



RECREATION & CULTURE POLICY COMMITTEE

AGENDA

6 MAY 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **RECREATION & CULTURE 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.

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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 Recreation & Culture Policy Committee at this meeting.

2 COMMITTEE MINUTES

2.1 MINUTES OF THE ORANGE SHOWGROUND COMMUNITY COMMITTEE 8 APRIL 2025

RECORD NUMBER: 2025/760

AUTHOR: Kate Shepherd, Executive Officer

EXECUTIVE SUMMARY

The Orange Showground Community Committee met on 8 April 2025. The recommendations from the Committee are provided to the Recreation & Culture Policy Committee for adoption.

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

Nil.

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Orange Showground Community Committee at its meeting held on 8 April 2025.
- 2 That Council determine recommendation 3.2 from the minutes of the Orange Showground Community Committee meeting of 8 April 2025.
 - 3.2 - *That the Charter for the Orange Showground Community Committee be adopted noting that meetings will be held bi-annually.*
 - *That the quorum be amended to 1 Councillor and 2 members of the Orange Show Society.*
- 3 That the remainder of the minutes of the Orange Showground Community Committee from its meeting held on 8 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. OSCC 8 April 2025 Minutes
2. OSCC Agenda 8 April 2025, D25/45152 [↓](#)
3. FOR ADOPTION - OSCC Charter, D24/120087 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

ORANGE SHOWGROUND COMMUNITY COMMITTEE

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

ON 8 APRIL 2025

COMMENCING AT 5:02 PM

1 INTRODUCTION

ATTENDANCE

Cr Frances Kinghorne (Chairperson), Cr Tammy Greenhalgh (Deputy Mayor), Cr David Mallard, Christopher Ross, Peter Naylor, Director Community, Recreation and Cultural Services (*via teams*)

1.1 Apologies and Leave of Absence

RECOMMENDATION	Cr F Kinghorne/Cr T Greenhalgh
That the apologies be accepted from Morrie Meagher and Jack Evans for the Orange Showground Community Committee meeting on 8 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

Nil.

3 GENERAL REPORTS

3.1 ORANGE SHOWGROUND COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/379

RECOMMENDATION**Cr T Greenhalgh/Member C Ross**

That the Orange Showground 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 ORANGE SHOWGROUND COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/381

Discussion held to hold two formal meetings per year with additional pathway to have extra meetings as required and to reinvite any past members to join committee and increase membership.

RECOMMENDATION**Cr F Kinghorne/Cr T Greenhalgh**

That the Charter for the Orange Showground Community Committee be adopted noting that meetings will be held bi-annually.

3.3 ORANGE SHOWGROUND COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/383

Committee discussed a good time to meet again would be in October to allow debrief from 2025 show and to allow for any works required to be completed leading into following year show. Committee agreed an ad-hoc meeting can be called if required.

RECOMMENDATION**Cr D Mallard/Cr T Greenhalgh**

That the Orange Showground Community Committee set meeting date for 2025 as Tuesday 14 October 2025 at 5pm and acknowledge ad-hoc meetings can be called if required.

3.4 ORANGE SHOWGROUND COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2025/546

RECOMMENDATION**Member C Ross/Member P Naylor**

That the Orange Showground Community Committee acknowledge the previous Committee action plan and update the ongoing actions into the new template.

That new actions be added to the action plan as discussed by the committee.

THE MEETING CLOSED AT 5.52PM



**ORANGE SHOWGROUND COMMUNITY
COMMITTEE**

AGENDA

8 APRIL 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ORANGE SHOWGROUND COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, ORANGE CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 8 April 2025** commencing at **5:00 PM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Committee Clerk Name on 6393 8297.

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 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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ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

1 INTRODUCTION

MEMBERS

Cr Frances Kinghorne (Chairperson), Cr Tammy Greenhalgh (Deputy Mayor), Christopher Ross, Jack Evans, Director Community, Recreation and Cultural Services, Manager City Presentation

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 Orange Showground Community Committee at this meeting.

2 PREVIOUS MINUTES

Nil.

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

3 GENERAL REPORTS

3.1 ORANGE SHOWGROUND COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/379

AUTHOR: Kate Shepherd, Executive 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 Orange Showground 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.

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

3.2 ORANGE SHOWGROUND COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/381

AUTHOR: Kate Shepherd, Executive Officer

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Orange Showground 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 Orange Showground 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 Showground Community Committee Charter 2024 - DRAFT, D24/120087



COMMUNITY COMMITTEE CHARTER

SHOWGROUND

D24/120087

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 provide advice to Council and make recommendations in relation to new and existing projects, policies and planning, and develop and drive independent committee initiatives relating to the Orange Showground.

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

Recreation & Culture 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 Showground Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

Membership and Roles

- Chairperson – an elected Councillor
- Three Councillors including the Chairperson
- Up to four (4) representatives from the Orange Show Society
- Up to four (4) representatives from the Orange Showground Users Group
- Committee Clerk (non-voting) – as nominated by the Chief Executive Officer
- Council staff (non-voting) – as nominated by the Chief Executive Officer



D24/120087

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

As required, 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.

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

3.3 ORANGE SHOWGROUND COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/383

AUTHOR: Kate Shepherd, Executive Officer

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Orange Showground 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 Orange Showground 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.

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

3.4 ORANGE SHOWGROUND COMMUNITY COMMITTEE ACTION PLAN

RECORD NUMBER: 2025/546

AUTHOR: Kate Shepherd, Executive 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

- 1. That the Orange Showground Community Committee reviews the outgoing Committee's Action Plan.**
- 2. That the Orange Showground 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.

The previous Committee Action Plan is attached and the Committee is requested to review and consider items to be included in our new Plan.


ATTACHMENTS

- 1 OSCC Action Plan (previous term), D23/86966
- 2 OSCC Action Plan 2025, D25/35062

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025


Attachment 1 OSCC Action Plan (previous term)

ACTION	ESTIMATE OF COST	Update	TIMING MONTHS	Ongoing Actions
1 Council to consider motion to re-purpose the required amount of capital funding which was allocated to repair of the Agricultural Pavilion to minor capital works required across the showground site. This will reduce the level of Council funding available for the Agricultural Pavilion repairs.	NA	Council approved reallocation of funds	0-1	
2 Council to allocate 70K of available budget towards structural repairs of the Agricultural Pavilion. Additional works to be determined.	70,000 – 100,000	Council	ongoing	Structural repairs RFQ being prepared and to be issued for quotation. Works to be commence in 2024.
3 Removal of old trotting track fence and capping of fire hose reels services	TBA	Council	1-2	Completed
4 Orange Show Society to consider submitting a grant application to Council for the conduct of minor capital works (MCW).	NA	Orange Show Society (OSS)	0-1	
5 Relocate gate at entrance off Margaret street East to remove dogleg 	TBA		2-3	
6 Reshape and resurface eastern boundary road with road base and blue metal along eastern perimeter when fence is relocated.	15,000		3-4	

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

Attachment 1 OSCC Action Plan (previous term)

ACTION	ESTIMATE OF COST	Update	TIMING MONTHS	Ongoing Actions
<p>7 Council to commission survey of carparking zone to West of Naylor Pavilion and camping area south of entrance road to enable a civil design for works to reshape those areas to improve drainage and ability to use in wetter periods</p> 	3000	Council	1-3	
<p>8 Reshaping and seeding of West of Naylor Pavilion and camping area south of entrance road based on civil design</p>	TBA		3-6	
<p>9 Design and acquisition of removable horse pens to be installed inside cattle pavilion for use during the year</p>	TBA		3-6	
<p>10 Access road to west of rodeo / dressage arena to be reshaped and resealed to improve access. Road to be terminated at loading ramp area allowing expansion of cattle yards / pens west.</p>	TBA		3-6	

ORANGE SHOWGROUND COMMUNITY COMMITTEE
Attachment 1 OSCC Action Plan (previous term)

8 APRIL 2025

ACTION	ESTIMATE OF COST	Update	TIMING MONTHS	Ongoing Actions
				
<p>11 Design and acquisition of additional cattle yards / pens to western side of existing pens at rodeo / dressage arena.</p> 	TBA		3-6	
<p>12 Council to investigate alternative methods to access overhead power points in cable trays in the Naylor pavilion.</p>	TBA	Council	1-2	

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

Attachment 1 OSCC Action Plan (previous term)

ACTION	ESTIMATE OF COST	Update	TIMING MONTHS	Ongoing Actions
13 Installation of safety rails at road crossing over swale 	TBA	Council	1-2	



COMMUNITY COMMITTEE ACTION PLAN

ORANGE SHOWGROUND

D24/111441

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



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

SHOWGROUND

D24/120087

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 provide advice to Council and make recommendations in relation to new and existing projects, policies and planning, and develop and drive independent committee initiatives relating to the Orange Showground.

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

Recreation & Culture 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 Showground Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

Membership and Roles

- Chairperson – an elected Councillor
- Three Councillors including the Chairperson
- Up to four (4) representatives from the Orange Show Society
- Up to four (4) representatives from the Orange Showground Users Group
- Committee Clerk (non-voting) – as nominated by the Chief Executive Officer
- Council staff (non-voting) – as nominated by the Chief Executive Officer



D24/120087

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

One Councillor and two members of Orange Show Society.

Meeting Frequency

Bi-annually, with additional meetings as required, 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.

2.2 MINUTES OF THE SPORT & RECREATION COMMUNITY COMMITTEE MEETING 9 APRIL 2025

RECORD NUMBER: 2025/739

AUTHOR: Ben Keegan, Sport and Recreation Coordinator

EXECUTIVE SUMMARY

The Sport & Recreation Community Committee met on 9 April 2025 and the recommendations for this meeting are provided to the Recreation & Culture Policy Committee for adoption.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “2.1. Deliver sport and recreation facilities to service the community into the future”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Sport & Recreation Community Committee at its meeting held on 9 April 2025.
- 2 That Council determine recommendation 3.1 from the minutes of the Sport & Recreation Community Committee meeting of 9 April 2025.
 - 3.1 *That the Charter for the Sport and Recreation Community Committee be adopted with the following amendments:*
 - *Membership – Up to 15 community members and minimum 3 Councillors*
 - *Quorum – At least five community members and two Councillors.*
 - *Meeting Frequency – Quarterly with specific dates and times to be determined by the Committee.*
- 3 That the remainder of the minutes of the Sport & Recreation Community Committee from its meeting held on 9 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 SRCC 9 April Minutes
- 2 SRCC Agenda 9 April 2025, D25/42103 [↓](#)
- 3 FOR ADOPTION - SRCC Charter, D24/120117 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

SPORT & RECREATION COMMUNITY COMMITTEE

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

ON 9 APRIL 2025

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

Cr Tammy Greenhalgh (Chairperson) (Deputy Mayor), Cr Melanie McDonell, Cr Gerald Power, Cr Graeme Judge, Chris Doucas, Ken McCarron, Liam Dillon, Judy Tarleton, Mark Thomas, Kate Pulbrook, Sports and Recreation Coordinator, Strategic Engineer (Courtney Smolenski)

1.1 Apologies and Leave of Absence

RESOLVED**Cr G Power/Cr G Judge**

That the apologies be accepted from Cynthia Jarratt, Jodie Kelly, Shahreen Alford, Adam Horton for the Sport & Recreation Community Committee meeting on 9 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 L Dillon/Member K McCarron**

That the Minutes of the Meeting of the Sport & Recreation Community Committee held on 5 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 Sport & Recreation Community Committee meeting held on 5 June 2024.

3 GENERAL REPORTS

3.1 SPORT & RECREATION COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/508

RECOMMENDATION**Cr T Greenhalgh/Cr G Power**

That the Charter for the Sport & Recreation Community Committee be adopted with the following amendments:

- Membership – Up to 15 community members and minimum 3 Councillors
- Quorum – At least five community members and two Councillors.
- Meeting Frequency – Quarterly with specific dates and times to be determined by the Committee.

3.2 SPORT & RECREATION COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/509

RECOMMENDATION**Member K Pulbrook/Cr G Power**

That the Sport & Recreation 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.

3.3 SPORT & RECREATION COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/510

RECOMMENDATION**Member C Doucas/Member L Dillon**

That the Sport & Recreation Community Committee meetings be held quarterly at 5.30pm on the first Wednesday of the month commencing from Wednesday, 4 June 2025.

3.4 OPEN SPACE AND RECREATION STRATEGY & ACTIVE TRANSPORT STRATEGY

TRIM REFERENCE: 2025/538

RECOMMENDATION**Cr M McDonell/Member K McCarron**

That the Sport & Recreation Community Committee note the report on the Open Space and Recreation Strategy & Active Transport Strategy.

3.5 SPORT & RECREATION COMMUNITY COMMITTEE ACTION PLAN - 2025

TRIM REFERENCE: 2025/512

RECOMMENDATION

Cr G Power/Member K Pulbrook

1. That the Sport & Recreation Community Committee notes the outgoing Committee's Action Plan.
2. That the Sport & Recreation Community Committee consider and discuss items to be included on the New Action Plan.

THE MEETING CLOSED AT 6.40PM.



**SPORT & RECREATION COMMUNITY
COMMITTEE**

AGENDA

9 APRIL 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **SPORT & RECREATION COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE on Wednesday, 9 April 2025** commencing at 5:30 PM.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Ben Keegan on 6393 8535.

SPORT & RECREATION COMMUNITY COMMITTEE

9 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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SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

1 INTRODUCTION

MEMBERS

Cr Tammy Greenhalgh (Chairperson) (Deputy Mayor), Cr Melanie McDonell, Cr Gerald Power, Cr Graeme Judge, Cr Jamie Stedman, Gary Norton, Cynthia Jarratt, Chris Doucas, Jodie Kelly, Brendan Stuart, Ken McCarron, Liam Dilon, Shahreen Alford, Judy Tarleton, Mark Thomas, Adam Horton, Kate Pulbrook, Peter Solomon, Matthew Chisholm, Director Community, Recreation and Cultural Services, Manager City Presentation, Recreation Planner, Sports and Recreation Coordinator

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 Sport & Recreation Community Committee at this meeting.

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Sport & Recreation Community Committee held on 5 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 Sport & Recreation Community Committee meeting held on 5 June 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Sport & Recreation Community Committee held on 5 June 2024

ORANGE CITY COUNCIL

MINUTES OF THE
SPORT AND RECREATION COMMUNITY COMMITTEE

HELD IN COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE

ON 5 JUNE 2024

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

Cr T Greenhalgh (Chairperson), Cr M McDonell, Mrs Cynthia Jarratt, Mr Stephen Martin, Ms Jodie Kelly, Mr Ken McCarron, Mr Liam Dillon, Sports and Recreation Coordinator

1.1 Apologies and Leave of Absence

RESOLVED

Mrs C Jarratt/Mr L Dillon

That the apologies be accepted from Cr G Floyd, Mr Gary Norton, Mr Fred Maw, Mr Peter Jarick, Mrs Catherine Lawrence, Mr Chris Doucas, Mr Brendan Stuart, Mr Tony Kay, Ms Shahreen Alford and Mr Matthew Chisholm for the Sport and Recreation Community Committee meeting on 5 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

Nil.

2 PREVIOUS MINUTES

RESOLVED

Mr K McCarron/Cr M McDonell

That the Minutes of the Meeting of the Sport and Recreation Community Committee held on 28 February 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 Sport and Recreation Community Committee meeting held on 28 February 2024.

MINUTES OF SPORT AND RECREATION COMMUNITY COMMITTEE

5 JUNE 2024

3 GENERAL REPORTS

3.1 DRAFT ORANGE PLAY STRATEGY

TRIM REFERENCE: 2024/888

RECOMMENDATION

Cr M McDonell/Ms J Kelly

That the report on the draft Orange Play Strategy be noted.

3.2 SPORT AND RECREATION COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2024/886

RECOMMENDATION

Mr S Martin/Mrs C Jarratt

That the Sport and Recreation Community Committee Action Plan be reviewed and updated.

THE MEETING CLOSED AT 6.15PM.

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

3 GENERAL REPORTS

3.1 SPORT & RECREATION COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/508

AUTHOR: Ben Keegan, Sport and Recreation Coordinator

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Sport and Recreation 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 Sport and Recreation 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 Sport & Recreation Community Committee Charter 2024 - DRAFT, D24/120117

Page 7

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

Attachment 1 Sport & Recreation Community Committee Charter 2024 - DRAFT



COMMUNITY COMMITTEE CHARTER

SPORT & RECREATION

D24/120117

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 advise Council and make recommendations in relation to the development and implementation of strategies relating to sport and recreation including the Orange Outdoors Strategy and Orange Active Travel Plan. To drive independent committee initiatives in meeting the recreational needs of the Orange community.

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

Recreation & Culture 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 Sport & Recreation Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

Membership 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

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

Attachment 1 Sport & Recreation Community Committee Charter 2024 - DRAFT



D24/120117

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

Six Monthly, 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 Community Strategic Plan](#)

[Orange City Council Code of Conduct](#)

[Delivery/Operational Plan](#)

[Orange City Council Code of Meeting Practice](#)

[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.

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

3.2 SPORT & RECREATION COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/509

AUTHOR: Ben Keegan, Sport and Recreation Coordinator

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 Sport and Recreation 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.

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

3.3 SPORT & RECREATION COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/510

AUTHOR: Ben Keegan, Sport and Recreation Coordinator

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Sport and Recreation 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 Sport & Recreation 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.

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

3.4 OPEN SPACE AND RECREATION STRATEGY & ACTIVE TRANSPORT STRATEGY

RECORD NUMBER: 2025/538

AUTHOR: Courtney Smolenski, Strategic Planning and Design Engineer

EXECUTIVE SUMMARY

Council is in the process of engaging consultants to undertake the Open Space and Recreation Strategy, and the Active Transport Strategy. Committee members who wish to participate in the community consultation process for either strategy should self-nominate to the Committee Clerk.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “2.1. Deliver sport and recreation facilities to service the community into the future”.

FINANCIAL IMPLICATIONS

Nil.

POLICY AND GOVERNANCE IMPLICATIONS

Nil.

RECOMMENDATION

That the Sport & Recreation Community Committee note the report on the Open Space and Recreation Strategy & Active Transport Strategy.

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

Council is currently in the process of engaging consultants to undertake the two following strategies-

Open Space and Recreation Strategy and Implementation Plan

- Identify long-term open space and recreation needs for the City,
- Audit and update Council’s existing public space and recreation asset base,
- Update green infrastructure and recreation facility benchmarks for the City,
- Determine place-based targets and strategies for individual greenfield housing and urban infill precincts,
- Support future costing and refinement of Council’s overall development contributions framework,
- Inform the preparation of Planning Agreement for new housing precincts,

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

3.4 Open Space and Recreation Strategy & Active Transport Strategy

- Determine a long-term integrated approach to open space planning, water quality management, biodiversity conservation, climate change adaptation and urban resilience.

Active Transport Strategy and Implementation Plan

- Development of a locally relevant specification guideline for active transport spaces (footpaths, shared paths, cycleways, on-road cycle paths, lanes, and cycle shoulders) within Orange LGA, using relevant TfNSW guides (walking spaces, pedestrian crossing, cycleway design toolbox).
- Update/redevelop existing and future network mapping identifying existing conditions, points of interest, existing routes, and priority future routes.
- Identification of a template of requirements for the provision of active transport facilities for development sites. This should also include requirements for connectivity from development site through to the existing network where relevant, such as in greenfield residential areas.
- Review greenfield sites in the housing strategy and 2024 Development Contribution Plan, with regards to active transport provisions. Outline specific provisions required for inclusion in the next revision of the Orange Development Contribution Plan.
- Review available active transport infrastructure at connection hubs to the public transport network (primarily bus hub locations), advise if additional provisions (bus stop facilities, seating, bike parking, route/route connectivity etc.) would enhance the active transport connectivity to these sites.
- Review current pathways evaluation tool, make recommendations, and implement changes as required.
- Develop and prioritise recommendations into an implementation plan. The implementation plan shall consider specific, measurable, achievable, relevant and timely goals, with specified responsibilities, measurement metrics and delivery timeframes.

Given the funding timeframes, project programs, and the number of relevant community committees and their varied sitting dates, the strategies won't be able to be bought before the committees for feedback as they develop. The intent is not to limit community engagement and participation in the strategy development in anyway, so as an alternative any committee member that would like to be involved in the community consultation process for the strategies should to indicate their interest to the Committee Clerk, who'll will pass on their details to Council's Strategic Engineer, Courtney Smolenski.

Initial indications are for engagement with the consultants for each of the projects sometime in April and the 1st round of community consultations to be held shortly after.

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

3.5 SPORT & RECREATION COMMUNITY COMMITTEE ACTION PLAN - 2025

RECORD NUMBER: 2025/512

AUTHOR: Ben Keegan, Sport and Recreation Coordinator

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

- 1. That the Sport and Recreation Community Committee reviews the outgoing Committee's Action Plan.**
- 2. That the Sport and Recreation 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.

The previous Committee Action Plan is attached and the Committee is requested to review and consider items to be included in our new Plan.

ATTACHMENTS

- 1 SRCC Action Plan - 2022, D22/23235
- 2 SRCC Action Plan - 2025, D25/34563

D22/23235

Sport and Recreation Community Committee

Action Plan

No	Action	Who	Delivery/ Operational Plan reference	Cost implications	Resourcing implications	Start	End	Update/Completed
1	Pedestrian/Cycle connection between Machin Park north and south (Franklin Road and Gardiner Rd)	Brendan Stuart						A flag has been placed on the property file of 79 Gardiner Road so when the property is placed on the market for sale, Council will have the opportunity to consider purchasing.
2	Installation of Bike Maintenance Stations	Tony Kay						Bicycle maintenance station installed at the Lake Canobolas Mountain Bike Park and Moulder Park Velodrome. Moulder Park Velodrome station removed due to continued vandalism.
3	Installation of fixed net tennis court on the old Moulder Park netball courts https://www.flex-link.com/products/flex-i-link-woven-metal-tennis-net	Tony Kay		Unfunded				Consideration to be given to developing a tennis court on one of the old Moulder Park netball courts. The condition of the court surface, fencing requirements, linemarking and cost for install will need to be investigated as part of the process.
4	Installation of half/quarter court basketball at various locations throughout the City	Tony Kay		Unfunded				Consideration to be given to installing half or full basketball courts in the north (possibly Brendon Sturgeon Oval) and western areas of the City.

Sport and Recreation Community Committee

Action Plan

1

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

Attachment 1 SRCC Action Plan - 2022

No	Action	Who	Delivery/ Operational Plan reference	Cost implications	Resourcing implications	Start	End	Update/Completed
								Multi-purpose sports court at Moulder Park includes a full-size basketball court which has provided a new option in Orange.
5	Expansion of the Orange Hockey Centre to include an additional artificial turf field (water based) on the existing cricket field.	Ian McCarron						Orange Hockey recently received \$300K from the State Government to upgrade the Smith Field. The Association now has over \$800K for the project but will require an additional funding to ensure it can be completed. Council financial support to be considered as part of the 2024/2025 budget process.
6	Extension of Sir Neville Howse Stadium (PCYC) to accommodate continued growth of user groups	Liam Dillon						Concept plan completed in 2020. Next phase will be the preparation of DA documentation for the project.
7	Review and update Orange Play Strategy	Council				October 2022	June 2023	Play Strategy completed and adopted by Council. The Orange Play Strategy can be viewed on the Orange City Council website https://www.orange.nsw.gov.au/wp-content/uploads/2024/08/D24-85326-Orange-Play-Strategy-2024-2040-Adopted-Version.pdf
8	Review and update Active Travel Plan including the continued development of	Shahreen Alford					Dec 2025	Report being considered at a Council meeting in April 2025 to award the tender

Sport and Recreation Community Committee

Action Plan

2

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

Attachment 1 SRCC Action Plan - 2022

No	Action	Who	Delivery/ Operational Plan reference	Cost implications	Resourcing implications	Start	End	Update/Completed
	the City's shared path network							for the Active Travel Plan
9	Review Open Space Plan/ Recreation Needs Study	Shahreen Alford					Dec 2025	<p>Council has recently awarded the contract for the Open Space and Recreation Strategy to Cred Consulting.</p> <p>The Strategy is to provide the evidence base to support the ongoing planning of Orange's public open space and recreation network. The Strategy is to support Council by providing strategies and actions that can support Council in developing contributions plans, negotiating planning agreements, and provide an implementation plan that can support Council's Delivery and Operational Plans.</p> <p>Community consultation will play a key role in the development of the Strategy with Committee members actively encouraged to participate.</p>
10	Investigate the implementation of an exercise trail for the elderly.	Shahreen Alford						Project to be considered as part of the Orange Space and Recreation Strategy.
11	Additional amenities at Brendon Sturgeon Oval	Cr Greenhalgh						Council to investigate options for possible expansion of existing amenities building or constructing a separate building at the venue.

Sport and Recreation Community Committee

Action Plan

3

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

Attachment 1 SRCC Action Plan - 2022

No	Action	Who	Delivery/ Operational Plan reference	Cost implications	Resourcing implication s	Start	End	Update/Completed
12	Orange Regional Sporting Precinct	Council		State Government has allocated \$59.5M to the project with a further \$15M from the Federal Government		Ongoing		Construction of the 8 multipurpose fields is nearing completion with the final turf being laid in March 2025. Development Application for the main stadium and Athletic amenities building (also services multi purposes fields) has been lodged. Design for the main stadium is being finalised with an Expressions of Interest for construction being advertised.
13	Mt Canobolas Mountain Bike Trail Centre	Council				Ongoing		Council submitted an independent environmental assessment to the State Government and has been advised of the detailed requirements that need to be supplied for further consideration. Council to consider options as part of future budget discussions.
14	Orange Adventure Playground redevelopment incorporating water play	Council		\$1.9M Budgeted – Funded by State Government’s Resources for Regions, Places to Play and Stronger Country		Qtr 1 2022/2023		Project completed with the official opening occurring on 14 March 2025. The upgraded playground and splash park has proven very popular to date with over 5,000 visitors per week.

Sport and Recreation Community Committee

Action Plan

4

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

Attachment 1 SRCC Action Plan - 2022

No	Action	Who	Delivery/ Operational Plan reference	Cost implications	Resourcing implication s	Start	End	Update/Completed
				Communities Fund				
15	Glenroi Oval Masterplan Implementation	Council		\$450,000 has been allocated to the Skate Park project which has been funded by the State Government (\$241,000), Council and Cadia (\$209,000).		July 2022		Playground project has been completed. Stage 1 of the Glenroi Oval Skate Park has been completed and proving popular with users.
16	Wade Park Amenities Upgrade and Renewable Energy Solutions	Council		\$890,000 received under State Government's Regional Sports Facility Fund				Project completed with works including: <ul style="list-style-type: none"> • Solar panel installation on Cricket Centre roof along with a storage battery. • Full refurbishment of the grandstand changerooms and public toilets. • Field lighting upgrade.
17	Sir Jack Brabham Park – additional amenities building that will include two female changerooms, referees changeroom and first aid room	Council		Council received \$493,708 from the NSW Government under the Stronger Country		October 2023		Project completed and official opened on 18 February 2025. The building was named Brett Hazzard Change Rooms after Orange District Football Association Committee stalwart, Brett Hazzard.

Sport and Recreation Community Committee

Action Plan

5

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

Attachment 1 SRCC Action Plan - 2022

No	Action	Who	Delivery/ Operational Plan reference	Cost implications	Resourcing implication s	Start	End	Update/Completed
				Communities Fund.				
18	Multi-Purpose Sports Court at Moulder Park	Council		Budget being finalised		February 2023		Project completed and officially opened as the Bob Russell Sports Court.
19	Playground Shade Structures	Council		Funded through NSW Government's Stronger Country Communities Fund				Projects completed. Shade structures installed at Lady Dorothy Cutler Playground, Cook Park and the playground in Newport St More recently, shade structures have also been installed at Matthews Park and William Maker Drive playgrounds.
20	Canteen upgrade at Sir Jack Brabham Park (Huntley Road)	Cr Greenhalgh						Item included for discussion.
21	Playground projects 2023/2024	Council		Lake Canobolas playground \$223,000 funded under the State Government's Places to Swim Program. Anzac Park playground				Lake Canobolas playground completed in December 2023. Replacement playground at Sieben Park completed in July 2024. New playground at Anzac Park completed in September 2024.

Sport and Recreation Community Committee

Action Plan

6

SPORT & RECREATION COMMUNITY COMMITTEE

9 APRIL 2025

Attachment 1 SRCC Action Plan - 2022

No	Action	Who	Delivery/ Operational Plan reference	Cost implications	Resourcing implication s	Start	End	Update/Completed
				received \$100,000 from the State Government. Council has allocated a further \$150,000 for playground projects				
22	Future squash court provision in Orange	Cr Greenhalgh						The Orange Squash Club continues to use 3 squash courts that have been retained by the owners of One Strength (gym) in Moulder St, however it is unclear if this facility will remain a long term option for the Club.
28	Orange Sporting Hall of Fame	Cr Greenhalgh						Item included for discussion.



COMMUNITY COMMITTEE ACTION PLAN

SPORT & RECREATION

025/34563

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



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

SPORT & RECREATION

D24/120117

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 advise Council and make recommendations in relation to the development and implementation of strategies relating to sport and recreation including the Orange Outdoors Strategy and Orange Active Travel Plan. To drive independent committee initiatives in meeting the recreational needs of the Orange community.

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

Recreation & Culture 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 Sport & Recreation Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

Membership 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 fifteen (15) community representative(s) including from relevant government or community agencies



D24/120117

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

Five community members and two Councillors.

Meeting Frequency

Quarterly meetings, 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.