTHOR: Lisa Frost, Pound Administration 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 “6.2. Deliver education and services relating to animal health and wellbeing”.

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 2021. 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.

SUPPORTING INFORMATION

A link to the Code of Conduct was supplied to the Committee Members by email and can be accessed via Council’s website at - <https://www.orange.nsw.gov.au/plans-and-policies/council-strategic-policies/> 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.

Members are asked to review the Code of Conduct and commit to act in accordance with the Code while on Committee or Council business.

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

Attachment 1 Companion Animals Community Committee Charter 2024 - DRAFT

3.2 COMPANION ANIMAL COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/572

AUTHOR: Lisa Frost, Pound Administration Officer

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Companion Animal Community Committee.

The Community Committee structure was determined on 20 November 2024 and the draft Charters were reviewed at that time.

The Committee Charter sets out the operations and composition of the Committee and is presented for consideration and endorsement by the Committee.

The Committee members are asked to review the charter, make any necessary updates and refer the Charter to Council for Adoption.

The final approval lays with Council.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "6.2. Deliver education and services relating to animal health and wellbeing".

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 Meeting Practice.

RECOMMENDATION

That the Charter for the Companion Animal Community Committee be adopted.

SUPPORTING INFORMATION

The Charter for the current term of the Committee is attached for consideration and endorsement by the Committee. The Committee may, if needed, recommend changes to the Charter be considered. Any such changes cannot be inconsistent with Council's Code of Meeting Practice.

Members should consider:

- Membership
- Quorum
- Meeting cycle
- Meeting Day/Time

The updated Committee Charter will be provided to the Council Policy Committee with the minutes for adoption.

ATTACHMENTS

- 1 Companion Animals Community Committee Charter 2024 - DRAFT, D24/120095

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

Attachment 1 Companion Animals Community Committee Charter 2024 - DRAFT



COMMUNITY COMMITTEE CHARTER

COMPANION ANIMALS

D24/120095

Community Committees play a vital role in helping Council to make informed decisions about the actions taken. The program is a key driver in Council's community engagement 'collaborate' value, linking to item 15.3 - provide opportunities for widespread and quality engagement, and where appropriate, shared decision making of the Community Strategic Plan.

Purpose

To develop and drive independent community initiatives and to advise Council through recommendation on policy relating to the development and implementation of the Orange City Council Companion Animals Management, including:

- Dog parks and off leash areas
- Information and education
- Operation the Orange Pound
- Animal registration and microchipping

To strengthen engagement between Council and community as identified in Council's Community Strategic and Engagement Plans, and to support a consultative and collaborative approach in the decision-making processes that impact the City of Orange, its people and surrounds.

The Committee does not have a role in the operational function of Council, and any recommendations made may be adopted, amended or declined. Operational Activities are 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.

Policy Committee are Council sub-committees designed to support increased engagement and ownership of Councillors in areas of interest and expertise, and to improve the decision making processes.

Responsibilities

To be aware of the needs of the community and ensure that this knowledge is reflected in its activities and recommendations to Council.

To develop and maintain a Community Committee Action Plan that is informed by the knowledge of members and the strategic priorities of Council to support recommendations made and activities undertaken.

The committee and its members must conduct themselves and their business in accordance with Orange City Council's Code of Conduct, Code of Meeting Practice and any procedures relating to Community Committees as approved by the Council.

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.

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

Attachment 1 Companion Animals Community Committee Charter 2024 - DRAFT



D24/120095

Membership and Roles

- Chairperson – an elected Councillor
- Three Councillors including the Chairperson
- Committee Clerk (non-voting) – as nominated by the Chief Executive Officer
- Council staff (non-voting) – as nominated by the Chief Executive Officer
- Up to ten (10) appropriately skills community representative(s) including from relevant government or community agencies with demonstrated experience or interest in companion animal management.

Committee Clerk & Staff Members

The Chief Executive Officer will provide a Committee Clerk who is a sufficiently skilled Manager or Director 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. The Committee Clerk will be responsible for the management of Committee correspondence, meetings, agendas & minutes.

Quorum

Majority of community members and one Councillor.

Meeting Frequency

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

Voting

All members have one vote only, including the Chairperson. In circumstances of an equality of votes, the matter is to be referred to Council (via the Policy Committee) 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 ten (10) business days before the scheduled meeting.

An agenda will be distributed electronically to members at least one (1) week before a scheduled meeting.

Formal minutes of meetings of the Committee will be produced in accordance with Council's Code of Meeting Practice and will be produced by nominated staff members via InfoCouncil – Council's dedicated software program for the production of local council business papers.

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.

Relevant Policies and Documents

[Community Committee Member Information Pack](#)

[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, from the Committee Clerk or the Council's Governance team.

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

3.3 COMPANION ANIMAL COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/574

AUTHOR: Lisa Frost, Pound Administration Officer

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Companion Animal Community Committee is requested to consider meeting dates and times for the remainder of 2025.

The Charter will recommend to Council the frequency of Committee Meetings, however it is up to the Committee to determine meeting dates around that frequency.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "15.3. Provide opportunities for widespread and quality engagement, and where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Companion Animal Community Committee set meeting dates, times and locations for the remainder of 2025.

SUPPORTING INFORMATION

The Committee is requested to agree on meeting dates, times and locations for the remainder of 2025. This will allow meetings to be planned well in advance and members and Councillors can ensure their availability to attend wherever possible.

The proposed meeting dates can be amended at a later date if required, however Council's preference is to lock in the meeting dates for at least the remainder of 2025.

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

3.4 CUSTOMER REQUEST STATISTICS

RECORD NUMBER: 2025/569

AUTHOR: Lisa Frost, Pound Administration Officer

EXECUTIVE SUMMARY

Customer Request Statistics including a breakdown of dog attacks over the past nine months are outlined below. Additionally, separate figures from the Orange City Pound for the same nine month period are also provided.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “6.2. Deliver education and services relating to animal health and wellbeing”.

FINANCIAL IMPLICATIONS

Nil.

POLICY AND GOVERNANCE IMPLICATIONS

Nil.

RECOMMENDATION

That the Committee notes the report on Customer Request Statistics and figures from the Orange City Pound.

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.

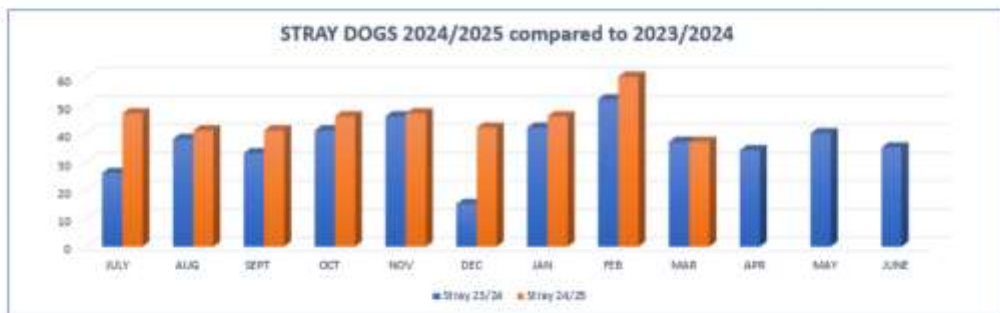
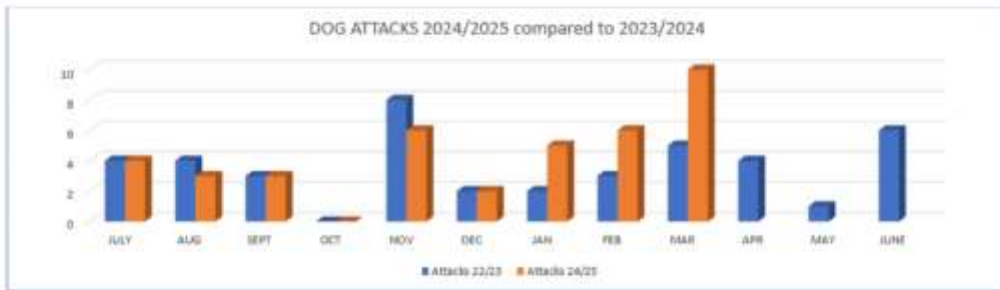
SUPPORTING INFORMATION

2024-2025 Customer Request Statistics (with 2023-2024 comparisons)

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Attacks 23/24	0	6	4	7	5	5	0	6	2	4	1	6
Attacks 24/25	4	3	3	0	6	2	5	6	10			
Barking /Noise 23/24	46	41	28	30	44	29	50	37	56	54	42	57
Barking /Noise 24/25	35	47	42	46	32	33	35	36	26			
Stray 23/24	26	38	33	41	46	15	42	52	37	34	40	35
Stray 24/25	47	41	41	46	47	42	46	60	37			

COMPANION ANIMALS COMMUNITY COMMITTEE
 3.4 Customer Request Statistics

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DOG ATTACKS 2024/2025	
July 2024	December 2024
8 attacks involving 10 dogs	2 attacks involving 3 dogs
8 human victims	1 human victims
4 animal victims	2 animal victims
2 attacking dogs on private property	1 attacking dogs on private property
1 attacking dogs in a public place outside of dogs residence	0 attacking dogs in a public place outside of dogs residence
7 attacking dogs in a public road/footpath	2 attacking dogs in a public road/footpath
August 2024	January 2025
3 attacks involving 3 dogs	5 attacks involving 5 dogs
1 human victims	4 human victims
3 animal victims	3 animal victims
1 attacking dogs on private property	2 attacking dogs on private property other and Owner
1 attacking dogs in a public place outside of dogs residence	0 attacking dogs in a public place outside of dogs residence
1 attacking dogs in a public road/footpath	3 attacking dogs in a public road/footpath
September 2024	February 2025
3 attacks involving 3 dogs	6 attacks involving 6 dogs
3 human victims	7 human victims
0 animal victims	3 animal victims
1 attacking dogs on private property - other	2 attacking dogs on private property other and owner
0 attacking dogs in a public place outside of dogs residence	1 attacking dogs in a public place - park
2 attacking dogs in a public road/footpath	3 attacking dogs in a public road/footpath
October 2024	March 2025
0 attacks involving 0 dogs	10 attacks involving 16 dogs
0 human victims	14 human victims
0 animal victims	12 animal victims
0 attacking dogs on private property	6 attacking dogs on private property other and owner
0 attacking dogs in a public place outside of dogs residence	3 attacking dogs in a public place other
0 attacking dogs in a public road/footpath	7 attacking dogs in a public road/footpath
November 2024	
9 attacks involving 10 dogs	
11 human victims	
5 animal victims	
2 attacking dogs on private property - other	
2 attacking dogs in a public place outside of dogs residence	
3 attacking dogs in a public road/footpath	
3 attacking dogs in a public place - park	

COMPANION ANIMALS COMMUNITY COMMITTEE
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Council Ranger and Pound Activity - Dogs	
Drop off cages closed were closed from September 2024	
July 2024	December 2024
22 were returned home by the Rangers	29 were returned home by the Rangers
48 arrived at the Pound	34 arrived at the Pound
23 were returned to their owner	12 were returned to their owner
7 transferred to rescue organisations	11 transferred to rescue organisations
1 was adopted	1 was adopted
5 were euthanised	6 were euthanised
August 2024	January 2025
34 were returned home by the Rangers	33 were returned home by the Rangers
52 arrived at the Pound	48 arrived at the Pound
19 were returned to their owner	12 were returned to their owner
15 transferred to rescue organisations	12 transferred to rescue organisations
1 was adopted	0 adopted
24 were euthanised	12 were euthanised
September 2024	February 2025
23 were returned home by the Rangers	20 were returned home by the Rangers
27 arrived at the Pound	39 arrived at the Pound
12 were returned to their owner	28 were returned to their owner
8 transferred to rescue organisations	12 transferred to rescue organisations
1 was adopted	4 were adopted
7 were euthanised	6 were euthanised
October 2024	
21 were returned home by the Rangers	
33 arrived at the Pound	
15 were returned to their owner	
14 transferred to rescue organisations	
2 was adopted	
11 were euthanised	
November 2024	
25 were returned home by the Rangers	
29 arrived at the Pound	
13 were returned to their owner	
3 transferred to rescue organisations	
0 adopted	
10 were euthanised	

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 3.4 Customer Request Statistics

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Council Ranger and Pound Activity - Cats	
Drop off cages closed were closed from September 2024	
July 2024	December 2024
0 were returned home by the Rangers	0 were returned home by the Rangers
23 arrived at the Pound	12 arrived at the Pound
1 was returned to their owner	0 were returned to their owner
20 transferred to rescue organisations	3 transferred to rescue organisations
0 adopted	4 were adopted
13 were euthanised	0 were euthanised
August 2024	January 2025
0 were returned home by the Rangers	0 were returned home by the Rangers
10 arrived at the Pound	22 arrived at the Pound
2 were returned to their owner	2 were returned to their owner
12 transferred to rescue organisations	19 transferred to rescue organisations
0 adopted	0 adopted
2 were euthanised	2 were euthanised
September 2024	February 2025
0 were returned home by the Rangers	0 were returned home by the Rangers
10 arrived at the Pound	19 arrived at the Pound
2 were returned to their owner	2 were returned to their owner
7 transferred to rescue organisations	10 transferred to rescue organisations
0 adopted	1 was adopted
3 were euthanised	6 were euthanised
October 2024	
0 were returned home by the Rangers	
20 arrived at the Pound	
2 were returned to their owner	
9 transferred to rescue organisations	
1 was adopted	
4 were euthanised	
November 2024	
0 were returned home by the Rangers	
1 arrived at the Pound	
1 were returned to their owner	
7 transferred to rescue organisations	
0 adopted	
3 were euthanised	

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Attachment 1 Review of the Companion Animals Act 1998 - Discussion Paper

3.5 REVIEW OF THE NSW COMPANION ANIMALS LAWS - DISCUSSION PAPER AND SURVEY

RECORD NUMBER: 2025/559

AUTHOR: Scott Cummins, Manager Compliance

EXECUTIVE SUMMARY

The NSW Government has released a discussion paper to support the first major review of the *Companion Animals Act 1998* in over 20 years. The paper seeks feedback from stakeholders and the community on how the Act can be improved to better reflect current expectations around responsible pet ownership, public safety, and animal welfare.

Key areas for review include registration and identification, dangerous and nuisance animals, enforcement, and broader management issues.

Orange City Council has developed a survey to capture the views of the Companion Animals Community Committee. The attached discussion paper is provided for noting, and committee members are encouraged to complete the survey and share it with council's Compliance Manager ahead of the submission deadline of 4 May 2025.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "6.2. Deliver education and services relating to animal health and wellbeing".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the committee notes the discussion paper and completes the attached survey, which will inform the committee's input into Council's submission on the review of the Companion Animals Act 1998.

SUPPORTING INFORMATION

Orange City Council's draft submission to the NSW Government's review of the *Companion Animals Act 1998* has thus far focused on the operational challenges affecting the day-to-day work of Council rangers and the management of the Orange Pound Facility. Key priorities include clearer enforcement powers and role definitions, consistent compliance standards across the state, improved rehoming pathways, better control of stray and un-desexed animals, and practical tools to manage repeat offenders. These recommendations are based on local operational experience and aim to support more effective and humane companion animal management. The committee's feedback via the survey will be essential in capturing community perspectives and will be integrated into the final submission.

ATTACHMENTS

- 1 Review of the Companion Animals Act 1998 - Discussion Paper, D25/36368
- 2 Companion Animals Community Committee - Survey, D25/36455

Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au



Review of the NSW Companion Animals Laws

Discussion Paper

February 2025





Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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Office of Local Government

olg.nsw.gov.au

Review of the NSW Companion Animals Laws

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Message from the Minister

In New South Wales (NSW), the known population of pet dogs and cats exceeds 4.7 million and the trend of pet ownership is increasing. As the NSW pet population grows, so too does the responsibility for pet owners to ensure they care for their pets appropriately and their pets behave properly.

The NSW Government made a commitment to review the Companion Animals Act 1998, which has not been reviewed comprehensively since 2005. It is time to conduct a wholesale review of the Act and analyse the issues that have arisen since its introduction.

We have seen the tragic outcome of fatal dog attacks. As part of its review of the Companion Animals Act, the Government will act on the recommendations of recent coronial inquiries into fatal dog attacks in NSW.

NSW has made significant improvements in companion animal management over the last 25 years, resulting in safer communities and better outcomes for companion animals.

It is critical that NSW has a regulatory system that supports owners to be responsible. We can achieve this through education, awareness, modern digital systems, and a robust set of easily understood rules. Our framework must also provide suitable and balanced regulatory measures for situations where an owner's behaviour falls short of their legislative responsibilities.

In conducting this review, the NSW Government seeks to build on the achievements of the past 25 years by considering the emerging trends and issues affecting companion animals and their care and management.

The Hon. Ron Hoenig MP

Leader of the House in the Legislative Assembly

Vice-President of the Executive Council

Minister for Local Government

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Introduction

Ensuring the responsible care and management of companion animals

The Companion Animals Act legislates the identification and registration requirements of companion animals and the duties and responsibilities of their owners, with the principal object being to *'provide for the effective and appropriate care and management of companion animals'*.

The NSW Government aims to achieve this primarily through encouraging responsible ownership of companion animals. The Act also reflects the NSW Government's policies to both protect animal welfare, including of native birds and animals, and to reduce public and environmental nuisances caused by companion animals.

To achieve these policies, the Companion Animals Act needs to evolve from being a mechanism that captures data and sets the enforcement framework for managing how companion animals interact with people and other animals. The aim is for the Act to strengthen the social licence for keeping companion animals, while also holding pet owners accountable for the care and management of their pets. The Act must also address the urgent need to prevent companion animals from needlessly entering the council pound and rehoming system.

This review is an opportunity for every pet lover, animal welfare advocate, and responsible citizen to help make a difference.

The Government will consider the feedback it receives to this discussion paper as it determines the next steps in the review of the Companion Animals Act.

Purpose of the review of the Companion Animals Act

This discussion paper seeks feedback from stakeholders and the public on how to improve the *Companion Animals Act 1998*. The Act provides the legislative framework for managing pet cats and dogs in NSW. The Companion Animals Act was last comprehensively reviewed 20 years ago.

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This discussion paper is the first step in the review

This discussion paper marks the beginning of the review and takes a broad approach to canvassing key strategic issues under 3 key focus areas. The Companion Animals Regulation 2018, which is due for statutory review, will be reviewed in tandem with the Companion Animals Act. This will ensure the entire companion animal regulatory framework is examined holistically.

This will not be the only opportunity for you to have a say. Further consultation, including papers, targeted stakeholder meetings and workshops, may be undertaken, as required. This will help the NSW Government determine the key issues and consider options for change from different perspectives.

Several related inquiries will contribute to the review

The Companion Animals Act review will also consider the findings and recommendations of various NSW Government inquiries into related issues through Parliamentary committees.

Relevant Parliamentary inquiries include:

- Inquiry into pounds in NSW.
- Veterinary workforce shortage in NSW.
- Cat management in NSW.

There are also coronial inquests that are progressively reporting on several fatal dog attacks in NSW. The inquests into these tragic events are identifying issues and shortcomings of the current regulatory framework as well as lessons that can be learned to help reduce the risk of dog attacks in the future. The review will carefully consider these findings and recommendations.

Shared roles and responsibilities under the Act

Owners

Companion animal owners in NSW have several key responsibilities under the Companion Animals Act.

Owners must ensure their pet is microchipped and registered by the time it is 12 weeks old or when it is first sold.

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Companion animal owners must adhere to the guiding principles of responsible pet ownership, which involves providing adequate food, water, shelter, desexing, veterinary care, training, and socialisation. While owners derive joy and companionship from their pets, they must also commit to the long-term care and well-being of their pets.

Importantly, owners must take responsibility for the actions of their pets and ensure they are not a public safety risk or nuisance.

Owners should also take proactive steps to prevent their pets from entering the pound system, ensuring they are not abandoned or neglected and taking responsibility for rehoming them if necessary.

The Minister for Local Government and the Office of Local Government

The Minister for Local Government is responsible for administering the Companion Animals Act. As a member of Parliament, the Minister for Local Government forms part of the policy and decision-making process that is central to Government action.

The Department of Planning, Housing and Infrastructure advises the Minister through the Office of Local Government. The Office of Local Government is responsible for companion animal policy, legislative development, and maintaining the state-wide Register of Companion Animals. The Register helps councils and others reunite lost pets with owners and promotes responsible pet ownership through microchipping and registration. It also provides data on pet ownership and compliance.

The Office of Local Government also manages the Companion Animals Fund, which derives funding from registration and annual permit fees. These funds are reinvested into the Register, into responsible pet ownership education and awareness activities and to support councils in their companion animal management role.

Councils

The enforcement of companion animal legislation and monitoring of compliance is primarily the responsibility of councils. This stems from their obligation to provide safe and healthy neighbourhoods. Councils have the authority to

- manage unregistered, lost, or surrendered companion animals
- investigate and report dog attacks
- declare dogs as menacing, dangerous or restricted
- handle complaints about companion animals

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- define and oversee off-leash and prohibited areas.

Councils' obligations under the Companion Animals Act include providing pound facilities, which can be outsourced to approved organisations or veterinarians. In our rural and regional areas, companion animal issues may differ from those in metropolitan areas, but they are equally important. Councils may focus on different regulatory issues relevant to their local communities.

Councils must report annually on their enforcement activities and compliance with the Companion Animals Act and Regulation.

Roles of other stakeholders

Veterinarians

Under the Companion Animals Act, veterinarians (vets) assist with microchipping, desexing, registration and care for seized and surrendered animals. They can update key pieces of information on the NSW Pet Registry. Vets must also determine if a companion animal is so severely injured or diseased, or in such a physical condition that it is cruel to keep the animal alive.

Rehoming and rescue organisations:

Rehoming and rescue organisations are crucial in helping to find new homes for surrendered or lost pets. Rehoming organisations can be designated under the Companion Animals Act.

Breeders

Ethical and responsible breeding practices are crucial to ensuring the welfare of companion animals. Breeders are regulated under the Prevention of Cruelty to Animals Act and the 'Animal Welfare Code of Practice: Breeding Dogs and Cats'. Recognised breeders' organisations are defined under the Companion Animals Act.

Other Government departments

NSW Department of Primary Industries and Regional Development

This Department plays a vital role in companion animal welfare under the *Prevention of Cruelty to Animals Act 1979*. It administers animal welfare laws, enforces compliance in partnership with organisations like the RSPCA and Animal Welfare League. Additionally, the Department is involved in modernising animal welfare policies and guidelines to ensure best practices are followed.

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National Parks and Wildlife Services

This agency manages NSW national parks and may be involved in managing interactions between wildlife and pets.

NSW Police

Police officers are authorised officers under the Companion Animals Act and assist with the enforcement of laws, particularly in relation to dangerous dogs or dog attacks.

Transport for NSW

Transport for NSW is involved in managing the use of and accessibility for assistance animals on public transport.

Department of Communities and Justice

This Department oversees policies regarding assistance animals as well as working with vulnerable populations that rely on companion animals for support.

How to have your say

The NSW Government invites the community and stakeholders to provide feedback on the questions in this discussion paper by Sunday 4 May 2025. The Government will consider feedback received as it determines the next steps in its review of the Companion Animals Act.

There are two ways to submit your feedback:

1. Online via the Office of Local Government's website (www.olg.nsw.gov.au).
2. Download a submission form from www.olg.nsw.gov.au and email to ca.review@olg.nsw.gov.au - with the subject line 'Companion Animals Act Review Discussion Paper'.

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Key focus areas for change

This discussion paper presents an opportunity to gather feedback and ideas on how companion animals are best managed. This will help to inform the next steps of the review of the Companion Animals Act. This is an important opportunity to help shape the laws to manage companion animals in NSW.

The Companion Animals Act must shift from merely protecting society from badly behaved companion animals to better ensuring that pet owners are held accountable for the care and management of their pets. We must also address the urgent need to prevent animals from needlessly entering the pound and rehoming system.

The NSW Government is aware of several issues that are not adequately addressed by the current legislative framework. To address these gaps, the Government aims to transition the Companion Animals Act from legislation predominantly founded upon rules and processes to one of principles and outcomes.

The current system has a heavy focus on reactive compliance processes that deal with poorly behaved companion animals. The focus is on recording animal and ownership data and empowering authorised officers to act. This happens, for example, when authorised officers seize an animal, or declare an animal to be a nuisance, menacing or dangerous. It even determines what approved form to use.

Outcomes-based legislation on the other hand provides greater flexibility by allowing the laws to adapt to changing behaviours and situations. While it means regulators must make decisions based more on qualitative assessments, it also makes it easier to set out pet owner responsibilities in law, and make appropriate changes over time.

The following three focus areas will be considered as part of this discussion paper, with questions posed under each area to help guide discussion:

1. Strategic framework for encouraging responsible ownership of companion animals.
2. Compliance and enforcement role of councils.
3. Companion animal population and rehoming.

1. Strategic framework for encouraging responsible ownership of companion animals

The companion animal legislative framework in NSW is underpinned by the principles of responsible pet ownership

A key aim of this discussion paper is to assess whether the current legislative framework clearly and effectively supports responsible pet ownership, and to identify areas for improvement.

Responsible pet ownership is a key policy outcome for the NSW Government. It involves ensuring the health, wellbeing, and proper management of companion animals throughout their lives. This includes complying with relevant laws for:

- microchipping, registration and desexing
- preventing harm or nuisance
- providing adequate food, water, shelter, exercise and veterinary care.

Owners should also ensure their pets receive proper training and socialisation. Owners must be prepared for the long-term commitment of caring for their pets.

Education

Education plays a pivotal role in this framework by informing pet owners about their responsibilities and the best practices for animal care. Programs and campaigns led by the Office of Local Government, and local councils aim to raise awareness about the importance of proper pet care, including training, socialisation, and health management.

Recent coronial inquests into fatal dog attacks have recommended implementing a statewide public awareness and education campaign that emphasises the risks posed by dogs, including the dangers posed by specific breeds and types of dogs, and how to interact with dogs.

Legislative framework

Through a prescriptive set of rules and processes, the legislative framework establishes deterrents for irresponsible behaviour and creates a system of compliance that is enforced with the assistance of the statewide Companion Animal Register.

The legislative framework aims to ensure the principles of responsible pet ownership are supported through a regulatory structure that both encourages owners to be responsible and

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that empowers local councils to enforce compliance against irresponsible owners, particularly when companion animals pose a safety risk to others.

Currently, the Companion Animals Act creates responsible ownership obligations to microchip and register companion animals, as well as incentives to have them desexed.

There are also obligations for dog owners to prevent their dogs from roaming, keep them under effective control when in public, and to clean up after them. Cat owners must ensure their cats do not become a nuisance and do not roam into certain public places such as wildlife protection areas.

However, there is room for improvement in the current approach. Transitioning towards outcomes-based legislation can enhance flexibility, transparency, and accountability. This shift would allow for more adaptive and efficient use of resources, reducing unnecessary regulatory burdens while still achieving desired outcomes.

Questions

- a. Do you support the Companion Animals Act being amended to focus more on encouraging responsible pet ownership outcomes over strict compliance processes?
- b. How can responsible pet ownership education be used to manage menacing or dangerous dogs?
- c. How could the legislation be improved to motivate better dog owner behaviour and encourage owners to manage their dogs more responsibly? (For example, what does responsible dog control in public look like?).
- d. How could the legislation be improved to motivate better cat owner behaviour and encourage owners to manage their cats more responsibly? (For example, cat containment).
- e. Are there other matters that should be considered?

2. Compliance and enforcement role of councils

There are times when people do not meet their obligations as responsible pet owners. This can happen for a variety of reasons, including some that may be beyond their control.

This is why education is important, and why the Government is looking to move to an outcomes-based regulatory framework. This would allow councils and other enforcement agencies to be more responsive to individual circumstances, and to design responses that help keep owners and their pets together. However, this isn't always possible, which is why issues of welfare and rehoming form the third focus area below.

On the other hand, some owners are simply irresponsible, and this has a negative impact on community safety and liveability, our public spaces and the environment. Our regulatory framework needs to empower enforcement agencies to be responsive to individual circumstances, but it also needs to give them enforcement measures that match the seriousness of offences.

Councils in NSW are responsible for implementing the legislative framework for companion animals. This is through both an administrative function (processing registrations, change of ownership, data reporting, education) and a compliance and enforcement function. Council enforcement officers, including rangers, are employed to investigate reports and complaints, seize animals, and administer penalties.

Council-authorized officers carry out compliance and enforcement functions such as:

- investigating reports of dogs at large and dog attacks or acts of aggression
- issuing declarations for dangerous, menacing or restricted dogs
- seizing companion animals
- issuing penalty notices
- reuniting lost pets with owners.

However, issues within this framework include:

- the need for increased consistency around council policies and procedures
- whether current offences, penalties, and fines remain adequate for modern companion animal management
- challenges implementing laws around dangerous and restricted dogs
- ambiguity resulting in varying interpretations of the legislation by rangers.

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Recent recommendations from coronial inquests into fatal dog attacks have also highlighted areas for improvement. This includes reviewing the suitability of statutory provisions under the Companion Animals legislative framework.

Questions

- a. What changes to NSW laws, regulations, codes or guidelines could be provided to councils and other enforcement authorities to better support responsible pet ownership?
- b. How could NSW laws, regulations, codes or guidelines be improved to support councils to better manage dangerous and restricted dogs?
- c. Are the current enforcement provisions under the Act (including penalties for offences - see Appendix B of the discussion paper) appropriate? If not, what enforcement provisions should be changed?
- d. Are there other compliance and enforcement matters that should be considered?

3. Companion animal population and rehoming

Sadly, irresponsible pet ownership compromises the welfare of companion animals. Pet dogs and cats can come to harm, or end up in our council pounds and rehoming organisations. We know that with increased rates of pet ownership, the current cost of living crisis, a COVID lockdown-era generation of unsocialised dogs and a post-lockdown return to more typical living patterns means that the rehoming system is experiencing unprecedented levels of demand.

Under the current framework councils are required to provide pound services. Over time, there has been a significant and welcome shift in pound operations from a high rate of euthanasia to actively encouraging rehoming, while providing state-of-the-art facilities for impounded dogs and cats. This evolution has led to higher standards in the design and operation of pound facilities, ensuring they are more humane and conducive to the well-being of the animals.

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Modern pounds focus on creating environments that reduce stress and improve the quality of life for animals during their stay. Additionally, the length of stay for animals in these facilities needs to be balanced against the prospects for rehoming, with the goal of minimising the time animals spend in pounds to maximise chances for rehoming.

It is encouraging to see innovative approaches being developed to prevent companion animals from entering the pound system and making impounding an option of last resort. This includes initiatives like supporting owners through a temporary crisis that is impacting their ability to properly care for their pet cat or dog. In the past, the only option was for owners to surrender the animal – a traumatic experience for both the owner and the animal.

The NSW Government has long promoted the message of 'adopt not shop'. Legislative changes have been made in recent years to encourage prospective owners to do just that. Incentives include free registration for companion animals adopted from a pound or designated rehoming organisation. However, despite the best efforts of the dedicated staff and volunteers of our pounds, rehoming and rescue groups, which has seen the euthanasia rate of otherwise healthy animals steadily trend downwards, there are still too many animals for which appropriate homes cannot be found.

This review of the Companion Animals Act and Regulation will carefully consider the findings and recommendations of the Parliamentary inquiry into pounds in NSW. The Office of Local Government is also actively reviewing all the submissions made to that inquiry to better understand the current issues facing the pounds and rehoming sector.

In addition, the review, repeal and replacement of the *Impounding Act 1993* with the *Public Spaces (Unattended Property) Act 2021* will be considered. Changes were made to broaden the concept and nature of what were 'pounds'. They have gone from being specific facilities managed by authorities for the purposes of taking possession of items and animals left unattended in public places to places appropriate for the care of animals.

Questions:

- a. What more could be done to reduce stray and homeless cats and dogs in NSW?
- b. What changes can be made to NSW laws, regulations, codes or guidelines to reduce the number of companion animals entering the pound and rehoming system in the first place?
- c. For companion animals needing to enter the 'pound' system, what could be done to increase rehoming?

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- d. Are there other dog and cat population and rehoming matters that should be considered?

Privacy Notice – Companion Animal Act Review consultation

When you give us your feedback, the Office of Local Government will be collecting some personal information about you, in particular:

- your name
- your email address
- the name of your organisation (if provided)
- any personal information you decide to put in the additional comment fields

All feedback received through this consultation process may be made publicly available. Please do not include any personal information in your feedback that you do not want published.

This information is being collected by the Office of Local Government as part of the Companion Animal Act Review to help the Government develop new legislation. As part of that process, we may need to share your information with people outside the Office of Local Government, including other public authorities and government agencies. We may also use your email contact details to send you notifications about further feedback opportunities or the outcome of consultation.

You should also be aware there may be circumstances when the Office of Local Government is required by law to release information (for example, in accordance with the requirements of the *Government Information (Public Access) Act 2009*). There is also a privacy policy located on the Office of Local Government's website that explains how some data is automatically collected (such as your internet protocol (IP) address) whenever you visit the Office of Local Government's website. The link to that policy is www.olg.nsw.gov.au/privacy

Appendix A - Penalty notice offences under the Companion Animals Act

Schedule 1 Penalty notice offences

(1) For the purposes of section 92 of the Act –

- a. (a) each offence specified in this Schedule is an offence for which a penalty notice may be issued, and
- b. (b) the amount payable under any such penalty notice is the amount specified in this Schedule for the offence.

(2) If the reference to a provision in this Schedule is qualified by words that restrict its operation to specified kinds of offence or to offences committed in specified circumstances, an offence created by the provision is an offence for which a penalty notice may be issued only if it is an offence of a kind so specified or is committed in the circumstances so specified.

Table 1. Offences under the *Companion Animals Act 1998*

Provision	Penalty
Section 8 (3):	
a. in the case of a dangerous, menacing or restricted dog	a. \$1,320
b. in any other case	b. \$180
Section 8 (4):	
a. in the case of a dangerous, menacing or restricted dog	a. \$1,320
b. in any other case	b. \$180
Section 9 (1):	
a. in the case of a dangerous, menacing or restricted dog	a. \$1,320
b. in any other case	b. \$330

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COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

Attachment 1 Review of the Companion Animals Act 1998 - Discussion Paper

Provision	Penalty
Section 10: a. in the case of a dangerous, menacing or restricted dog b. in any other case	a. \$1,320 b. \$305
Section 10B (2): a. in the case of a dangerous, menacing or restricted dog b. in any other case	a. \$1,320 b. \$305
Section 11 (1) (but only in relation to the matters referred to in section 11 (1) a, b, c or d(1): a. in the case of a dangerous, menacing or restricted dog b. in any other case	a. \$1,320 b. \$180
Section 11B(2)	\$400
Section 11C(2)	\$700
Section 11D(2)	\$700
Section 11E(2)(a)	\$400
Section 11E(2)(b)	\$700
Section 11K(4)	\$220
Section 12 (2): a. in the case of a dangerous, menacing or restricted dog b. in any other case	a. \$1,320 b. \$180
Section 12A (1)	\$220
Section 13 (2): a. in the case of a dangerous, menacing or restricted dog b. in any other case	a. \$1,760 b. \$330

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COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

Attachment 1 Review of the Companion Animals Act 1998 - Discussion Paper

Provision	Penalty
Section 14 (2): a. in the case of a dangerous, menacing or restricted dog b. in any other case	a. \$1,760 b. \$330
Section 15 (2)	\$180
Section 16 (1) (but only in the case of a dog that is not a dangerous, menacing or restricted dog)	\$1,320
Section 20 (1)	\$275
Section 29 (3)	\$180
Section 30 (2)	\$180
Section 31 (5)	\$165
Section 32A (5)	\$275
Section 36 (1)	\$1,320
Section 51 (2)	\$1,760
Section 52A (1)	\$1,760
Section 52B (1)	\$1,760
Section 56 (2)	\$1,760
Section 57A (1)	\$1,760
Section 57B (1)	\$1,760
Section 57C	\$1,760
Section 58B (1)	\$1,320
Section 60 (1)	\$330

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COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

Attachment 1 Review of the Companion Animals Act 1998 - Discussion Paper

Provision	Penalty
Section 61 (1)	\$330
Section 62 (1)	\$660
Section 69G (2)	\$330
Section 76 (1)	\$330

Table 2. Offences under the Companion Animals Regulation 2018

Provision	Penalty
Clause 6 (1)	\$330
Clause 6 (2)	\$180
Clause 34 (3)	\$220
Clause 39 (1)	\$180

Incorporating Community Perspectives: Questions for the Orange City Council – Companion Animals Community Committee.

Orange City Council values the important role of the Companion Animals Community Committee, which includes pet owners, local veterinarians, animal welfare representatives, and other interested members of the community. The Committee serves as a key forum for community input on matters relating to companion animals and has contributed meaningfully to initiatives such as the design of dog parks and the delivery of community education events.

As part of Council's response to the review of the *Companion Animals Act 1998*, we are seeking input from the Committee to ensure community views and expectations are reflected in our submission. The following questions have been developed to guide discussions with the Committee and the broader community.

Please note: I have emailed this survey to each committee member directly as well as attaching it within this report.

Questions:

- 1. Community Values and Expectations**
How would you describe the community's expectations for responsible pet ownership in Orange?
- 2. Strengthening Public Education and Engagement**
How effective do you think public education initiatives are in promoting responsible pet ownership? (e.g., NSW Government's Responsible Pet Ownership Education Program, RSPCA Programs, or Council initiatives focused on pet registration, microchipping, desexing, etiquette etc).
- 3.** In your view, are those who would most benefit from education in responsible pet ownership also the least likely to engage with messages from authorities such as councils or the state government?
- 4. Balancing Education and Enforcement**
Do you believe stronger enforcement measures (e.g. mandatory desexing, cat curfews, escalating penalties for repeat offenders) are necessary to ensure responsible ownership? What trade-offs or concerns should be considered?
- 5. Reducing Pet Surrender and Stray Rates**
What do you consider the most common reasons pets are surrendered or become stray in Orange (e.g., cost, housing insecurity, domestic violence, behavioural issues)?
- 6.** What community-based solutions might help prevent this? (e.g. low-cost desexing, free microchipping, low-cost behaviour training, community foster programs.)
- 7. Improving Rehoming and Reducing Euthanasia**
What role should Council, community groups, and this committee play in working to rehome all healthy, adoptable animals and reduce euthanasia as much as practicable?

8. Managing Cats for Welfare and Wildlife Protection

Would you support measures like night-time cat curfews or containment in ecologically sensitive areas? What challenges or opportunities do you see in encouraging greater containment of cats?

9. Access and Use of Public Spaces for Dogs

Are current arrangements for on-leash, off-leash, and prohibited dog areas working well in Orange? Are there gaps in access to off-leash areas, particularly in new housing developments? What changes (if any) would improve the shared use of public spaces for dog owners and non-owners?

10. Perceptions of Council's Role and Performance

How do you perceive Council's role in managing companion animals locally? Are there areas you believe Council could improve, or where additional State support or legislative clarity is needed?

11. Community-Led Solutions and Partnerships

What opportunities exist for local residents, groups, or businesses to support responsible pet ownership and animal welfare in Orange? What role do you think this Committee could play in helping to implement or advocate for these ideas?

12. Reflections on Proposed Reforms

We will be sharing a summary of key reforms proposed in our draft submission. According to the discussion paper, do you believe these proposed changes address the issues we face in Orange? Are there unintended consequences, risks, or additional ideas you think we should include?

Orange City Council will compile the feedback from these discussions to accompany our formal submission. Thank you for your valuable input.

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

3.6 COMPANION ANIMAL COMMUNITY COMMITTEE ACTION PLAN

RECORD NUMBER: 2025/575

AUTHOR: Lisa Frost, Pound Administration Officer

EXECUTIVE SUMMARY

Council has noted the important role that Community Committees play in providing feedback and input into Council's operations. Committees can also offer ideas and suggestions to be considered as part of Council's Integrated Planning and Reporting framework, and related annual budget.

As a means of recording ideas, suggestions and activities made and undertaken by members, each Committee will develop and review on an ongoing basis an Action Plan.

This report provides the opportunity for the Committee to review the outgoing Committee's Action Plan and consider items to be added to the new Action Plan.

The Action Plans Review and Update will be a standard item at each meeting.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "15.3. Provide opportunities for widespread and quality engagement, and where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

Items on the Action Plan will not necessarily be put into Council's program of works or budget. Rather, the Action Plan will be used by the Committee and staff to provide suggestions for Council's consideration and track specific tasks, projects or requests of the Committee.

Items may short-term or long-term goals or activities that can be worked on over time.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Companion Animal Community Committee consider and discuss items to be included on the New Action Plan.

SUPPORTING INFORMATION

An update to the Committee's Action Plan will be a standard item on every agenda for discussion and review.

The Committee Clerk will ensure the Action Plan identifies possible budget and resourcing implications, and also how an item links to Council's Delivery/Operational Plan, or could be proposed for future Delivery/Operational Plans.

ATTACHMENTS

- 1 Community Committee Action Plan Template - 2025, D24/111441

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

Attachment 1 Community Committee Action Plan Template - 2025



COMMUNITY COMMITTEE ACTION PLAN

COMMITTEE NAME

D24/111441

ACTION OR PROJECT	COMMUNITY STRATEGIC PLAN REFERENCE	TASKS	RESPONSIBILITY OF	COST IMPLICATIONS	START DATE	END DATE	COMMENTS/PROGRESS	UPDATED

COMPANION ANIMALS COMMUNITY COMMITTEE

10 APRIL 2025

Attachment 1 Community Committee Action Plan Template - 2025



D24/111441

SUPPORTING INFORMATION ON COMPLETING AND UPDATING THE ACTION PLAN

The Community Committee Action Plan outlines what the committee will contribute during the Council term. It should be **updated at least after each meeting**, and otherwise as required.

This template is provided to assist in developing the action plan, and to provide consistency across all community committees.

Action/Project: The general activity or project that the committee is providing advice and information on for Council, or is going to undertake themselves.

Community Strategic Plan Reference: The Community Strategic Plan is Council's chief planning document. It outlines the aspirations and needs of the Orange community and is a 10-year plan to guide Council and community activity. Linking activities to the goals outlined in this plan helps keep everyone working toward the same vision.

Tasks: These are the individual tasks that need to be undertaken to complete the action or project successfully. There may only be one task, or there may be several tasks included in a project.

Responsibility of: Is this an action or project that Council and its staff are responsible for, or is this something the community committee is going to undertake?

Cost Implications: Are there any costs involved with the project? If any recommendations are being made that impact the already approved Council budget, this needs to go to a full general Council meeting for discussion and resolution.

Start and End Dates: Some activities will be short term activities, some will be for a much longer period, perhaps even across the entire Council term. Providing start and end dates gives the committee (and Council) a timeline and targets to work towards. Dates can always be adjusted as needed.

Comments/Progress: Any time there is movement or progress regarding an action or project, it is recorded to keep track of where it is up to and what needs to happen next.

Updated: Record the date of when the last changes to an activity or project were made. This will help identify any projects or initiatives that may have stalled and need action to be moved along.



COMMUNITY COMMITTEE CHARTER

COMPANION ANIMALS

D24/120095

Community Committees play a vital role in helping Council to make informed decisions about the actions taken. The program is a key driver in Council's community engagement 'collaborate' value, linking to item **15.3 - provide opportunities for widespread and quality engagement, and where appropriate, shared decision making** of the Community Strategic Plan.

Purpose

To develop and drive independent community initiatives and to advise Council through recommendation on policy relating to the development and implementation of the Orange City Council Companion Animals Management, including:

- Dog parks and off leash areas
- Information and education
- Operation the Orange Pound
- Animal registration and microchipping
- Desexing programs

To strengthen engagement between Council and community as identified in Council's Community Strategic and Engagement Plans, and to support a consultative and collaborative approach in the decision-making processes that impact the City of Orange, its people and surrounds.

The Committee does not have a role in the operational function of Council, and any recommendations made may be adopted, amended or declined. Operational Activities are 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.

Policy Committee are Council sub-committees designed to support increased engagement and ownership of Councillors in areas of interest and expertise, and to improve the decision making processes.

Responsibilities

To be aware of the needs of the community and ensure that this knowledge is reflected in its activities and recommendations to Council.

To develop and maintain a Community Committee Action Plan that is informed by the knowledge of members and the strategic priorities of Council to support recommendations made and activities undertaken.

The committee and its members must conduct themselves and their business in accordance with Orange City Council's Code of Conduct, Code of Meeting Practice and any procedures relating to Community Committees as approved by the Council.

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.



D24/120095

Membership and Roles

- Chairperson – an elected Councillor
- Three Councillors including the Chairperson
- Committee Clerk (non-voting) – as nominated by the Chief Executive Officer
- Council staff (non-voting) – as nominated by the Chief Executive Officer

- Up to ten (10) appropriately skills community representative(s) including from relevant government or community agencies with demonstrated experience or interest in companion animal management.

Committee Clerk & Staff Members

The Chief Executive Officer will provide a Committee Clerk who is a sufficiently skilled Manager or Director 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. The Committee Clerk will be responsible for the management of Committee correspondence, meetings, agendas & minutes.

Quorum

Four (4) community members and one Councillor.

Meeting Frequency

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

Voting

All members have one vote only, including the Chairperson. In circumstances of an equality of votes, the matter is to be referred to Council (via the Policy Committee) 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 ten (10) business days before the scheduled meeting.

An agenda will be distributed electronically to members at least one (1) week before a scheduled meeting.

Formal minutes of meetings of the Committee will be produced in accordance with Council's Code of Meeting Practice and will be produced by nominated staff members via InfoCouncil – Council's dedicated software program for the production of local council business papers.

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.

Relevant Policies and Documents

[Community Committee Member Information Pack](#)

[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, from the Committee Clerk or the Council's Governance team.