



REGIONAL & ECONOMIC DEVELOPMENT POLICY COMMITTEE

AGENDA

6 MAY 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **REGIONAL & ECONOMIC DEVELOPMENT 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 Regional & Economic Development Policy Committee at this meeting.

2 COMMITTEE MINUTES

2.1 MINUTES FROM THE CLIFTON GROVE COMMUNITY COMMITTEE MEETING 27 MARCH 2025

RECORD NUMBER: 2025/769

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Clifton Grove Community Committee met on 27 March 2025. The recommendations from the Committee are provided to the Regional & Economic Development 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 Clifton Grove Community Committee at its meeting held on 27 March 2025.
- 2 That Council determine recommendations 3.2 from the minutes of the Clifton Grove Community Committee meeting of 27 March 2025.
3.2
That the Charter for the Clifton Grove Community Committee be adopted with the following:
 - *Quorum of three (3) Community Members plus the Chairperson*
 - *Quarterly Meeting cycle*
- 3 That the remainder of the minutes of the Clifton Grove Community Committee from its meeting held on 27 March 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 CGCC 27 March 2025 Minutes
- 2 CGCC Agenda 27 March 2025, D25/31896 [↓](#)
- 3 FOR ADOPTION - CGCC Charter, D24/120093 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

CLIFTON GROVE COMMUNITY COMMITTEE

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

ON 27 MARCH 2025

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

Cr Frances Kinghorne (Chairperson), Cr Steven Peterson, Rob Nevins, Jim Whittaker, Peter Reid, Peter West, Shelley Taylor-Paix, Alex Butt, Manager Communications and Engagement, Engagement Lead, Engagement Officer

1.1 Apologies and Leave of Absence

RESOLVED	Cr F Kinghorne/Member R Nevins
That the apologies be accepted from Chris Doucas and Matthew Chisholm for the Clifton Grove Community Committee meeting on 27 March 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 R Nevins/Member P Reid
That the Minutes of the Meeting of the Clifton Grove Community Committee held on 18 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 Clifton Grove Community Committee meeting held on 18 July 2024.	

3 GENERAL REPORTS

3.1 CLIFTON GROVE COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/458

RECOMMENDATION

Member A Butt/Member S Taylor-Paix

That the Clifton Grove 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 CLIFTON GROVE COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/461

The Clifton Grove Community Committee agreed on the Quorum being three members, the Chair and appropriate OCC staff members.

The committee also agreed that meetings shall be held quarterly on Thursdays at 5:30pm.

RECOMMENDATION

Member P Reid/Member P West

That the Charter for the Clifton Grove Community Committee be adopted with the following:

- Quorum - 3 Members plus the Chairperson
- Quarterly Meeting cycle

3.3 CLIFTON GROVE COMMUNITY COMMITTEE – 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/464

As per agreement of the charter, the committee agreed that meetings will be held quarterly on Thursdays at 5:30pm. 2025 meeting dates are to be March (current), June, September and December (early considering Christmas break). Discussed that it is acceptable if meeting invites are sent a month before/beginning of the month.

RECOMMENDATION

Member A Butt/Member S Taylor-Paix

That the Clifton Grove Community Committee set meeting dates for June, September and December for a Thursday at 5.30pm.

3.4 CLIFTON GROVE COMMUNITY OPEN DAY – RAW DATA

TRIM REFERENCE: 2025/453

- The committee discussed the prevalence of blackberries and also raised concerns of St John's wort weed
- The committee decided that they would take the open day raw data to review and come back to the next meeting to set priorities. Clerk to distribute via email.
- The committee discussed the role of the master plan versus the action plan.

RECOMMENDATION

Cr F Kinghorne/Member J Whittaker

1. That members of the Clifton Grove Community Committee review and note the data that came from the 2024 Community Open Day.
2. That the Committee Clerk follows up on creek the crossing fix up noting mention of a potential offer from RFS to fix spot in the past.
3. That the Committee Clerk follows up on creek crossing under a willow tree (near dam/Brumbys Run in reserve) that committee members say may need a pipe for drainage .
4. That the Committee Clerk post on the Clifton Grove community Facebook Page, the raw data from the Community Open Day held in 2024 and post an update following the meeting.
5. That the Committee Clerk sends the Clifton Grove Master Plan to all members via email to review.

3.5 REMOVAL OF TREES NEAR ROADWAY

TRIM REFERENCE: 2025/440

- Committee discussed the three trees (a wattle, apple and a native) that are located at the entrance of the bridle path on Coolabah Drive. It was reported that the trees create awkward access for a large vehicle to enter as it does not work with the existing culvert as it narrows the access. They stated that they need removing and in conjunction with the bridle paths overgrown vegetation it creates a significant fire hazard and safety hazard.
- During the discussion of the trees, a few other trees along the curve of The Billabong were brought to the attention of the committee.

RECOMMENDATION

Member A Butt/Member R Nevins

1. That the Committee Clerk seek information on the possibility of tree removal at the entrance of the bridle path on Coolabah Drive with Council crews, as well as the upgrade of the current gate to a slightly larger one (4m).
2. That the Committee Clerk seek information on the trees along the curve of The Billabong and whether the obstruction hazard warrants their removal with Council crews.

3.6 BLACKBERRY CONTROL CONCERNS

TRIM REFERENCE: 2025/439

- Reserve is particularly problematic according to committee members.
- Committee interested in knowing if drones can be used again to spray problem areas.
- Alex Butt shared information on insect used to combat weeds. Committee Clerk to share with Council crews for comment. Peter West will also assist with gathering information on this.

RECOMMENDATION

Member R Nevins/Member S Taylor-Paix

1. That the Clerk to investigate Natural Resources team capacity to increase weed spraying out at Clifton Grove.
2. That the Committee Clerk obtains information on whether Council issues control warning notices to residents and if so, provide information to the committee on how many are issued.
3. That the Committee Clerk provide a map of Clifton Grove for Members to provide details of problem weed areas.

3.7 CLIFTON GROVE COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2025/465

- Seek information on Agistments on Council property
- Provide Mud Hut user info to Peter West and include as a discussion item for next meeting.
- Seek information on when roads in Clifton Grove are set to be resurfaced and report back to next meeting. To confirm if testing has been done out in Clifton Grove recently.
- Review the condition of the welcome sign log.
- Seek information on the pull-in area line marking. Further work may be needed. Committee agreed that at a minimum the first 3 spaces should be hatched out.
- Seek information on whether signage can be installed on Ophir Road, to warn drivers of how sharp bend onto Banjo Paterson Way is.
- Finalise plan for pull-in area and list materials. Up-light new welcome sign. Bring back to committee for review before proceeding. Noted that planting will not take place until after winter, based on advice from Councils Manager City Presentation.
- Welcome sign design adopted.
- Seek information on MLAK key on toilet at Mud Hut, as suggested by Cr Peterson.

RECOMMENDATION

Member A Butt/Member J Whittaker

1. That the Clifton Grove Community Committee notes the outgoing Committee's Action Plan.
2. That the Clifton Grove Community Committee add the items discussed to the New Action Plan.

THE MEETING CLOSED AT 6:57 PM.



CLIFTON GROVE COMMUNITY COMMITTEE

AGENDA

27 MARCH 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **CLIFTON GROVE COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Thursday, 27 March 2025** commencing at **5:30 PM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Ellie Bryce on 6393 8028.

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 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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CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

1 INTRODUCTION

MEMBERS

Cr Frances Kinghorne (Chairperson), Cr Steven Peterson, Matthew Chisholm, Rob Nevins, Jim Whittaker, Peter Reid, Peter West, Chris Doucas, Shelley Taylor-Paix, Alex Butt, Director Corporate and Community Services, Manager Communications and Engagement, Engagement Lead, Engagement 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 Clifton Grove Community Committee at this meeting.

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 18 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 Clifton Grove Community Committee meeting held on 18 July 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 18 July 2024

ORANGE CITY COUNCIL

MINUTES OF THE

CLIFTON GROVE COMMUNITY COMMITTEE

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

ON 18 JULY 2024

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

Cr F Kinghorne (Chairperson), Cr S Peterson, Mr Rob Nevins, Mr Peter Reid, Mr Peter West, Manager Communications and Engagement, Engagement Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION

That the apologies be accepted from NIL for the Clifton Grove Community Committee meeting on 18 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

RECOMMENDATION

Cr F Kinghorne/Mr P Reid

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 14 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 Clifton Grove Community Committee meeting held on 14 March 2024.

MINUTES OF CLIFTON GROVE COMMUNITY COMMITTEE

18 JULY 2024

3 GENERAL REPORTS

3.1 GENERAL BUSINESS

TRIM REFERENCE: 2024/1244

- Bridle Path off Narambla Place – Committee Clerk to arrange for OCC's outdoor crew to do tidy up, weed control and mow before a meeting on site with OCC's Presentation Manager and Clifton Grove residents. Committee Clerk to circulate meeting date and details with Committee via email. Once committee members identify priorities (via email), Committee Clerk to get costings and details for each priority to present at first Committee meeting in 2025.
- Committee Clerk to speak with OCC's Natural Resources Manager re: planting other species to eventually take over Hawthorn weed – specifically in area behind properties on Old Regret Road.

RECOMMENDATION

Cr F Kinghorne/Mr R Nevins

That the discussion on General Business be noted.

3.2 CLIFTON GROVE OPEN DAY SUMMARY REPORT

TRIM REFERENCE: 2024/1246

- Committee Clerk to get feedback on Mud Hut users and raw feedback from Open Day to committee to help identify action plan priorities.
- Committee discussion around annual Mud Hut working bee.
- Committee Clerk to obtain information re: JR Richards roster and provide to committee.

RECOMMENDATION

Cr F Kinghorne/Mr P West

That members of the Clifton Grove Community Committee identify key priorities based on feedback received at the 2024 Clifton Grove Community Open Day, to be added to the action plan.

3.3 CLIFTON GROVE COMMUNITY COMMITTEE - ACTION PLAN

TRIM REFERENCE: 2024/1245

- Committee raised road maintenance issues on Trooper Place, The Billabong and Coolabah Drive, specifically on road corners where pavement has washed away. Committee Clerk to raise with OCC's Works Manager. Committee member to supply pictures to Committee Clerk.
- Committee Clerk to follow up with OCC's Works Manager to have pull-in area widened by 2m. New line marking, plantings and signage to follow. Committee Clerk to investigate whether new 'Clifton Grove' entrance sign can be covered by an operational budget, rather than by the Clifton Grove community committee.
- Committee Clerk to speak with OCC's Brand and Digital Lead re: entrance sign design.

RECOMMENDATION

Cr F Kinghorne/Mr R Nevins

That the Committee consider and discuss items on the action plan.

THE MEETING CLOSED AT 6:36 PM.

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

3 GENERAL REPORTS

3.1 CLIFTON GROVE COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/458

AUTHOR: Ellie Bryce, Engagement Lead

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 Clifton Grove 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.

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

3.2 CLIFTON GROVE COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/461

AUTHOR: Ellie Bryce, Engagement Lead

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Clifton Grove 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 Clifton Grove 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 Clifton Grove Community Committee Charter 2024 - DRAFT, D24/120093

CLIFTON GROVE COMMUNITY COMMITTEE
Attachment 1 Clifton Grove Community Committee Charter 2024 - DRAFT

27 MARCH 2025



COMMUNITY COMMITTEE CHARTER

CLIFTON GROVE

D24/120093

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 Clifton Grove, including such items as infrastructure and facilities development, community engagement and sustainability, and to develop and drive independent committee initiatives in meeting the needs of the Clifton Grove 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

Regional & Economic Development 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 Clifton Grove Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

Membership 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

CLIFTON GROVE COMMUNITY COMMITTEE
Attachment 1 Clifton Grove Community Committee Charter 2024 - DRAFT

27 MARCH 2025



D24/120093

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.

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

3.3 CLIFTON GROVE COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/464

AUTHOR: Ellie Bryce, Engagement Lead

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Clifton Grove 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 Clifton Grove 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.

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

HAT

3.4 CLIFTON GROVE COMMUNITY OPEN DAY - RAW DATA

RECORD NUMBER: 2025/453

AUTHOR: Ellie Bryce, Engagement Lead

EXECUTIVE SUMMARY

At the last Clifton Grove Community Committee meeting of 2024, members requested to see the raw data collected at the Community Open Day held last year.

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 members of the Clifton Grove Community Committee review and discuss the data that came from the 2024 Community Open Day.

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

Due to the nature of the raw data, staff will provide this to committee members at the meeting being held on Thursday 27 March 2025.

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

3.5 REMOVAL OF TREES NEAR ROADWAY

RECORD NUMBER: 2025/440

AUTHOR: Ellie Bryce, Engagement Lead

EXECUTIVE SUMMARY

A Committee member requested a discussion around removal of trees near the roadway on 'The Billabong' and 'Coolabah Drive' in Clifton Grove. Concerns have been raised around trees encroaching onto the roadway.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Clifton Grove Community Committee discuss the tree encroachments and the next steps.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Nil.

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

3.6 BLACKBERRY CONTROL CONCERNS

RECORD NUMBER: 2025/439

AUTHOR: Ellie Bryce, Engagement Lead

EXECUTIVE SUMMARY

A committee member wishes to raise concerns relating to blackberry control and current maintenance rosters. The member would like to know if Council has issued blackberry control notices to Clifton Grove residents and would like to discuss concerns with committee and investigate whether increasing blackberry and weed control out at Clifton Grove is possible.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the committee discuss and decide on a recommendation to address the concern.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Nil.

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

3.7 CLIFTON GROVE COMMUNITY COMMITTEE ACTION PLAN

RECORD NUMBER: 2025/465

AUTHOR: Ellie Bryce, Engagement Lead

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 Clifton Grove Community Committee reviews the outgoing Committee's Action Plan.
2. That the Clifton Grove 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 CGCC Action Plan - Previous Committee Term, D25/31775
- 2 CGCC Action Plan - New - 2025, D25/31838

CLIFTON GROVE COMMUNITY COMMITTEE

27 MARCH 2025

Attachment 1 CGCC Action Plan - Previous Committee Term

D22/29080



Clifton Grove Community Committee Action Plan

Action	Who	Delivery/Operational Plan reference	Cost implications	Resourcing implications	Start	End	Update/Completed
Current committee funds							\$63,548
Install Banjo Paterson Way visitor area/pull-in & new entrance sign	OCC		Approx. \$55,000				Sealed road complete. Line marking complete. Entrance sign design to be discussed. Clifton Grove map/notice board to be relocated. Landscaping to be scheduled for after winter
Revegetation of bridle paths	OCC						Committee to decide on date to meet with OCC's City Presentation Manager on site.
JR Richards Mud Hut roster	OCC						OCC staff to update members
Speed hump at Mud Hut	OCC						Hold.
Mud Hut toilets trial	OCC						Ongoing.

CLIFTON GROVE COMMUNITY COMMITTEE
Attachment 2 CGCC Action Plan - New - 2025

27 MARCH 2025



COMMUNITY COMMITTEE ACTION PLAN
CLIFTON GROVE

D25/31838

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

CLIFTON GROVE COMMUNITY COMMITTEE
Attachment 2 CGCC Action Plan - New - 2025

27 MARCH 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

CLIFTON GROVE

D24/120093

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 Clifton Grove, including such items as infrastructure and facilities development, community engagement and sustainability, and to develop and drive independent committee initiatives in meeting the needs of the Clifton Grove 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

Regional & Economic Development 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 Clifton Grove Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

Membership 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



D24/120093

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

Three (3) 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.

2.2 MINUTES OF THE ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE HELD 2 APRIL 2025

RECORD NUMBER: 2025/580

AUTHOR: Tony Boland, Industry & Business Engagement Lead

EXECUTIVE SUMMARY

The new Economic Development Community Committee held its first meeting on 02 April 2025. The minutes are attached for the Committee's consideration.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "13.4. Enhance opportunities for local business to grow and prosper".

FINANCIAL IMPLICATIONS

Nil.

POLICY AND GOVERNANCE IMPLICATIONS

Nil.

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Economic Development Community Committee at its meeting held on 2 April 2025.**
- 2 That Council determine recommendations 3.2 & 3.4 from the minutes of the Economic Development Community Committee meeting of 2 April 2025.**
 - 3.2 That the Charter for the Economic Development Community Committee be adopted noting the change in meeting cycle from quarterly to bi-monthly (every 2 months).**
 - 3.4(1) That Council Acknowledge the report from the Orange Rail Action Group (ORAG).**
 - 3.4.(2) That Council continues to support ORAG in its lobbying for overnight stabling of a seamless passenger train service to Sydney, and rail infrastructure upgrades aimed at delivering faster rail and shorter travel times.**
 - 3.4(3) That Council continue to lobby the Central NSW Joint Organisation to support calls for improved passenger and freight rail services, and faster rail to the Central West.**
 - 3.4(4) That Council Lobby the Minister for Regional Transport and Roads, The Honourable Jenny Aitchison MP and the Minister for Regional NSW and the Minister for Western NSW, the Honourable Tara Moriarty MLC to extend the Bathurst Bullet to Orange and stable the train overnight in Orange.**
 - 3.4(5) That Council Lobby our local member, Mr Phil Donato, to encourage him to keep lobbying both ministers to get the Bullet stabled in Orange.**
- 3 That the remainder of the minutes of the Economic Development Community Committee from its meeting held on 2 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 EDCC 2 April 2025 Minutes
- 2 EDCC 2 April 2025 Agenda, D25/38757 [↓](#)
- 3 FOR ADOPTION - EDCC Charter, D24/120097 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

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

ON 2 APRIL 2025

COMMENCING AT 8:02 AM

1 INTRODUCTION

ATTENDANCE

Cr Frances Kinghorne (Chairperson), Cr Tony Mileto (Mayor), Cr Tammy Greenhalgh (Deputy Mayor) via Teams, Cr Melanie McDonell via Teams, Cr Graeme Judge, Cr Marea Ruddy, Reginald Kidd via Teams, Gary Norton, Michael Banks, Russell Tym, Catherine Lawrence, Julia Andrews, Pete Morrison, Ben Chiarella, Kellie Pickering, Luke Knight, Ricky Puata, Josh Gordon, Director Corporate and Commercial Services, Manager Economic Development, Industry & Business Engagement Lead, Economic Development Projects Lead.

1.1 Apologies and Leave of Absence

RESOLVED

Member R Kidd/Member R Tym

That the apologies be accepted from Jack Evans and Amy Gormly for the Economic Development Community Committee meeting on 2 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 R Kidd/Member R Tym

That the Minutes of the Meeting of the Economic Development Community Committee held on 3 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 Economic Development Community Committee meeting held on 3 July 2024.

3 GENERAL REPORTS

3.1 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/349

RECOMMENDATION

Member G Norton/Cr M Ruddy

That the Economic Development 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 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/355

RECOMMENDATION

Member R Kidd/Member J Andrews

That the Charter for the Economic Development Community Committee be adopted noting the change in meeting cycle from quarterly to bi-monthly (every 2 months).

3.3 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/356

RECOMMENDATION

Cr M Ruddy/Cr G Judge

That the Economic Development Community Committee note the meeting dates, times and locations for the remainder of 2025.

3.4 ORANGE RAIL ACTION GROUP UPDATE

TRIM REFERENCE: 2025/344

The Committee suggested that ORAG be asked to assist in lobbying for the reinstatement of the rail siding from East Fork to Ash Street as industrial organisations, current and future, can utilise this to distribute nationally rather than road transport to Parkes to change to rail.

RECOMMENDATION**Cr M Ruddy/Member J Andrews**

1. That Council Acknowledge the report from the Orange Rail Action Group (ORAG).
2. That Council continue to support ORAG in its lobbying for overnight stabling of a seamless passenger train service to Sydney, and rail infrastructure upgrades aimed at delivering faster rail and shorter travel times.
3. That Council continue to lobby the Central NSW Joint Organisation to support calls for improved passenger and freight rail services, and faster rail to the Central West.
4. That Council Lobby the Minister for Regional Transport and Roads, The Honourable Jenny Aitchison MP and the Minister for Regional NSW and the Minister for Western NSW, the Honourable Tara Moriarty MLC to extend the Bathurst Bullet to Orange and stable the train overnight in Orange.
5. That Council Lobby our local member, Mr Phil Donato, to encourage him to keep lobbying both ministers to get the Bullet stabled in Orange.

3.5 2025 CBD AUDIT

TRIM REFERENCE: 2025/342

The Committee discussion suggested a targeted vacancy rate of less than 10% is desirable. The report was presented as an outline of the current state of shop vacancies, but not an analysis on underlying causes due the many contributing factors (cost of living, business conditions, interest rates etc). Committee is interested in discussion with leasing agents and landlords to get some insights into reasons

A Committee suggestion to focus on reducing Summer St vacancies is to explore the feasibility of Council subsidising a vacant shop front to support new businesses.

RECOMMENDATION**Member R Kidd/Member R Tym**

That the Committee acknowledge the report on the CBD Audit and provide feedback to staff.

3.6 RETAIL POD REVIEW

TRIM REFERENCE: 2025/473

There was agreement from the Committee that the current location isn't ideal and the pods in their current position are unlikely to stimulate enough activity to enable a business to graduate to Summer St. However, the pods are a great asset that could be used to activate strategic areas of the CBD.

RECOMMENDATION

Member B Chiarella/Cr M Ruddy

That the Committee acknowledge the report on the retail pod review and provide feedback to staff.

3.7 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE ACTION PLAN 2025 - 2028

TRIM REFERENCE: 2025/357

Committee noted there has been an improvement in DA processing times recently. Committee noted that in local housing industry, the supply side of builders/construction not an issue, but complex approval processes and lack of suitable land is a limiting factor. A member noted that there would be value in identifying if Orange is experiencing trunk infrastructure constraints. Committee noted the need for better materials to attract residents, but noted the ongoing issue around affordable housing childcare etc and the need to be balanced in attraction techniques.

RECOMMENDATION

Cr F Kinghorne/Cr M Ruddy

1. That the outgoing Economic Development Community Committee Action Plan be noted.
2. That the Economic Development Community Committee consider and discuss items to be included on the New Action Plan.

THE MEETING CLOSED AT 9.31AM



ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

AGENDA

2 APRIL 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Wednesday, 2 April 2025** commencing at **8:00 AM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Tony Boland on 6393 8250.

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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ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

1 INTRODUCTION**MEMBERS**

Cr Frances Kinghorne (Chairperson), Cr Tony Mileto (Mayor), Cr Tammy Greenhalgh (Deputy Mayor), Cr Melanie McDonell, Cr Graeme Judge, Cr Marea Ruddy, Reginald Kidd, Gary Norton, Michael Banks, Anthony Healey, Russell Tym, Timothy Hall, Catherine Lawrence, Julia Andrews, Pete Morrison, Ben Chiarella, Jack Evans, Kellie Pickering, Luke Knight, Amy Gormly, Ricky Puata, Director Corporate and Commercial Services, Manager Economic Development, Business Project 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 Economic Development Community Committee at this meeting.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

2 PREVIOUS MINUTES**RECOMMENDATION**

That the Minutes of the Meeting of the Economic Development Community Committee held on 3 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 Economic Development Community Committee meeting held on 3 July 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Economic Development Community Committee held on 3 July 2024

ORANGE CITY COUNCIL

MINUTES OF THE ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

HELD IN COUNCIL CHAMBER, CIVIC CENTRE, 135 BYNG STREET, ORANGE

ON 3 JULY 2024

COMMENCING AT 8:00 AM

1 INTRODUCTION

ATTENDANCE

Cr T Mileto (Chairperson), Cr J Evans, Cr F Kinghorne, Mr Reginald Kidd (via phone), Ms Julia Andrews (Temas), Mr Garry Norton, Mr Michael Banks, Mr Robert Alford, Mr Craig Hort, Mr Russell Tym, Mr Timothy Hall, Ms Ned Sweetapple, Acting Director Corporate and Commercial Services, Manager Economic Development, Business Projects Officer

1.1 Apologies and Leave of Absence

RESOLVED

Cr J Evans/Mr T Hall

That the apologies be accepted from Cr T Greenhalgh, Cr M McDonell, Mr Darryl Curran, Ms Amy Gormly and Mrs Michelle Smith for the Economic Development Community Committee meeting on 3 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 M Banks/Mr T Hall

That the Minutes of the Meeting of the Economic Development Community Committee held on 10 April 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 Economic Development Community Committee meeting held on 10 April 2024.

MINUTES OF ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

3 JULY 2024

3 PRESENTATIONS

3.1 NED SWEETAPPLE - ORANGE 360 - CURRENT VISITOR MARKET TRENDS

TRIM REFERENCE: 2024/1106

Ned gave an overview of the Orange 360 structure, vision and mission. Ned also highlighted that Orange 360 have the responsibility of marketing product that they do not have control over.

There was a brief overview of the program Localis and the data it shows. Currently it is showing visitor numbers are down, as is spending, as a result of the current economic climate.

Ned believes that the local events have the potential to grow but the limiting factors such as volunteer base, costs, having businesses to run all constrain this growth.

Cr Evans left the meeting with the time being 8.36am

4 GENERAL REPORTS

4.1 ECONOMIC DEVELOPMENT STRATEGY - CIRCULATION FOR COMMENT

TRIM REFERENCE: 2024/1082

RECOMMENDATION

Mr C Hort/Mr G Norton

That the Committee provide feedback on the draft Economic Development Strategy on a Page document by 9 July 2024.

4.2 THINK ORANGE REGION CARD

TRIM REFERENCE: 2024/1103

RECOMMENDATION

Cr F Kinghorne / Mr T Hall

That the Committee make a recommendation to Council on the future of the Think Orange Region card with the following recommendation(s):

1. The Orange City Council does not renew or continue to underwrite the Think Orange gift card.
2. That Business Orange are approached to gauge their interest in operating the card, and if there is no interest the program is allowed to lapse.

MINUTES OF ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

3 JULY 2024

4.3 SPENDMAPP DATA UPDATE

TRIM REFERENCE: 2024/931

RECOMMENDATION	Mr G Norton/Mr R Alford
That the Committee acknowledge the report on the Spendmapp Data Update for the month of May.	

4.4 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2024/1105

It was agreed that the Manager of Economic Development would liaise with Ms Julia Andrews regarding the CSU relationship with Transgrid.

RECOMMENDATION	Mr C Hort/Mr T Hall
That the Economic Development Community Committee Action Plan be updated.	

THE MEETING CLOSED AT 9.17AM.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3 GENERAL REPORTS

3.1 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/349

AUTHOR: Chris Rawlins, Manager Economic Development

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 Economic Development 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.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.2 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/355

AUTHOR: Chris Rawlins, Manager Economic Development

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Economic Development 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 Economic Development 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 Economic Development Community Committee Charter 2024 - DRAFT, D24/120097

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

Attachment 1 Economic Development Community Committee Charter 2024 - DRAFT



COMMUNITY COMMITTEE CHARTER

ECONOMIC DEVELOPMENT

D24/120097

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 through recommendation, on the implementation of the economic development strategies contained within Council's delivery and operational plans, including initiatives, policies, projects and planning related to the Economic Development of the 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

Regional & Economic Development 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 Economic Development 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
- One (1) Community member who is involved in Property Development/Sales

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

Attachment 1 Economic Development Community Committee Charter 2024 - DRAFT



D24/120097

Membership and Roles cont.

- One (1) Community Representative from each economic cluster group being:
 - Health
 - Tourism
 - Education
 - Manufacturing/Engineering
 - Agribusiness
 - Mining
- One (1) Community Representative from relevant government or community agencies being:
 - Federal Member for Calare (not included in Quorum)
 - State Member for Orange (not included in Quorum)
 - Business Orange
 - BizHQ
 - NSW Department of Industry (or equivalent)

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.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.3 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/356

AUTHOR: Tony Boland, Industry & Business Engagement Lead

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Economic Development 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 Economic Development 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.

The following dates have been tentatively booked in Council Chambers:

- 8am Wednesday 2 July 2025
- 8am Wednesday 24 September 2025
- 8am Wednesday 3 December 2025

The Committee can agree to confirm these dates or suggest an alternative.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.4 ORANGE RAIL ACTION GROUP UPDATE

RECORD NUMBER: 2025/344

AUTHOR: Tony Boland, Industry & Business Engagement Lead

EXECUTIVE SUMMARY

The Orange Rail Action Group (ORAG) have been lobbying the NSW Government for close to 14 years to get a daily Orange to Sydney return train service. In more recent years with the introduction of the "Bathurst Bullet" the lobbying has switched to extending the Bathurst Bullet service to Orange and stabling the train in Orange overnight in preparation for an early departure the following day.

There is a report attached from ORAG to the Committee and Council as well as a brochure that describes what they are trying to achieve.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "14.2. Strengthen public and private rail, coach and air services".

FINANCIAL IMPLICATIONS

Nil.

POLICY AND GOVERNANCE IMPLICATIONS

Council have previously endorsed ORAGs role and have advocated for the Bathurst Bullet to be stabled overnight in Orange. ORAG are now seeking to ensure Council maintains the support for stabling the Bullet in Orange, including political lobbying.

RECOMMENDATION

That the Committee recommend that the Council:

1. Acknowledge the report from the Orange Rail Action Group (ORAG).
2. Continue to support ORAG in its lobbying for overnight stabling of a seamless passenger train service to Sydney, and rail infrastructure upgrades aimed at delivering faster rail and shorter travel times.
3. Continue to lobby the Central NSW Joint Organisation to support calls for improved passenger and freight rail services, and faster rail to the Central West.
4. Lobby the Minister for Regional Transport and Roads, The Honourable Jenny Aitchison MP and the Minister for Regional NSW and the Minister for Western NSW, the Honourable Tara Moriarty MLC to extend the Bathurst Bullet to Orange and stable the train overnight in Orange.
5. Lobby our local member, Mr Phil Donato, to encourage him to keep lobbying both ministers to get the Bullet stabled in Orange.

FURTHER CONSIDERATIONS

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

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.4 Orange Rail Action Group update

SUPPORTING INFORMATION

At the Council meeting of 2 November 2021, the Council resolved the following

4.1 ORANGE RAIL ACTION GROUP REPORT

TRIM REFERENCE: 2021/2472

RESOLVED - 21/422

Cr S Munro/Cr S Nugent

That Council:

- 1 note the report from the Orange Rail Action Group (ORAG).
- 2 continue to support ORAG in its lobbying for improved passenger rail services to the Central West, and in particular, an early morning direct seamless passenger train service to Sydney, and rail infrastructure upgrades aimed at delivering faster rail and shorter travel times.
- 3 continue to lobby the Central NSW Joint Organisation to support calls for improved passenger and freight rail services, and faster rail to the Central West.
- 4 endorse ORAG's concepts for the Orange Train Station Precinct to become a Local and Regional Transport Hub and Interchange.

For: Cr R Kidd, Cr K Duffy, Cr S Nugent, Cr S Munro, Cr T Mileto, Cr R Turner

Against: Nil

Absent: Cr G Taylor, Cr S Romano, Cr J Whitton, Cr J Hamling

Furthermore, at the Council meeting of 6 August 2024, the Council resolved the following:

4.3 NOTICE OF MOTION - ORANGE RAIL ACTION GROUP (ORAG)

TRIM REFERENCE: 2024/1330

RESOLVED - 24/381

Cr F Kinghorne/Cr J Evans

That Council resolves:

- 1 To note the attached report from the Orange Rail Action Group.
- 2 To continue to support the Orange Rail Action Group in its endeavours to achieve improved passenger rail services between Orange and Sydney.

For: Cr J Hamling, Cr K Duffy, Cr J Evans, Cr G Floyd, Cr T Greenhalgh, Cr F Kinghorne, Cr D Mallard, Cr M McDonnell, Cr T Mileto, Cr S Peterson, Cr G Power, Cr J Whitton

Against: Nil

Absent: Nil

As a new Council has been elected since this resolution was passed, the members of ORAG are now seeking to having Council commit again to strongly lobby Ministers and the local member to have this service implemented for locals.

The members of ORAG have had numerous interactions with Minister Aitchison including attending a Community Rail Transport Forum in Orange last November.

ATTACHMENTS

- 1 ORAG Report - March 2025, IC25/5777
- 2 ORAG brochure, IC25/5832

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE**2 APRIL 2025**Attachment 1 ORAG Report - March 2025

Orange Rail Action Group

Report to Orange City Council

March 2025

The Orange Rail Action Group has pleasure in providing this update of activity carried out since its last report to Council in July 2024 and the current status of rail services to the Central West.

ORAG's principal goals remain unaltered : to achieve an early morning direct seamless passenger train service from Orange to Sydney and return, with a stabling facility in Orange, together with rail track upgrades (Faster Rail) that would deliver shorter travel times. Such improvements will not only benefit Orange, but also residents, businesses and tourism in the local Central West Region. Indeed, these objectives were endorsed by the Central NSW Joint Organisation in August 2023.

Activity.

Sept 2024 Minister Aitchison notified Mr. Donato that she had directed TfNSW to investigate opportunities options and costings of extending the Bathurst Bullet Service to Orange.

Oct 2024 A Community Rail Transport Forum was arranged by TfNSW at the Orange Ex-Services Club. Representatives from the wider community, Orange City Council and all local politicians attended.

Nov 2024 Preliminary Results of the Community Transport Forum are:released to ORAG & Mr Donato:-

- 841 people filled out the online survey re rail services 61% were from the Orange LGA.
- 75% used current rail & coach services for Holiday & Leisure.
- 45 % noted that the lack of rail services impacted their travel plans.

The final analysis of the Community Forum would be available by the end of February 2025

Status at MARCH 2025


1 SERVICES The Bathurst Bullet service is not yet stabled overnight in Orange to service Orange, Blayney & Milthorpe residents. Allocation of funds is requested in 2025 State Budget to build supporting stabling infrastructure at Orange Station. ORAG awaits the final results of the Oct 31 Community Transport Forum to be released.

2 TRACK UPGRADES Seven passing loops of 1800 metres have been constructed on the Main Western Line to improve movement of freight and future extra passenger services. Results of the completed State Planning Study \$10M) and Federal Business Case (\$8M) for "Faster Rail" upgrades have been requested by Mr. Donato. Such upgrades could reduce the Orange - Sydney travel time by 25%.

3 NEW TRAINS Three 6-car sets of the new Regional Fleet have arrived in Dubbo. One set has commenced a long period of testing on NSW Regional Rail Network. The XPT and Explorer fleets are being renovated to extend their services life pending delivery of the new Regional Fleet.

ORAG wishes to thank the Orange City Council for its support and contributions to ORAG's efforts. ORAG also acknowledges the strong support from Mr. Phil Donato, Member for Orange.

Peter Bilenkij
Chairman 2025
Orange Rail Action Group



ORANGE CITY COUNCIL

EXTENDING THE BATHURST BULLET

Morning train service for Orange and district residents

Orange City Council and the Orange Rail Action Group are seeking the extension of the Bathurst Bullet service to Orange, on behalf of the residents of Orange and District.

Orange and District residents have only one seamless daily train between Orange and Sydney - the Dubbo XPT. Bathurst residents have the benefit of two additional morning day return train services i.e. Bullets 1 and 2.

The alternatives for morning travel to Sydney include:

- coach connections to Bathurst to catch the Bathurst Bullet 1 or 2
- coach connections to Lithgow to interchange with Intercity train services or
- private car travel - 4 hours each way.




Image by Nathan Murphy Imagery

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE
Attachment 2 ORAG brochure

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<p>The 2018-19 petition, garnered 10,200 signatures, and demonstrated a demand for seamless day return train travel.</p>		<p>The extended service will address transport disadvantage in this region.</p>	<p>Patronage of an additional 22,800 passengers per annum from Orange was estimated, based in 2016 Census data.</p>
<p>Why the coach service isn't working:</p> <ul style="list-style-type: none"> • Many passengers struggle to double-handle luggage over to a bus then from the bus and onto a train • Buses are challenging to access compared to a train and seats are smaller • Passengers fear the interconnecting service will be missed. 		<p>Population projections for 2024 suggest patronage could increase to 25,800 passengers per annum i.e. 43 departures and 29 arrivals per day.</p>	
	<p>The most suitable new service would be "Bullet 2" to depart Orange at 6:20am, replacing the current connecting coach service to Bathurst. It would use the existing pathway to Sydney. Return to Orange would be around 7:40pm each evening.</p>		<p>Opal Card facilities at Orange, Millthorpe and Blayney would be desirable in due course.</p>
<p>The train could be stabled at Orange, where a suitable siding and covered shed already exists.</p>		<p>The crew could stay overnight in commercial accommodation very close to Orange Station.</p>	<p>The new Regional Fleet will provide more frequent and more comfortable services.</p>
	<p>Three adjacent Councils and the CNSWJO fully support the extension of the Bullet to Orange. Two consecutive MPs for the Seat of Orange have supported these efforts.</p>		
<div style="display: flex; justify-content: space-between; align-items: center;">  <div> <p>ORANGE CITY COUNCIL</p> </div> <div> <p>www.orange.nsw.gov.au</p> </div> </div>			

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

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3.5 2025 CBD AUDIT

RECORD NUMBER: 2025/342

AUTHOR: Tony Boland, Industry & Business Engagement Lead

EXECUTIVE SUMMARY

A vacancy audit has been conducted of the Orange CBD over February 2025. This is the first time an audit has been conducted since June 2020. The CBD "high street" without including shopping centres or arcades has a vacancy rate of 14.4% and an overall vacancy rate (including shopping centres and arcades) of 13.6%.

The Secondary CBD streets have a vacancy rate of 10.0% and Fringe CBD shops have a vacancy rate of 7.5%.

The overall combined vacancy rate of the CBD is 11.3%.

A map is attached to this report to show the zones.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "13.1. Attract and grow strategic investment".

FINANCIAL IMPLICATIONS

Nil.

POLICY AND GOVERNANCE IMPLICATIONS

Nil.

RECOMMENDATION

That the Committee acknowledge the report on the CBD Audit and provide feedback to staff.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

An audit of the businesses and vacancies in the CBD has been carried out in February 2025. The audit divided business locations into the following categories:

- High street shopping - Village on Summer to Peisley Street (including Village on Summer, Orange Arcade, Orange City Centre and Centre Point Arcade) and Sale Street to Peisley Street on the Northern side of Summer Street (including Orange Central). The term "High Street" is loosely termed as the main street of a town, especially as the traditional site for most shops, banks, and other businesses.
- Secondary CBD – not considered as high profile but connected directly to the high street shopping zone.
- Fringe CBD – usually not connected directly to the high street shopping zone.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE
3.5 2025 CBD Audit

2 APRIL 2025

The business count for each of those categories is below:

Zone	Business Premises	Vacancies	Vacancy rate
High Street Retail Zone	250	34	13.6%
Secondary CBD Zone	300	30	10.0%
Fringe CBD Zone	53	4	7.5%
Total	603	68	11.3%
High St – no shopping centres	125	18	14.4%



The audit conducted in 2020 underwent a different methodology in reporting vacancies to Council. That audit just reviewed the retail shops in the main street and did not include service type businesses such as accountants, insurance etc. Based on pure retail only, the vacancy rate for the high street was 8.8%. The reason for choosing this methodology was to be able to compare like to like with data from other locations that used this methodology at that time.

The methodology was criticised by some people in the community as it did not cover all shops and vacancies. This is a valid point but at the time it was the only way to be able to compare ourselves with other locations.

Staff have been able to review the 2020 audit to include all addresses that have been included in the 2025 audit. Using the same methodology as the 2025 audit, the vacancy rate in 2020 was 11.3%. While this initially looks like a significant jump from 2020 to 2025, it equates to eight more vacant shops than in 2020.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

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3.5 2025 CBD Audit

As a comparison, a report to Bathurst Regional Council in February 2025 advised that in November 2024 the vacancy rate for their CBD was 12.3%, down from 14.8% in April 2024. An internet search on rental costs for Bathurst CBD showed a range of \$139m² per annum to \$420m² per annum.

Adverse developments affecting the number of vacancies in the "High Street" shopping part of Summer Street include:

- A fire on 5 April 2021 that took out three other businesses at 169 – 173 Summer Street (approximately). This took a number of years to rebuild the premises, and they still remain empty.
- The sudden closure of Katies and Millers nationally and the impending closure of Rivers nationally.
- The price of rent in the main street, from \$215/m² per annum to \$1,400/m² per annum. A review of the landlords of vacant Summer Street stores showed 16 different owners across 18 properties suggesting there is no artificial inflation of rents by a small number of landlords.
- The constrained nature of the CBD and Council policies relating to minimising satellite shopping centres also has an upward pressure on prices as there are very few places that particular businesses can open outside the CBD.
- Creation of an additional 14 spaces in shopping centres/arcades from 2020 to 2025.

The reconfiguration of the shopping centres creating an additional 14 spaces over the past 5 years means that there are more businesses in the High Street shopping zone in 2025 compared to 2020, even though the vacancy rate is higher in 2025. Unfortunately, the vacant spaces on Summer Street are very visible to residents and visitors alike.

There are a number of ways in which Council could bring more business into the CBD

1. Develop **incentives** for businesses to establish
2. Continue to **attract visitors** to shop in the CBD.
3. Proactively **attract franchisees** to establish operations in Orange

1. Incentives

A common theme in discussions about vacancies in the High Street shopping area, and the CBD in general, is that rents are too high. Quite often it is suggested that Council should "do something about the rents". The only influence Council can have on the CBD rental market at this time is a rate reduction, or a rental subsidy.

Rate reduction would likely only have a minor impact on a business' overall operating costs. For example, if a premises leased for \$30,000 a year was offered a 50% reduction on their \$3000 rate bill, this would only represent a 5% reduction in total rent/rate expenses. Further, rate discount would favour the landlord with no certainty the discount would be passed on to the tenant. Every rate discount would result in a deficit in Council operating funds with uncertain outcomes.

Rental subsidies would be a more expensive option for Council. For example, using the same situation described above, a \$30,000 lease would require \$6,600 per business to provide a 20% rent/rate reduction. Given most Summer St leases are >\$50k p/a, the cost to Council would be higher if the intent was to focus on more visible tenancies. The total cost of subsidies could be more than \$800,000 even if it were limited to Summer Street businesses that were being

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.5 2025 CBD Audit

supported. Clear criteria and a strategic policy would need to be developed to allow Council to determine which businesses should be eligible for a scheme.

Council currently provides the McNamara Street "Pods" to allow small businesses a low-cost options to test their business ideas – options to evolve this program are dealt with in a separate report to the Committee.

2. Visitors

Orange City Council invests heavily in visitor attraction to the region. Details from Spendmapp show that visitors regularly account for more than 40% of spending in Orange. Attracting more visitors will increase spending, in turn leading to better opportunities for retail shops in the main street. Beyond tourism, data shows that a key driver of visitation to Orange are people from adjacent LGAs (Lachlan Valley Shire, Bathurst, Cowra etc) visiting Orange to access health and other services. Council will continue to support initiatives to attract visitors.

3. Franchisees

The other option to attract business to the CBD is to continue in our efforts to identify a range of franchises that do not yet exist in the Orange CBD and expand our promotion of these opportunities on our website for potential franchisees, or alternatively, approach the corporate headquarters of a franchise business with a sales package of information on Orange in the hope of convincing them to open in Orange. Some examples of franchises are Cold Rock Ice Creamery, Aussie Disposals, Dollars and Sense Discount Variety Stores, Factorie and Gelatissimo.

In recent years Orange has been building a reputation as a boutique shopping destination with a number of retailers unique to our city. This includes stores like Hartfords, Jumbled, Mary and Tex, The White Place, Chaos and Karma, Hawkes General Store and, more recently local vendors that fill the boutique offering of Dirty Janes.

If staff proactively promote to attract a franchise to the CBD then that franchise will be in competition with existing business(es). There is a risk that the reduction of vacancies in the CBD could introduce competition against existing businesses, while offering greater options for locals and visitors. There are a number of pros and cons to this approach.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 RETAIL POD REVIEW

RECORD NUMBER: 2025/473

AUTHOR: Tony Boland, Industry & Business Engagement Lead

EXECUTIVE SUMMARY

The retail pods located on McNamara Street have been in operation since 2021. This report reviews the background, occupancy, and potential future directions for the pods.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "13.4. Enhance opportunities for local business to grow and prosper".

FINANCIAL IMPLICATIONS

Financial implications will depend on the recommendations from the Committee.

POLICY AND GOVERNANCE IMPLICATIONS

Nil.

RECOMMENDATION

That the Committee acknowledge the report on the retail pod review and provide feedback to staff.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

The retail pods were a project borne out of the Future Cities strategy. The concept was to give micro-business or start-up business a chance to experience a retail (CBD) environment prior to committing to a shop fit-out which would run into the tens of thousands. The pods were a low-cost option for a business to test their viability.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

Retail Pod Review

Council owns two modified shipping containers known colloquially as the retail pods or the pods. They are currently located on McNamara Street at the entrance to the Council car park. The pods were purchased and set-up in 2021 to assist home-based or start-up business to transition to a full commercial retail or service environment.

Council staff have been working with BizHQ from the outset of this project to find and select occupants for the retail pods. Council pay BizHQ a management fee to identify, select and place businesses in the pods. It was envisaged that the business would also undertake the Business Connect package through Biz HQ that would assist with business planning, marketing and a raft of other business assistance.

After three years in operation, a review has been conducted to understand if the program has been effective and to explore opportunity for improvements. In conducting the review, information was sought from Biz HQ and all pod occupants were given a chance to participate via an online survey. The results are included in this report.



Northern Pod in situ in McNamara Street.

Background

The retail pods were a project borne out of the Future Cities strategy. The concept was to give micro-business or start-up business a chance to experience a retail (CBD) environment prior to committing to a shop fit-out which would run into the tens of thousands. The pods were a low-cost option for a business to test their viability.

Each pod is equipped with a reverse cycle split system air conditioner, a sink, hot and cold potable water and connection to the sewer. The pods have several 10 amp and 15 amp double general-purpose power outlets. The front wall (facing East to the street) is entirely glass with a double sliding door and glass windows. The walls are designed to take clip-in rails and shelving. The pods were not designed to produce food i.e. food can be served but not cooked there. This was due to the additional cost to meeting the necessary health regulations and the reduction in usability for non-food businesses.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

The first business to occupy a pod moved in on 19 November 2021. There have been 13 businesses, and one lobby group occupy the pods between 19 November 2021 and 19 February 2025. Overall, the pod occupancy has been 50%.

There have been some notable changes to Orange's retail offering since the pods opened:

- Worldly Treasures opened at 287-289 Summer Street soon after the retail pods. This business offered start-up or micro businesses space within their shop to sell their product. They could either be present with their stall or arrange with the business owner to collect sales on their behalf. This business potentially had some effect on the initial occupancy of the pods in McNamara Street, but closed soon after.
- The opening of the refurbished Post Office with the Community Hub model has allows some local businesses to display their merchandise. The level of effect is difficult to quantify.
- The opening of Dirty Janes in Byng Street has created a successful collective of micro retail businesses in goods, antiques, clothing and art. This may have reduced the viability of the pods for dedicated product-based retail, which suggests the need may need to be more focused on food or services.

Project Outcomes

Staff are not aware of any of the pod businesses that have converted their pod tenancy to a long-term retail lease in Orange. However, all the businesses have been given the opportunity to try their business idea in a significantly less risky environment to see if their idea works. Having the smaller contained space of the pod meant the business owner did not have to spend thousands of dollars doing a shop refurbishment and committing to substantial lease obligations, often \$20,000 plus in rent.

Some businesses discovered face-to-face retail was not for them, others found they were better off online, or that their product was seasonal.

Survey result	Yes	No	No Response
Do you still operate your business	2	2	4
Business is continuing to grow	2		6
Did you utilise BizHQs services	4		4

Cost Structure

There are two possible rates for occupying the pod depending on the length of stay. For businesses occupying the pods for more than 7 continuous days the rate is \$26.40 per day including utilities for the 2024-25 financial year. For periods of less than seven continuous days the rate increases to \$34.10 per day including utilities in the 2024-25 financial year. The price is increased each year in line with CPI.

The income derived from the leasing of the pods has been \$18,751.54 to date (January 2025). Attachment 2 gives a visual summary of the occupation of the pods to date which equates to 50%.

The cost to manufacture the two pods was:

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

Item	Cost
Fabrication, transport and installation of 2 pods	\$107,705.70
Fabrication, transport and installation 2 ramps	\$15,508.28
TOTAL	\$123,213.98

In addition, there is an estimated additional cost of between \$2,000 and \$4,000 for Council staff to supervise the installation as well as connect the pods to utilities once they were placed in position. Repair and maintenance costs have been \$427.85 for air conditioner repairs, and approximately \$200 in locksmith costs after two break ins.

Summary of Discussions with Biz HQ

Prior to the survey being distributed, Council staff met with staff members from Biz HQ to understand their views on the operation of the pods and any feedback they had been given regarding the pods. The key points of feedback were:

- The current location of the pods is OK for some businesses but not all, particularly due to low foot traffic on McNamara St.
- The pods need signage from Summer Street.
- The Hive was a good source of customers for businesses that had food.
- Previous image of McNamara Street is not great, but it is changing. This may be more a local issue than people who moved here within the last 10-15 years.
- Council need to keep the seating (parklet) area clean.
- Holding markets in the car park would benefit many of the tenants.
- One business moved back online but grew due to show room exposure during their tenancy.
- Personal services seem to do well.
- Food has varying degrees of success depending on the season.
- Some have realised that they really rely on service family and friends and moved back into that sphere.
- More promotion could be carried out by Council and Biz HQ to promote the pods.

Biz HQ have also included in their correspondence that the current placement model is not working as expected and is costing them money. A significant part of this issue is that they expected to receive offset income as the businesses would sign up to the Business Connect program. This has not occurred for various reasons and has left them short of funds to cover the cost of their activity.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

Business Experiences

A link to a survey about the pods was sent to 11 businesses that took up a lease in the pod as well as 21 potential lessee's who elected not to take up a lease. This was to understand if there was a common issue preventing people taking up a pod. The business that started on 29 November 2024 and the one that started 6 February 2025 were not included in the survey as their experience in the pod was limited at the time (these businesses were in food, and beauty services).

The 11 businesses that took up a lease in a pod could be categorised in the following ways (excluding the two that weren't invited to complete the survey):

Food	4	Vintage wares	1
Beauty services	3	Clothing	1
Hand-made items	1	Plant hire & Styling	1

The people who enquired about taking up a pod but didn't proceed to a lease are categorised as:

Unknown	4	Gifts	3
Handmade products	2	Artists	2
Specialised sport	1	Christmas store	1
Floristry	1	Health	1
Baked goods	1	Clothing	1
Haberdashery	1	Music therapy	1
Farm technologies	1	Kid swings & comforters	1

Of the 32 invites sent out to complete the survey, 18 visited the Your Say site but only 8 people completed the survey after multiple follow-up emails. The content of those responses is included as an attachment and referred to through this report.

Some recurring themes in the survey came from both businesses who had taken up a lease and those who hadn't. Some of the identified issues were:

- A lack of foot traffic in the McNamara Street location.
- A lack of signage from Summer Street.
- The lease should be available month by month rather than 3 or 6 months.
- Food and beauty businesses tended to find McNamara Street location to be good.
- The location near the Exeloo has seen some unsavoury characters in the vicinity of the pods.
- More marketing from Council is wanted.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

Alternate Placement

A recurring theme throughout the review has been the low foot traffic and possibly seeking an alternative location for at least one if not two of the pods. In considering the location of the pods there must be due consideration given to the following:

- Ownership of the land to place the pod on
- Foot traffic
- Connection to power
- Connection to potable water
- Sewer connectivity
- Orientation of the pod i.e. facing directly East or West can be brutal in Summer
- Having space to accommodate a footprint of 7.5 x 3.7 metres
- Access to bring the pod in on a truck and use a Franna or a crane to lift the pod into place
- Concern by landlords in the immediate vicinity about the price to lease the pod potentially stripping business from them.
- Access to toilet facilities.

There are limited places that the pods could be relocated to that address the majority of the issues above. Relocation of each pod is likely to be more than \$5,000 allowing for crane hire, trucks and connection to utilities. If the connection to utilities is complicated, there will be higher costs. Additional costs would also be incurred if Council infrastructure must be relocated or removed. Council Economic Development staff have **not** yet engaged Development services for a detailed analysis of alternate locations, but initial options are:

- **Woolworths Carpark** – council-owned, the Sale St entrance adjacent to Gracie Burger has a very high volume of foot and vehicle traffic and would be high exposure. Locations inside the car park could also be considered, but could present pedestrian safety risk.
- **Robertson Park** – the southern, eastern and northern sides of Robertson Park are located close to sewer and water. The Southern side, facing Summer Street, has the highest volume of foot traffic
- **Civic Square/South Court** - provides high foot traffic and several staff working around the site in Council and private owned buildings across the road. Site challenges include weight restrictions due to underground stormwater

Other Council-owned car parks including the Ophir and Sale St carpark are not considered suitable. The Village on Summer St car park is not owned by Council

Alternative Considerations

An alternative to moving a pod could be to lease a temporary retail space on a good location on Summer St and making it available through a similar subsidised short-term lease model

Each container has 14m² of floor space, less the cupboard and sink. A retail space of 28m² or greater would be required to accommodate the equivalent of two pods. The price range for available retail space in Summer Street varies from \$200/m² per annum to \$1420/m² per annum. The cheapest available space on Summer Street is 67m² within an arcade. Depending on configuration, this shop could hold up to the equivalent of 4 pods. The price for this is \$24,000 per annum or approximately \$460 week.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

With 4 tenants at 100% occupancy, maximum income gathered for Council at the current pod rate of \$26.40 per day would be \$38,438.40. The issue is that although the foot traffic would be higher, the additional costs to Council would also increase with having to manage tenants, securing each of the pod type businesses via some form of fit out and then the additional outgoings associated with renting from a landlord. The chances of finding 4 businesses and keeping them for one year are extremely slim, meaning Council would have to consider the possibility of underwriting the entire years rental plus any fit out for what could be a marginal return. The cheapest available property directly fronting onto Summer Street is \$52,000 p.a. Following this path still leaves Council with two pods, and likely to be more consuming on Council staff resources.

Option Assessment

Options to enhance microbusiness support programs are not specifically funded in the FY26 budget. Council would need to consider budget implications of updating or enhancing the McNamara Lane pod program.

Option	Likely Cost	Opportunity	Risk
Relocate one pod	\$7k-\$12k	<ul style="list-style-type: none"> Higher occupancy due to better location Better outcome for tenant business 	<ul style="list-style-type: none"> Program outcomes don't change substantially Resistance from neighbouring businesses
Summer St lease trial	\$20k-\$40k	<ul style="list-style-type: none"> Higher occupancy due to better location Better outcome for tenant business Increase visibility of Council support Reduction in Summer St vacancy rate 	<ul style="list-style-type: none"> greater financial risk to Council Increased impact on staff resources Public perception of Council program Resistance from neighbouring businesses

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

ATTACHMENT 1

Survey Responses

The survey responses are tabulated below. The survey was not if it appears from the number of questions below as some responses were conditional responses that caused the survey to jump questions if they were not appropriate. The below format is the most concise way to present the data without showing multiple spreadsheets. One business that had occupied a pod is interested in using a pod again, hence the variance in the answers to question 2 compared to questions 3-5. Questions that have an option for multiple responses are marked with an asterisk.

1. How did you find out about the pod?

Council Website,	4
Local Media	2
Social Media	1
Word of Mouth	3
Walking past	2

2. Did you take up a lease for the pod?

Yes	5
No	3

3. If you didn't take up a pod, was the price the influencing factor?

Yes	1
No	3

4. Are you still considering leasing a pod?

Yes	2
No	2

5. Do you believe the location of the pods justifies the rent cost?*

Yes	2
No	2
Depends on the business type	1

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

6. Do you have any suggestions that may help us improve the pods for other businesses?*

This section is free-text so key points have been included in the below table.

Better advertising	1
Too expensive	1
Flexibility in lease periods – potentially month to month	1
Deck out to sell hot food and drinks	1
A self-service pod dedicated to local produce packs, designed for both visitors and locals to conveniently access and enjoy fresh Orange produce.	1

7. Do you have any suggestions for an alternative locations? Free text responses.

Post office lane	1
Walkway between Kmart and Summer street.	1
Perhaps in major carparks? North Orange, Woolies, next to conservatorium	1
Around the Information centre	1
Possibly Robertson park? I don't think McNamara lane is the right location and would deter me from taking up an offer. Foot traffic is not high enough.	1
It would be better if the container was facing the other side. I can imagine a circle for multiple food vendors and some music can create a vibe.	1

8. Did you utilise Biz HQs services to Establish your business?

Yes	4
-----	---

9. If yes, please explain how it helped?

It didn't really.	1
For costings of materials and costing of product to customers	1
I didn't require much help	1
Great advice but my business was already established.	1

10. Did you find the rent to be reasonable?

Yes	4
-----	---

11. What worked well? Free text responses.

We loved it there, the sink & the air con/heater, the windows/light.	1
Low rent, ease of maintaining space	1
Great location with decent temp parking. It had everything needed for my simple business	1
Size of pods.	1

12. If you didn't like the current location of the pods, what was the reason? Free text responses

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

Very quiet street with not enough foot traffic	1
It's a little bit out of the way and situated next to public toilets that attract people up to no good. People have to make an effort to get there if they don't work within sight of them	1
Little to no foot traffic, not a well-known location, hard to park	1

13. Have you continued to operate your business since moving out of the pod?

Yes	2
No	2

14. Is your business continuing to grow? What are your next steps? Free text responses

Yes. Not sure yet. Commercial real estate in a prime position is too expensive.	1
Yes, growth was more defined and faster AFTER leaving the pod and focusing on online and local markets with foot traffic.	1

15. Do you have any suggestions for an alternative location for the pods to be placed?

Somewhere near Groundstone Cafe/Visitor Centre. Vacant blocks in Summer Street. Homemaker centre.	1
Woolworths car park in central orange.	1
No, I think they're in an ideal place	1
A more centralised location - Lords place, large car parks around town with bigger foot traffic.	1

16. If the pods were in an alternative location, what amount would you be prepared to pay for rent?

A little more than what we paid in McNamara Street	1
The same - council shouldn't see it as a money making business directly, but as a training resource, for businesses to then be able to contribute to council via rates, etc	1
The rent and location were the two big factors in me choosing to take on the lease	1
The same amount.	1

17. I was satisfied with the onboarding process when I was taking up the lease of a pod.

Strongly agree	2
Neither agree nor disagree	2

18. I was satisfied with the terms of the lease agreement.

Strongly agree	2
Neither agree nor disagree	2

19. On a scale of 1-10, how likely would you be to recommend the pods to an aspiring business?

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.6 Retail Pod Review

Recommendation of 0	1
Recommendation of 5	1
Recommendation of 10	2

20. I believe the leasing of a pod has contributed to making informed decisions about the future of my business plans.

Strongly Disagree	1
Neither agree nor disagree	1
Strongly agree	2

21. Is there any further feedback you'd like to share with us?

It is a good idea, perhaps needs a bit more of a push marketing wise. It is something OCC does for the benefit of people staring out and should be seen so, as a goodwill service, not a P and L item. I praise council strongly for this initiative.
Perhaps council could be more active on social media in relation to the pods. People using the nearby benches to eat lunch (from various shops on the street) when weather allowed, which was wonderful. A nearby rubbish bin would be handy.
Communication was very poor. We wanted to stay for an extended period & we couldn't. There wasn't enough advertising of the PODS that we were promised. Not enough signs on Summer Street pointing people into our direction.

ATTACHMENT 2

Summary of Pod Occupancy

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2021/22	Pod 1												
	Pod 2												
2022/23	Pod 1												
	Pod 2												
2023/24	Pod 1												
	Pod 2												
2024/25	Pod 1												
	Pod 2												

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.7 ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE ACTION PLAN 2025 - 2028

RECORD NUMBER: 2025/357

AUTHOR: Tony Boland, Industry & Business Engagement Lead

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. To assist the Committee, a second attachment has been included that summarises the recently endorsed Economic Development Strategy and suggests potential themes for the Committee to consider.

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 Economic Development Community Committee reviews the outgoing Committee's Action Plan.
2. That the Economic Development 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 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.

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

3.7 Economic Development Community Committee Action Plan 2025 - 2028

ATTACHMENTS

- 1 EDCC Action Plan (previous term), D22/55068
- 2 EDCC - Strategic Planning, D25/32824
- 3 EDCC Action Plan - 2025, D25/27683

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

Attachment 1 EDCC Action Plan (previous term)

D18/18634

Economic Development Community Committee Action Plan

Date	Action	Who	Budget status	Start	End	Update/Completed	Completed
10/8/22	The c'tee has highlighted affordable housing and housing availability as issues to monitor.	Business Projects Officer	N/A	10/8/22	Ongoing	A link to the Housing Strategy was emailed to the Committee on 1/5/24. While not a direct action the c'tee has highlighted its interest including how it links into the Subregional Rural and Industrial Lands Strategy 2019 to 2036. Mr Tim Hall mentioned an article and asked that it be distributed to the C'tee. Article was forwarded to the C'tee 15 November 2023.	
14/9/22	Include water and housing updates in periodic data updates.	Business Projects Officer	N/A	14/9/22	13/9/23	The housing data will be included in the statistical snapshot. Direct link to water on Council's website previously supplied. See item for 22/2/23.	15/11/23
14/9/22	Keep power supply issues in mind for future development and opportunities	Committee	N/A	14/9/22	Ongoing		
14/12/22	Support the Orange Rail Action Group in its bid to improve rail services into Orange	Committee	N/A	14/12/22	Ongoing	Meeting held with the new Minister for Transport and the local Member. The signs are promising.	
22/2/23	Produce a revised version to the Joint Organisation Placemat more specific to Orange	Business Projects Officer	N/A	22/2/23	Ongoing	Finalising the data and in discussion with the graphic designer regarding format, data updates and layout.	

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

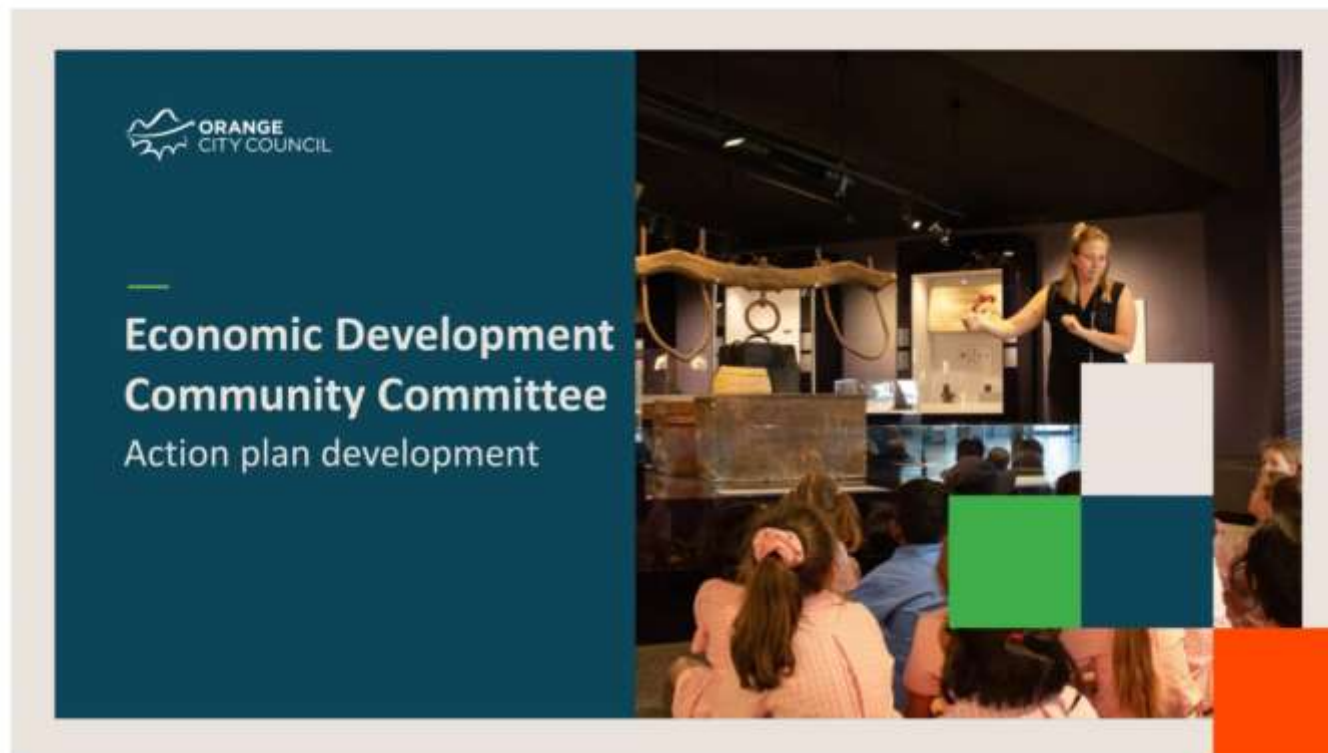
2 APRIL 2025

Attachment 1 EDCC Action Plan (previous term)

D18/18634

Economic Development Community Committee Action Plan

Date	Action	Who	Budget status	Start	End	Update/Completed	Completed
9/8/23	Reg Kidd (via text) requested a follow up on social/affordable housing report	Business Projects Officer	N/A	9/8/23		A link to the Housing report was forwarded to the Committee on 1/5/24	1/5/24
9/8/23	Invite Joint Organisation CEO to update the Committee to talk about the JO efforts around power.	Business Projects Officer	N/A	9/8/23			13/9/23
21/2/24	Keep the recruitment of planners and building surveyors at front of mind.	Committee				C'tee would like CEO or Director to give advice on what Council is doing. What is it going to cost to get a planner or certifier?	



ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

Attachment 2 EDCC - Strategic Planning



ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

Attachment 2 EDCC - Strategic Planning



Horizon 1 action plan – to June 2025

Summary of key actions and projects delivered by Economic Development team since previous EDCC

Action	EDS alignment	Details	Deliverables	Status
Operational review and improvements	<ul style="list-style-type: none"> 1.1 Infrastructure 2.3 Tourism 	<ul style="list-style-type: none"> Review and recommendations for new event funding model. Service and operational reviews completed for Caravan Park and Scout Camp. 	<ul style="list-style-type: none"> New event funding model has been developed and endorsed by Council Enhanced event programming delivered, including Zest Fest, Rainbow Festival, and larger NYE and Christmas events \$250k grant secured from Newmont for trailer stage Caravan Park Service review actions underway, including implementation of online booking platform, new roster and new facilities McNamara Pod review complete 	
Industry, regional and agency partnerships	<ul style="list-style-type: none"> 1.1 Infrastructure 1.2 Invest 2.1 SME 2.2 Large business 3.1 Advocacy 3.2 Partnerships 3.3 Workforce 	<ul style="list-style-type: none"> Establish industry partnerships Continue to actively collaborate with neighbouring LGA's. Advocacy with all tiers of government and agencies. 	<ul style="list-style-type: none"> 2032 Economic Development Strategy endorsed by Council Joint investment attraction workshop the InvestNSW, Cabonne and Blayney to identify priority targets Engagement model established to facilitate integrated planning for the region Engagement with Business Orange to deepen relationship with industry leaders 	
Strategic project planning*	<ul style="list-style-type: none"> Pillar 1 – Champion regional collaboration Pillar 2 – Develop depth in priority industries Pillar 3 – Prioritise equitable growth and community capacity 	<ul style="list-style-type: none"> Regional drought resilience project Recreation/food/wine bicycle trails.* Bloomfield masterplan development.* Airport precinct activation.* 	<ul style="list-style-type: none"> Implementation of selected Regional drought resilience actions underway (federal funding) *Funding applications lodged. Outcomes not yet received 	

EDSS Action Plan Template

The Community Committee Action Plan outlines what the committee will contribute during the Council term. This template is provided to assist in developing the action plan, and to provide consistency across all community committees.

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

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.

Horizon 2 action plan – to June 2028

The EDS can provide a guide to the committee on potential actions to support

Pillar	Strategic Objective	Priority	Economic Development Community Committee themes to consider
1. Champion regional collaboration	1.1 INFRASTRUCTURE: Drive alignment between economic development priorities with enabling infrastructure—tourism, housing, water security and transport.	<ul style="list-style-type: none"> Advocate for improvement in transport and connective infrastructure (activate airport, rail connectivity, housing road). 	<ul style="list-style-type: none"> Provide insight on infrastructure projects that will deliver broad community benefits (e.g. advancement of airport-related industry development, prospective housing developments and Bloomfield) Provide support for the Orange Rail Action Group
	1.3 SUPPLY CHAIN: Enhance regional supply chains to support regional circularity, and collaboration within industry clusters.	<ul style="list-style-type: none"> Identify vulnerabilities in local supply chains that can lead to stronger advocacy & opportunity for local business. 	<ul style="list-style-type: none"> Offer insights on current supply chain challenges in the region
2. Develop depth in priority industries	2.1 SMALL AND MEDIUM BUSINESS: Foster an environment for small and medium business to thrive and support local industry innovation.	<ul style="list-style-type: none"> Improve conditions for new business formation. Improve conditions to expand local small and medium business. Encourage a diverse business mix in the CBD and other identified commercial hubs. 	<ul style="list-style-type: none"> Provide feedback on preferred characteristics and necessary infrastructure to enhance the attraction and growth of local businesses.
	2.2 LARGE BUSINESS: Attract new enterprises that diversify offering within our priority industries to increase economic resilience.	<ul style="list-style-type: none"> Promote and support expansion in key anchor industries: Health and social support, Education Public administration, Resources and renewables, Ag-innovation and value-add and manufacturing. 	<ul style="list-style-type: none"> Provide input on the key characteristics and essential infrastructure necessary to attract and support the growth of our priority industries.

Horizon 2 action plan – to June 2028

The EDS can provide a guide to the committee on potential actions to support

Pillar	Strategic Objective	Priority	Economic Development Community Committee themes to consider
3. Prioritise equitable growth and community capacity	3.1 ADVOCACY: Implement and advocate for services and resources to build and support economic resilience.	<ul style="list-style-type: none"> Support local business to prepare for and recover from economic and climatic disruption so they can continue their key functions / systems should such disruptions occur in the region. Business community feedback to understand demand and priorities to plan best use of services/ resources to support economic resilience. 	<ul style="list-style-type: none"> Engage in focus groups and consultations to assist in the development and implementation of strategies aimed at enhancing economic resilience and facilitating recovery from disruptions.
	3.2 PARTNERSHIPS: Foster deep and long-term community partnerships and engagement.	<ul style="list-style-type: none"> Improve community-council relations and Council's reputation as a partner to business. Promote economic development action that result in a wide spread of benefits to reduce the gap of a two-speed economy Build strong connections with local industry groups. 	<ul style="list-style-type: none"> Identify opportunities for engagement with the Council through advocacy within relevant networks. Identify initiatives that can foster equitable distribution of economic benefits across the community.
	3.3 WORKFORCE: Attract and retain a skilled workforce that support and enable our growth industries.	<ul style="list-style-type: none"> Develop strategies to retain and attract younger workforce to Orange and generate vibrancy within the region. Skills and capability development to encourage employment pathways in local services and industries. Understand skills gaps and explore potential for regional re/training. 	<ul style="list-style-type: none"> Collaborate with the Council to assess and validate strategies designed to attract a larger workforce Identify any skills gaps that may affect current and future workforce demand

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

Attachment 3 EDCC Action Plan - 2025



COMMUNITY COMMITTEE ACTION PLAN

ECONOMIC DEVELOPMENT

025/27683

ACTION OR PROJECT	COMMUNITY STRATEGIC PLAN REFERENCE	TASKS	RESPONSIBILITY OF	COST IMPLICATIONS	START DATE	END DATE	COMMENTS/PROGRESS	UPDATED
Affordable housing and housing availability are issues for the C'tee to monitor	5.3. Improve housing supply, diversity and affordability	Bring ideas or relevant information to the attention of the C'tee	Committee members	Nil	2/4/2025	Ongoing	Brought forward from the last EDCC	2/4/25
EDCC Meeting to be held the morning following the first Council meeting of the month.	15.3. Provide opportunities for widespread and quality engagement, and where appropriate, shared decision making	Book room and equipment, send invites, change Charter	Industry & Business Engagement Lead	Nil	2/4/2025	Completed	Meetings booked and invites sent. Charter adjusted for bi-monthly meetings.	2/4/2025
Check with Australia Wide Coaches as to why the Coach now returns from Sydney so early.	14.3. Support initiatives for improved connectivity between Orange and capital cities and regional towns.	Find out why the timetable was changed.	Staff	Nil	2/4/2025	Completed	Email sent 3/4/2025 containing advice from Australia Wide Coaches	3/4/2025

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

Attachment 3 EDCC Action Plan - 2025



D24/111441

Refer to ORAG to investigate options for reinstating the rail siding from East Fork to Ash Street	14.3. Support initiatives for improved connectivity between Orange and capital cities and regional towns	Find out from UGL if reinstatement of rail siding is feasible.	ORAG/staff	Nil	2/4/2025			
Data update	13.4. Enhance opportunities for local business to grow and prosper	Send out JO placemat plus links to new data publications	Industry & Business Engagement Lead	Nil	2/4/2025	Completed	Information contained in an email sent 3/4/2025	3/4/2025
Improve relocation collateral. Consider using the pitch of "Near enough, far enough, small enough, large enough".	13.1. Attract and grow strategic investment.	Review websites and other collateral	Staff	Nil	2/4/2025	Ongoing		

ECONOMIC DEVELOPMENT COMMUNITY COMMITTEE

2 APRIL 2025

Attachment 3 EDCC Action Plan - 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

ECONOMIC DEVELOPMENT

D24/120097

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 through recommendation, on the implementation of the economic development strategies contained within Council's delivery and operational plans, including initiatives, policies, projects and planning related to the Economic Development of the 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

Regional & Economic Development 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 Economic Development 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
- One (1) Community member who is involved in Property Development/Sales



D24/120097

Membership and Roles cont.

- One (1) Community Representative from each economic cluster group being:
 - Health
 - Tourism
 - Education
 - Manufacturing/Engineering
 - Agribusiness
 - Mining
- One (1) Community Representative from relevant government or community agencies being:
 - Federal Member for Calare (not included in Quorum)
 - State Member for Orange (not included in Quorum)
 - Business Orange
 - BizHQ
 - NSW Department of Industry (or equivalent)

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

Bi-monthly (every 2 months), 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.

2.3 MINUTES OF THE LUCKNOW COMMUNITY COMMITTEE MEETING 3 APRIL 2025

RECORD NUMBER: 2025/771

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Lucknow Community Committee met on 3 April 2025. The recommendations from the Committee are provided to the Regional & Economic Development 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 Lucknow Community Committee at its meeting held on 3 April 2025.
- 2 That Council determine recommendations 3.2 from the minutes of the Lucknow Community Committee meeting of 3 April 2025.
3.2
That the Charter for the Lucknow Community Committee be adopted with the following:
 - *Membership – decrease the number of Councillors from three to two*
 - *Quorum of three Community Members plus the Chairperson*
 - *Quarterly Meeting cycle*
- 3 That the remainder of the minutes of the Lucknow Community Committee from its meeting held on 3 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 LCC 3 April 2025 Minutes
- 2 LCC Agenda 3 April 2025, D25/34524 [↓](#)
- 3 FOR ADOPTION - LCC Charter, D24/120104 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE LUCKNOW COMMUNITY COMMITTEE

HELD IN LUCKNOW COMMUNITY HALL, LUCKNOW

ON 3 APRIL 2025

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

Cr Melanie McDonell (Chairperson), Barbara Bloomfield, Edward Mackinney, Brett Beasley, Laurence Mockler, Laga Van Beek, Bruce Heinrich, Manager Communications and Engagement, Engagement Lead, Engagement Officer

1.1 Apologies and Leave of Absence

RESOLVED	Member B Bloomfield/Member E Mackinney
That the apologies be accepted from Cr Tammy Greenhalgh, Anne Beasley and Michael Everett, for the Lucknow Community Committee meeting on 3 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 B Bloomfield/Member E Mackinney
That the Minutes of the Meeting of the Lucknow Community Committee held on 11 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 Lucknow Community Committee meeting held on 11 July 2024.	

3 GENERAL REPORTS

3.1 LUCKNOW COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/459

RECOMMENDATION

Member B Heinrich/Member B Bloomfield

That the Lucknow Community Committee acknowledges 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 LUCKNOW COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/462

The Lucknow Community Committee agreed on the quorum being three members, the Chair (one Councillor) and one OCC staff member.

The Chair noted that the "Membership" needs to be updated to state two councillors and not three.

The Committee agreed that meetings shall be held quarterly. The Committee also discussed 'other' things, like incidental general business matters and how they will be dealt with.

One Committee member asked about the term of Committee – to confirm that it is aligned with the term of Council and not yearly.

RECOMMENDATION

Member B Beasley/Member L Mockler

That the Charter for the Lucknow Community Committee be adopted with the following:

- Membership: changed to two not three Councillors
- Quorum - 3 members plus the Chairperson
- Quarterly Meeting cycle

3.3 LUCKNOW COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/466

As per agreement of the charter, the committee agreed that meetings will be held quarterly on Thursdays at 5:30pm. 2025 meeting dates are to be March (current), June, September and December (early considering Christmas break). Committee Clerk to advise of exact dates in the coming few weeks.

RECOMMENDATION

Member B Bloomfield/Member E Mackinney

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

3.4 BLACKBERRY GROWTH

TRIM REFERENCE: 2025/515

The Committee discussed the blackberries currently growing on Council land adjoining Fredrick Valley Creek, behind Larder & Home. The Committee recommends prioritising the area to spray in the next 3-4 weeks to OCC weed crews.

A committee member also raised concerns regarding a large bush that was overgrown outside the community hall that is blocking a pathway and asked if it could also be dealt with, especially before the upcoming federal election given that's where voting occurs. Plantings around entrance signs also need pruning.

RECOMMENDATION

Member B Bloomfield/Member B Beasley

That the Committee Clerk follows up on both matters with appropriate Council Crews to clarify if weed spraying and bush pruning can occur.

3.5 LUCKNOW COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2025/469

- The Committee Clerk to circulate the urban street tree strategy to committee members.
- The Committee clerk to share the objectives of the committee for landscaping with parks and gardens crew to get an aerial landscaping plan/design to bring back to committee i.e. soften the edges, create a village feel (noting that business exposure is to remain).
- The Committee agreed to get an agenda item to the parks/trees/waterway committee to gather their opinions on the above. Committee agreed that while asbestos may make it difficult to do some things, there will almost always be a way to make things happen (i.e. planting trees in raised garden beds instead of digging poles to plant).
- The Committee discussed the current pothole outside the skin shop. Clerk to raise this with the relevant Council Road crew.
- The Committee discussed the entrance sign and asked for it to be tidied up/pruned. Clerk to raise this with the relevant Council crew.
- The Committee discussed the opportunity for a pedestrian refuge where Council staff updated on TfNSW's standpoint. The Committee recommended that Council make a formal submission to TfNSW to investigate and recommend the feasibility of a safe refuge crossing across Mitchell Highway.
- The Committee discussed the flashing speed signs as told by TfNSW is not a possible option due to cost. As a result of conversations with TfNSW, Council staff shared with the committee that Lucknow has been flagged as an ideal location to trial new/different signage/road markings. The Committee agreed that they would like a letter of support be sent to TfNSW from the Chair Cr McDonnell welcoming the opportunity to have Lucknow as a pilot for the new signage/road markings.
- The Committee discussed the pathway that was created on the northern side of the highway. Committee Clerk to raise this with the relevant Council crew for repairs/maintenance.
- The Committee Clerk to clarify why draft minutes cannot be shared with committee members before going to Council for adoption, with Governance Manager.
- The Committee discussed the 'no stopping' signs item and the clerk is to get the

Lucknow Skinshop's opinion on the no stopping area and to put to Traffic Committee with recommendation from committee to install.

- To clarify the other no stopping area near Darcy's Oldwares with Member Bloomfield.

RECOMMENDATION

Member L Mockler/Member B Bloomfield

1. That the Lucknow Community Committee reviews the outgoing Committee's Action Plan.
2. That the Lucknow Community Committee items discussed be included on the New Action Plan as required.
3. That Council make a formal submission to TfNSW to investigate and recommend the feasibility of a safe refuge crossing across Mitchell Highway.
4. That a letter of support be sent to TfNSW from the Chairperson Cr McDonnell welcoming the opportunity to have Lucknow as a pilot for the new signage/road markings.

THE MEETING CLOSED AT 6:55 PM.



LUCKNOW COMMUNITY COMMITTEE

AGENDA

3 APRIL 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **LUCKNOW COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **LUCKNOW COMMUNITY HALL, LUCKNOW** on **Thursday, 3 April 2025** commencing at **5:30 PM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Ellie Bryce on 6393 8028.

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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LUCKNOW COMMUNITY COMMITTEE

3 APRIL 2025

1 INTRODUCTION

MEMBERS

Cr Melanie McDonell (Chairperson), Cr Tammy Greenhalgh (Deputy Mayor) Barbara Bloomfield, Edward Mackinney, Brett Beasley, Anne Beasley, Laurence Mockler, Laga Van Beek, Michael Everett, Manager Communications and Engagement, Engagement Lead, Engagement 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 Lucknow Community Committee at this meeting.

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Lucknow Community Committee held on 11 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 Lucknow Community Committee meeting held on 11 July 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Lucknow Community Committee held on 11 July 2024

ORANGE CITY COUNCIL

MINUTES OF THE
LUCKNOW COMMUNITY COMMITTEE

HELD IN LARDER & HOME, LUCKNOW
ON 11 JULY 2024
COMMENCING AT 6:00 PM

1 INTRODUCTION

ATTENDANCE

Cr J Evans (Chairperson), Cr M McDonell, Ms Barbara Bloomfield, Mr Edward Mackinney, Mr Brett Beasley, Mr Laurence Mockler, Mr Laurence Chapman, Mrs Helen Livingstone, Mr Bruce Heinrich, Mrs Anne Beasley, Ms Angelique Mitchell, Engagement Officer, Ms Rebecca Dunkley (observer), Mr Michael Everett (observer), Mr Rene Reimers (observer).

1.1 Apologies and Leave of Absence

RECOMMENDATION

Mr E Mackinney/Cr M McDonell

That the apologies be accepted from Ms Deidre Beasley, Mr Kerry Condon and Mr Nicholas Redmond for the Lucknow Community Committee meeting on 11 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

RECOMMENDATION

Cr M McDonell/Mr B Heinrich

That the Minutes of the Meeting of the Lucknow Community Committee held on 4 April 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 Lucknow Community Committee meeting held on 4 April 2024.

MINUTES OF LUCKNOW COMMUNITY COMMITTEE

11 JULY 2024

3 GENERAL REPORTS

3.1 LUCKNOW ACTION PLAN - JULY 2024

TRIM REFERENCE: 2024/1144

- Discussion around Committees priorities for 2025.
- Road safety (Mitchell Highway) is the main priority. Committee members highlighted how dangerous the road is with the current pot holes.
- Committee is full support of Committee Clerk speaking with TfNSW to see if flashing light signage can be installed on the village entrance points.
- Committee would like to work with TfNSW to share their ideas of how the Highway can be upgraded and made safer for both motorists and pedestrians, noting that a Highway renewal may be some time away (5 years). Committee noted how well the current Highway through Geurie, NSW works for both pedestrians and motorists.
- OCC staff to lobby TfNSW for immediate review of Highway entrances to Lucknow to address significant safety concerns and investigate installation of traffic measures like those in Geurie.
- Committee Clerk to arrange for traffic counters to be installed on Highway to get data on motorist speed now that the 50km speed limit has been implemented. Committee raised concerns over people still driving too fast. Committee Clerk to put speed counter data to Traffic Committee for consideration to pass onto NSW Police.
- Committee Clerk to check on timings of pot hole repairs directly out the front of the Lucknow Shin Shop with OCC's Works Manager and report back to Skin Shop owners.
- Committee Clerk to circulate Urban Forest Strategy to committee members, encouraging them to leave comment on how they'd like to see the Lucknow canopy improved upon.
- Committee Clerk to follow up with committee members on exact location of car parked on Phoenix Mine Road, reportedly parked illegally.
- Committee Clerk to investigate whether a fixed parcel collection point can be established in Lucknow with Australia Post.
- Committee Clerk to take design and costings for 'welcome to Lucknow' sign or monument back to committee in 2025.

RECOMMENDATION

Mrs A Beasley/Mrs A Mitchell

That the Committee consider items to be included on the Action Plan.

THE MEETING CLOSED AT 7:00PM.

LUCKNOW COMMUNITY COMMITTEE

3 APRIL 2025

3 GENERAL REPORTS

3.1 LUCKNOW COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/459

AUTHOR: Sophie Currenti, Engagement 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 Lucknow 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.

LUCKNOW COMMUNITY COMMITTEE

3 APRIL 2025

3.2 LUCKNOW COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/462

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Lucknow 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 Lucknow 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 Lucknow Community Committee Charter 2024 - DRAFT, D24/120104

LUCKNOW COMMUNITY COMMITTEE

3 APRIL 2025

Attachment 1 Lucknow Community Committee Charter 2024 - DRAFT



COMMUNITY COMMITTEE CHARTER

LUCKNOW

D24/120104

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 in meeting the needs of the Village of Lucknow 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

Regional & Economic Development 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 Lucknow 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

LUCKNOW COMMUNITY COMMITTEE

3 APRIL 2025

Attachment 1 Lucknow Community Committee Charter 2024 - DRAFT



D24/120104

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.

LUCKNOW COMMUNITY COMMITTEE

3 APRIL 2025

3.3 LUCKNOW COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/466

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Lucknow 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 Lucknow 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.

LUCKNOW COMMUNITY COMMITTEE

3 APRIL 2025

3.4 BLACKBERRY GROWTH

RECORD NUMBER: 2025/515

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

A committee member wishes to raise concerns relating to the blackberry growth in the Council owned creek adjacent to the rear of the Larder & Home building.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the committee discuss and decide on a recommendation to address the concern.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Nil

LUCKNOW COMMUNITY COMMITTEE

3 APRIL 2025

3.5 LUCKNOW COMMUNITY COMMITTEE ACTION PLAN

RECORD NUMBER: 2025/469

AUTHOR: Sophie Currenti, Engagement 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 Lucknow Community Committee reviews the outgoing Committee's Action Plan.
2. That the Lucknow 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 LCC Action Plan - Last Term, D22/39523
- 2 LCC Action Plan - 2025, D25/33553

LUCKNOW COMMUNITY COMMITTEE
Attachment 1 LCC Action Plan - Last Term

3 APRIL 2025

D18/10786

LUCKNOW COMMUNITY COMMITTEE ACTION PLAN

Action	Who	Delivery/Operational Plan reference	Cost implications	Start	End	Update/Completed
Committee funds						TBC at meeting
Installation of Footpath on southern side of Mitchell Highway from Beasley Road to Skin Shop	OCC	9.3.2 Construct footpaths to enhance existing path network	To be determined	To be determined	To be determined	Completed.
Trees to be planted alongside entrance to town as per masterplan. (Not in front of business)	OCC	10.3 Preserve the unique way of life of our surrounding villages	To be determined	To be determined	To be determined	Falls within Urban Street Tree Strategy
Improve connectivity between businesses	OCC/RMS	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose	To be determined	To be determined	To be determined	Clerk to update committee at meeting with TINSW response.
Additional Parking to be installed creating access to business	OCC	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose	To be determined	To be determined	To be determined	Committee members to confirm ideal location(s).
Elevated walking platform between Wentworth Mine and Two Fat Ladies	OCC	10.2 Preserve our diverse social and cultural heritage	To be determined	To be determined	To be determined	Initial concept plan drafted. Council staff to notify Committee if grant funding becomes available.
Cycle link between Lucknow and Orange	OCC	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose	To be determined	To be determined	To be determined	Community engagement opportunities in Active Transport Strategy. Committee Clerk to advise committee members when consultation begins.
EV Charging Station	OCC	7.2 Ensure best practice use of renewable energy options for Council and community projects	To be determined	To be determined	To be determined	Application has been lodged by OCC's Sustainability Officer on behalf of landowner.

LUCKNOW COMMUNITY COMMITTEE
Attachment 1 LCC Action Plan - Last Term

3 APRIL 2025

Installation of kerb and guttering	OCC	8.1 Identify and deliver essential water, waste and sewer infrastructure to service the community into the future.	To be determined	To be determined	To be determined	On hold due to cost
Toilet block	OCC	10.2 Preserve our diverse social and cultural heritage	To be determined	To be determined	To be determined	Pending budget. Under investigation.
Footpath (crushed granite between Mine & business car park on north side of highway)	OCC	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose	To be determined	To be determined	To be determined	Pathway installed. Swale drains installed. Committee Clerk investigating ongoing maintenance.
General Request						
Renewal/cleaning of sign on viewing platform near mine	OCC	10.3 Preserve the unique way of life of our surrounding	To be determined	To be determined	To be determined	Updated sign design finalised. Scheduled for installation by mid-April.
Spring tidy up roster check	OCC	10.2 Preserve our diverse social and cultural heritage	To be determined	To be determined	To be determined	Contractor rostered on 4-6 week cycle.
'Slow down when in town' signs at town entrance points	OCC/TINSW	10.3 Preserve the unique way of life of our surrounding	To be determined	To be determined	To be determined	Clerk to update committee at meeting with TINSW response.
'No stopping' signs on Highway	OCC	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose	To be determined	To be determined	To be determined	Decision required from committee on whether to proceed with this or not.
Maintenance around Reform Mine	OCC	10.3 Preserve the unique way of life of our surrounding	To be determined	To be determined	To be determined	Clerk to update committee at meeting. OCC staff have met with landowner.

LUCKNOW COMMUNITY COMMITTEE
Attachment 2 LCC Action Plan - 2025

3 APRIL 2025



COMMUNITY COMMITTEE ACTION PLAN

LUCKNOW

D25/33553

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

LUCKNOW COMMUNITY COMMITTEE
Attachment 2 LCC Action Plan - 20253 APRIL 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

LUCKNOW

D24/120104

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 in meeting the needs of the Village of Lucknow 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

Regional & Economic Development 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 Lucknow 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
- Two 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



D24/120104

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

Three (3) community members and the Chairperson.

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.

2.4 MINUTES OF SPRING HILL COMMUNITY COMMITTEE MEETING 8 APRIL 2025

RECORD NUMBER: 2025/772

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Spring Hill Community Committee met on 8 April 2025. The recommendations from the Committee are provided to the Regional & Economic Development 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 Spring Hill Community Committee at its meeting held on 8 April 2025.
- 2 That Council determine recommendations 3.2 from the minutes of the Spring Hill Community Committee meeting of 8 April 2025.
3.2
That the Charter for the Spring Hill Community Committee be adopted with the following:
 - *Quorum of three Community Members plus the Chairperson*
 - *Quarterly Meeting cycle*
- 3 That the remainder of the minutes of the Spring Hill 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 SHCC 8 April 2025 Minutes
- 2 SHCC Agenda 8 April 2025, D25/43277 [↓](#)
- 3 FOR ADOPTION - SHCC Charter, D24/120118 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE SPRING HILL COMMUNITY COMMITTEE

HELD IN SPRING HILL COMMUNITY HALL, SPRING HILL

ON 8 APRIL 2025

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

Cr Marea Ruddy (Chairperson), Cr Tony Mileto (Mayor), Cr Melanie McDonell, Terri Newman, Narelle Hooper, Colleen Hansen, Tracey Huysmans, Manager Communications and Engagement, Engagement Lead, Engagement Officer.

1.1 Apologies and Leave of Absence

RESOLVED

Cr M Ruddy/Member T Newman

That the apologies be accepted from Catherine Garnon for the Spring Hill 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

RESOLVED

Member C Hansen/Member T Newman

That the Minutes of the Meeting of the Spring Hill Community Committee held on 27 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 Spring Hill Community Committee meeting held on 27 June 2024.

3 GENERAL REPORTS

3.1 SPRING HILL COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/460

RECOMMENDATION

Member C Hansen/Member T Newman

That the Spring Hill Community Committee acknowledges 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 SPRING HILL COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/463

The Spring Hill Community Committee agreed on the quorum being three members, the Chair (one Councillor) and one OCC staff member.

The Committee agreed that meetings shall be held quarterly.

RECOMMENDATION

Member T Newman/Member C Hansen

That the Charter for the Spring Hill Community Committee be adopted with the following:

- Quorum - 3 Members plus the Chairperson
- Quarterly Meeting cycle

3.3 SPRING HILL COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/467

The committee agreed that meetings will be held quarterly on Tuesdays at 5:30pm at the Spring Hill Community Hall. The 2025 meeting dates are to be April (current), June, September and December (early considering Christmas break). Committee Clerk to circulate meeting dates in the coming weeks).

RECOMMENDATION

Member C Hansen/Member T Newman

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

3.4 COMMITTEE MEMBER DISCUSSION ITEMS

TRIM REFERENCE: 2025/576

The committee discussed the following items and added to the action plan where appropriate:

- Footpaths/walking trails/opportunities to develop nature walk tracks
- EV fast charging station for spring hill
- Improved heritage trail markings signage – to be covered under (signage/wayfinding)
- Early childcare

RECOMMENDATION

Cr M Ruddy/Member C Hansen

That the committee discussed the items and decided on a course of action for each and referred to action plan.

3.5 SPRING HILL COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2025/470

- Committee discussed the existing safety item of speed control – The Committee Clerk will put a proposition to the traffic committee asking for 40kmh speed limit enforcements in SH.
- Committee discussed the existing safety item of lighting. Committee Clerk to liaise with OCC Staff as to whether additional lighting can be installed (streets and in Alf Read Park) and costs involved. Sensored, solar powered lights preferred.
- Committee discussed the exciting news of the imminent new playground in Alf Read Park. Clerk is to update Committee on timelines once known.
- Committee discussed the maintenance required to the Temperance Hall - Committee Clerk to get two quotes for works (one for woodwork works and one including changing the colour of the archways. Committee Clerk to liaise with Councils Heritage Officer (also look at heritage grants). In addition, the Clerk will get crews to look at the current mouldy leak within the hall.
- Committee discussed plans of Iron Duke Rest Stop – resolved to proceed with the UGL application as per the plan drawn in the meeting (including 2x including shelters, landscaping, signage, flag poles (banners), additional fencing). Committee clerk to update committee on plan and prices as per detailed in the Action Plan.
- Committee discussed the Worboys St dip and moved to not get the street upgraded with kerb and gutter and to leave as is (keep village feel). Committee Clerk to pass this onto OCC Works Manager.
- Committee discussed adding the item of walking trails to the action plan being the installation of a walking trail around town and the recreational ground. It was discussed as both an amenity issue and a safety issue. The committee agreed it would be ideal to get a complete plan drawn up where the trail would go as well as prices involved. The Committee Clerk is to circulate the Active Travel Strategy as this plan could fall under that strategy and allow for members to make comments/submissions.
- Committee discussed the adding of another item being the installation of an EV charging station. Committee Clerk to liaise with OCC Sustainability Officer to investigate the feasibility and process involved.
- Committee also discussed adding another item being an early childcare centre in Spring Hill. Committee Clerk to investigate the latest on an early childcare centre/putting feeler out to broader community.

RECOMMENDATION

1. Acknowledge that the Spring Hill Community Committee reviewed the outgoing Committee's Action Plan.
2. That the Spring Hill Community Committee updated the New Action Plan.
3. That the Spring Hill Community Committee support a reduction in the speed limit in the village to 40km/h and refer the matter the City Of Orange Traffic Committee for consideration.

THE MEETING CLOSED AT 6:52PM.



SPRING HILL COMMUNITY COMMITTEE

AGENDA

8 APRIL 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **SPRING HILL COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **SPRING HILL COMMUNITY HALL, SPRING HILL** on **Tuesday, 8 April 2025** commencing at **5:30 PM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Ellie Bryce on 6393 8028.

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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SPRING HILL COMMUNITY COMMITTEE

8 APRIL 2025

1 INTRODUCTION

MEMBERS

Cr Marea Ruddy (Chairperson), Cr Tony Mileto (Mayor), Cr Melanie McDonell, Terri Newman, Narelle Hooper, Colleen Hansen, Kel Winnell, Tracey Huysmans, Catherine Garnon, Manager Communications and Engagement, Engagement Lead, Engagement 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 Spring Hill Community Committee at this meeting.

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Spring Hill Community Committee held on 27 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 Spring Hill Community Committee meeting held on 27 June 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Spring Hill Community Committee held on 27 June 2024

ORANGE CITY COUNCIL

MINUTES OF THE SPRING HILL COMMUNITY COMMITTEE

HELD IN SPRING HILL COMMUNITY HALL, SPRING HILL

ON 27 JUNE 2024

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

Cr T Mileto (Chairperson), Ms Beth Mills, Mrs Terri Newman, Mrs Colleen Hansen, Mr Simon Oborn, Ms Narelle Hooper, Manager Communications and Engagement, Engagement Officer.

1.1 Apologies and Leave of Absence

RECOMMENDATION

Mrs C Hansen/Ms T Newman

That the apologies be accepted from Cr Frances Kinghorne for the Spring Hill Community Committee meeting on 27 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

RECOMMENDATION

Ms B Mills/Ms T Newman

That the Minutes of the Meeting of the Spring Hill Community Committee held on 21 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 Spring Hill Community Committee meeting held on 21 March 2024.

MINUTES OF SPRING HILL COMMUNITY COMMITTEE

27 JUNE 2024

3 GENERAL REPORTS

3.1 GENERAL BUSINESS

TRIM REFERENCE: 2024/1020

- Iron Duke Rest Stop sign design to be approved by Committee members before installation. Approval from rail corridor authority (UGL) also required before install. Committee approves spend of up to \$1,800 to cover sign design, print and install.
- Committee requests an additional picnic table be purchased and installed at Iron Duke Rest Stop, to see two picnic tables installed at the pull-in/rest area. A gravel pathway to connect the picnic tables to an existing sign etc. also requested. Committee has identified positioning of tables and footpath to Committee Clerk. Approval from rail corridor authority (UGL) required before install. Committee approves spend of up to \$8,200 to cover install of pathway and tables.
- Committee Clerk to write to RFS Commissioner requesting release of old fire shed in Spring Hill, back to Council. Committee to then submit DA to Council to use shed as a town museum, subject to Council support and approval.
- Committee have selected PA system for Rec Ground. Funds already approved by previous Council meeting.
- Committee Clerk to work with OCC staff on getting additional 50km signs installed around town. Committee Clerk to get price on flashing 'slow down' sign for entrance to Spring Hill.
- Quarterly Facebook update to Spring Hill's Community page to be posted, following each committee meeting.
- Committee Clerk to send letter of thanks to Spring Hill resident Kel Winnell re: ongoing maintenance to Spring Hill cemetery.

RECOMMENDATION

Mrs C Hansen/Ms T Newman

That work to install picnic tables, crushed granite pathways and an information sign at the Iron Duke Rest Area in Spring Hill to the value of \$10,000 (approx.) be carried out from the Spring Hill Community Committee fund, pending approval from the Rail Authority (UGL) who Council leases the land from.

3.2 SPRING HILL OPEN DAY SUMMARY REPORT

TRIM REFERENCE: 2024/1026

- Committee decided that a crushed granite walking track link is the priority project moving forward.
- Committee Clerk to share information re: Family Daycare with committee members to share on social media.

RECOMMENDATION

Mr S Oborn/Ms N Hooper

That members of the Spring Hill Community Committee identify key priorities based on feedback received at the 2024 Spring Hill Community Open Day, to be added to the action plan.

MINUTES OF SPRING HILL COMMUNITY COMMITTEE

27 JUNE 2024

3.3 SPRING HILL ACTION PLAN - JUNE 2024

TRIM REFERENCE: 2024/1021

RECOMMENDATION	Ms T Newman/Ms B Mills
That the Committee consider items to be included on the Action Plan.	

THE MEETING CLOSED AT 7:02 PM.

SPRING HILL COMMUNITY COMMITTEE

8 APRIL 2025

3 GENERAL REPORTS

3.1 SPRING HILL COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/460

AUTHOR: Sophie Currenti, Engagement 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 Spring Hill 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.

SPRING HILL COMMUNITY COMMITTEE

8 APRIL 2025

3.2 SPRING HILL COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/463

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Spring Hill 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 Spring Hill 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 SHCC - DRAFT Charter 2024, D24/120118



COMMUNITY COMMITTEE CHARTER

SPRING HILL

D24/120118

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 in meeting the needs of the Village of Spring Hill 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

Regional & Economic Development 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 Spring Hill 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

SPRING HILL COMMUNITY COMMITTEE
Attachment 1 SHCC - DRAFT Charter 2024

8 APRIL 2025



D24/120118

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.

SPRING HILL COMMUNITY COMMITTEE

8 APRIL 2025

3.3 SPRING HILL COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/467

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Spring Hill 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 Spring Hill 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.

SPRING HILL COMMUNITY COMMITTEE

8 APRIL 2025

3.4 COMMITTEE MEMBER DISCUSSION ITEMS

RECORD NUMBER: 2025/576

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Community Committee Member Hooper wishes to discuss the following items:

- Footpaths/walking trails
- EV fast charging station for Spring Hill
- Improved Heritage Trail markings/signage
- Opportunities to develop nature walk tracks; walking trails
- Early Child Care

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 committee discuss the items and decide on a course of action for each.

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.

SPRING HILL COMMUNITY COMMITTEE

8 APRIL 2025

3.5 SPRING HILL COMMUNITY COMMITTEE ACTION PLAN

RECORD NUMBER: 2025/470

AUTHOR: Sophie Currenti, Engagement 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 Spring Hill Community Committee reviews the outgoing Committee's Action Plan.
2. That the Spring Hill 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 SHCC - Action Plan (last term), D25/38185
- 2 SHCC - Action Plan (2025), D25/38171

SPRING HILL COMMUNITY COMMITTEE

8 APRIL 2025

Attachment 1 SHCC - Action Plan (last term)

SPRING HILL COMMUNITY COMMITTEE ACTION PLAN

PROJECT AREA	PROJECT	SCOPE	TASKS	WHO	CONSTR INTS	COMMENTS/PROGRESS/OUTCOMES	ESTIMATED Cost	PRIORITY LISTING
Current committee funds								\$44,000 (approx.)
Spring Hill Cemetery	Beautification	Garden or planting surrounding interment wall		OCC	Staffing	The Committee has started this project.		COMMITTEE/COMMUNITY LED PROJECT
Safety	Control speeding	Address issue of volume of traffic and speeding issues – particularly in Worboys Street	Additional speed signs			Committee Clerk to follow up with OCC staff following positions identified by committee.		
	Footpaths	Installation of footpath on eastern side of Carcoar Street	Committee Clerk to get price			Path connecting Bella's Café to Grove Street, along Seaton Street		
	Lighting	Additional Street Lighting	Identify areas for increased lighting					
Recreational Facilities	Playgrounds	Playground Upgrade Alf Reed Park	Investigate upgrade options and costs			Committee clerk to update committee at meeting.		OCC STAFF TO NOTIFY COMMITTEE IF GRANT FUNDING BECOMES AVAILABLE – NO FUNDING CURRENTLY IDENTIFIED
	Rec ground	Installation of Play Equipment & Gym Equipment at SH Recreation Ground	Investigate cost of new gym equipment					OCC STAFF TO NOTIFY COMMITTEE IF GRANT FUNDING BECOMES AVAILABLE – NO

SPRING HILL COMMUNITY COMMITTEE

8 APRIL 2025

Attachment 1 SHCC - Action Plan (last term)

					FUNDING CURRENTLY IDENTIFIED
		X2 new flagpoles	Committee Clerk to get price for committee to approve before install		
Temperance Hall	Maintenance	Repairs & painting	Painting of wood sections/detail on Hall's exterior	Clerk to update committee at meeting.	
'Iron Duke Rest Stop' (Area opposite Railway Hotel)	Beautification	Picnic table	X2 picnic tables to be purchased and installed, pending Rail Authority approval. Clerk to update committee at meeting in relation to conversations with UGL.		
	Beautification	Signage	Sign board to include pull-in area name 'Iron Duke Rest Stop' & general information. OCC's Heritage Advisor is researching. Committee Clerk to send sign design to committee for approval before printing. Committee to approve installation costs and sign location.		
	Beautification	Signage	Banner showing 'the local fallen' Anzac Memorial designs. Committee Clerk to follow up on content, design, cost etc.		
Cemetery	Maintenance	Restabilise/reinfo rce front fence	Front fence restabilised. New gravel laid near plots.		COMPLETE
Aif Read Park	Maintenance	Reposition new flagpole	Committee Clerk to schedule with OCC crews		
		New rollers on old flagpole	Committee Clerk to schedule with OCC crews		

SPRING HILL COMMUNITY COMMITTEE
Attachment 1 SHCC - Action Plan (last term)

8 APRIL 2025

Maintenance	Drainage	Worboys St dip	Committee Clerk to chase up with OCC crews. Needs concrete extension to help with drainage.	
	Slashing	Slash area on side of roadway on Huntley Road near 80km zone		SCHEDULED
	Roads	Beasley Rd near Sewer Treatment Plant		FLAGGED WITH OCC CREWS

SPRING HILL COMMUNITY COMMITTEE
Attachment 2 SHCC - Action Plan (2025)

8 APRIL 2025



COMMUNITY COMMITTEE ACTION PLAN

SPRING HILL

025/38171

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

SPRING HILL COMMUNITY COMMITTEE
Attachment 2 SHCC - Action Plan (2025)8 APRIL 2025

D25/38171

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

SPRING HILL

D24/120118

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 in meeting the needs of the Village of Spring Hill 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

Regional & Economic Development 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 Spring Hill 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



D24/120118

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

Three (3) 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.