



ENVIRONMENTAL SUSTAINABILITY POLICY COMMITTEE

AGENDA

3 JUNE 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ENVIRONMENTAL SUSTAINABILITY POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 3 June 2025**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Executive Support on 6393 8391.

AGENDA

EVACUATION PROCEDURE

In the event of an emergency, the building may be evacuated. You will be required to vacate the building by the rear entrance and gather at the entrance to the car park. This is Council's designated emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

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1 INTRODUCTION

1.1 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Environmental Sustainability Policy Committee at this meeting.

2 COMMITTEE MINUTES

2.1 MINUTES OF THE PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE MEETING 17 APRIL 2025

RECORD NUMBER: 2025/894

AUTHOR: Nigel Hobden, Manager City Presentation

EXECUTIVE SUMMARY

The Parks, Trees & Waterways Community Committee met on 17 April 2025 and the recommendation from that meeting are provided to the Environmental Sustainability Policy Committee for adoption.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “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

- 1 That Council acknowledge the reports presented to the Parks, Trees & Waterways Community Committee at its meeting held on 17 April 2025.
- 2 That recommendation 3.2 from the minutes of the Parks, Trees & Waterways Community Committee meeting of 17 April 2025:

3.2 That the Charter for the Parks, Trees & Waterways Community Committee be adopted as a whole with the following amendments:

- *Membership – Up to three Councillors including the Chairperson.*
- *Quorum – At least five community members and one Councillor.*
- *Re-drafting of “purpose” with the following:*

Purpose

The Parks, Trees and Waterways Community Committee (PTWCC) advocates, on behalf of the community, for the enhancement of Orange’s ‘colour city’ character, biodiversity values and liveability across parks, trees and waterways of the Local Government Area.

PTWCC:

- *Advises Council with strategies to manage and enhance our parks, trees and waterways for the long-term benefit of the community*
- *Advocates to Council on behalf of the community the importance of implementing the Greening Orange - Our Urban Forest Strategy*
- *Advocates for best practice park, tree and waterway management*
- *Assists Council with strategies that help build community knowledge and capacity for better park, tree and waterway management.*

- 3 That the remainder of the minutes of the Parks, Trees & Waterways Community Committee from its meeting held on 17 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 PTWCC Minutes 17 April 2025
- 2 PTWCC Agenda 17 April 2025, D25/51976
- 3 FOR ADOPTION - PTWCC Charter, D24/120115 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

HELD IN COUNCILLOR'S WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 17 APRIL 2025

COMMENCING AT 4.30PM

1 INTRODUCTION

ATTENDANCE

Cr Melanie McDonell (Chairperson) (*Teams*), Cr David Mallard (*4.35pm Teams*), Neil Jones, Reg Kidd (*4.35pm Teams, left at 5.40pm*), Sharyn Pussell (*4.35pm*), Andrew Kennedy, Cyril Smith, Vanessa Westcott, Robyn Whiteley, Manager City Presentation

1.1 Apologies and Leave of Absence

RESOLVED

Member A Kennedy/Member C Smith

That the apology be accepted from Brendan Stuart for the Parks, Trees & Waterways Community Committee meeting on 17 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 Whiteley

That the Minutes of the Meeting of the Parks, Trees & Waterways 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 Parks, Trees & Waterways Community Committee meeting held on 11 July 2024.

3 GENERAL REPORTS

3.1 PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/640

RECOMMENDATION**Member C Smith/Member V Westcott**

That the Parks, Trees & Waterways 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 PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/639

RECOMMENDATION**Member R Kidd/Member V Westcott**

That the Charter for the Parks, Trees & Waterways Community Committee be adopted as a whole with the following amendments:

- Membership – Up to three Councillors including the Chairperson.
- Quorum – At least five community members and one Councillor.
- Re-drafting of “purpose” with the following:

Purpose

The Parks, Trees and Waterways Community Committee (PTWCC) advocates, on behalf of the community, for the enhancement of Orange’s ‘colour city’ character, biodiversity values and liveability across parks, trees and waterways of the Local Government Area.

PTWCC:

- Advises Council with strategies to manage and enhance our parks, trees and waterways for the long-term benefit of the community
- Advocates to Council on behalf of the community the importance of implementing the Greening Orange - Our Urban Forest Strategy
- Advocates for best practice park, tree and waterway management
- Assists Council with strategies that help build community knowledge and capacity for better park, tree and waterway management.

3.3 PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/641

RECOMMENDATION**Member R Kidd/Member A Kennedy**

That the Parks, Trees & Waterways Community Committee meetings be held quarterly at 4.30pm on the third Thursday of the month commencing from Thursday, 19 June 2025.

3.4 OPEN SPACE AND RECREATION STRATEGY & ACTIVE TRANSPORT STRATEGY

TRIM REFERENCE: 2025/644

RECOMMENDATION**Member A Kennedy/Member N Jones**

That the Parks, Trees and Waterways Community Committee note the report on the Open Space and Recreation Strategy & Active Transport Strategy.

3.5 PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE ACTION PLAN - 2025

TRIM REFERENCE: 2025/645

RECOMMENDATION**Cr M McDonell/Member C Smith**

That the Parks, Trees & Waterways Community Committee review the outgoing Committee's Action Plan and discuss items to be included on the New Action Plan at a separate workshop on 15 May 2025.

THE MEETING CLOSED AT 5.55PM.



PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

AGENDA

17 APRIL 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCILLOR'S WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Thursday, 17 April 2025** commencing at **4.30PM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Nigel Hobden on 6393 8241.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

AGENDA

EVACUATION PROCEDURE

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PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

1 INTRODUCTION

MEMBERS

Cr Melanie McDonell (Chairperson), Cr David Mallard, Brendan Stuart, Reg Kidd, Neil Jones, Sharyn Pussell, Andrew Kennedy, Cyril Smith, Vanessa Westcott, Robyn Whiteley, Director Community, Recreation and Cultural Services, Manager City Presentation, Water Treatment Manager, Horticultural Services Supervisor, City Presentation Support 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.

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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 Parks, Trees & Waterways Community Committee at this meeting.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Parks, Trees & Waterways 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 Parks, Trees & Waterways Community Committee meeting held on 11 July 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Parks, Trees & Waterways Community Committee held on 11 July 2024

ORANGE CITY COUNCIL

MINUTES OF THE PARKS, TREES AND WATERWAYS COMMUNITY COMMITTEE

HELD IN COUNCILLOR'S WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 11 JULY 2024

COMMENCING AT 4:30 PM

1 INTRODUCTION

ATTENDANCE

Cr M McDonell (Chairperson), Cr D Mallard, Ms Sarah Keir (*Teams*), Mr Reg Kidd (*Teams*), Mr Malcolm Stacey, Mr Neil Jones, Mr Gavin Kidd (*Teams*), Mr Andrew Kennedy, Ms Amanda Lockwood (*Teams 4.50pm*), Mr Cyril Smith (*Teams*), Ms Vanessa Westcott, Mrs Robyn Whiteley, Manager City Presentation, City Presentation Support Officer.

1.1 Apologies and Leave of Absence

RESOLVED

Mr R Kidd/Mr A Kennedy

That the apologies be accepted from Mr Brendan Stuart and Ms Sharyn Pussell for the Parks, Trees and Waterways 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

RESOLVED

Mr M Stacey/Mr A Kennedy

That the Minutes of the Meeting of the Parks, Trees and Waterways 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 Parks, Trees and Waterways Community Committee meeting held on 21 March 2024.

MATTER ARISING

Clarification sort by Committee as to the budget process for an increase in the City Presentation budget to allow for an additional street crew.

MINUTES OF PARKS, TREES AND WATERWAYS COMMUNITY COMMITTEE 11 JULY 2024

3 GENERAL REPORTS

3.1 COMMITTEE MEMBER EXPRESSION OF INTEREST

TRIM REFERENCE: 2024/1090

RECOMMENDATION

Cr D Mallard/Mr A Kennedy

That Mrs Robyn Whiteley be accepted as a member of the Parks, Trees and Waterways Community Committee.

3.2 PARKS, TREES AND WATERWAYS COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2024/1095

RECOMMENDATION

Mr A Kennedy/Mr M Stacey

That the Parks, Trees and Waterways Community Committee Action Plan be reviewed and updated.

4 PRESENTATIONS

4.1 ITEM FOR DISCUSSION - WATER CATCHMENT AND WILLOWS

TRIM REFERENCE: 2024/1094

RECOMMENDATION

Cr M McDonell/Ms V Westcott

1. That the discussion on Water Catchment and Willows be noted.
2. That Water Catchment and Willows be added to the Parks, Trees and Waterways Community Committee Action Plan.

4.2 ITEM FOR DISCUSSION - MOULDER PARK MASTER PLAN

TRIM REFERENCE: 2024/1092

RECOMMENDATION

Mr N Jones/Ms V Westcott

1. That the Moulder Park Master Plan discussion be noted.
2. That the Moulder Park Master Plan be added to the Parks, Trees and Waterways Community Committee Action Plan.
3. That a workshop be held to review the Moulder Park Master Plan.

THE MEETING CLOSED AT 5.54PM.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

3 GENERAL REPORTS

3.1 PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE - CODE OF CONDUCT

RECORD NUMBER: 2025/640

AUTHOR: Nigel Hobden, Manager City Presentation

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 Parks, Trees & Waterways 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.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

3.2 PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/639

AUTHOR: Nigel Hobden, Manager City Presentation

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Parks, Trees and Waterways 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 Parks, Trees & Waterways 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 Parks Trees & Waterways Community Committee Charter 2024 - DRAFT, D24/120115

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

Attachment 1 Parks Trees & Waterways Community Committee Charter 2024 - DRAFT



COMMUNITY COMMITTEE CHARTER

PARKS, TREES AND WATERWAYS

D24/120115

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:

- Community planning for parks and open spaces, including Cook Park and Orange Botanic Gardens
- Community Planning for streetscapes
- Community planning for waterways and stormwater management programs and associated learning programs

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

The Committee does not have a role in the operational function of Council, and any recommendations made may be adopted, amended or declined. Operational Activities are the responsibility of the Chief Executive Officer and staff. Equally, where Council has adopted a Strategic Policy or Strategic Planning document, the Committee must observe the Council position as set out in that policy, plan or document.

Reports To

Environmental Sustainability Policy Committee.

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

Responsibilities

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

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

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

Term

The Parks, Trees and Waterways Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE 17 APRIL 2025
Attachment 1 Parks Trees & Waterways Community Committee Charter 2024 - DRAFT



D24/120115

Membership and Roles

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

Committee Clerk & Staff Members

The Chief Executive Officer will provide a Committee Clerk who is 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.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

3.3 PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/641

AUTHOR: Nigel Hobden, Manager City Presentation

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Parks Trees & Waterways 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 Parks, Trees & Waterways 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.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

3.4 OPEN SPACE AND RECREATION STRATEGY & ACTIVE TRANSPORT STRATEGY

RECORD NUMBER: 2025/644

AUTHOR: Courtney Smolenski, Strategic Planning and Design Engineer

EXECUTIVE SUMMARY

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

LINK TO DELIVERY/OPERATIONAL PLAN

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

FINANCIAL IMPLICATIONS

Nil.

POLICY AND GOVERNANCE IMPLICATIONS

Nil.

RECOMMENDATION

That the Parks, Trees and Waterways Community Committee note the report on the Open Space and Recreation Strategy & Active Transport Strategy.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

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

Open Space and Recreation Strategy and Implementation Plan

- Identify long-term open space and recreation needs for the City,
- Audit and update Council’s existing public space and recreation asset base,
- Update green infrastructure and recreation facility benchmarks for the City,
- Determine place-based targets and strategies for individual greenfield housing and urban infill precincts,
- Support future costing and refinement of Council’s overall development contributions framework,
- Inform the preparation of Planning Agreement for new housing precincts,
- Determine a long-term integrated approach to open space planning, water quality management, biodiversity conservation, climate change adaptation and urban resilience.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

3.4 Open Space and Recreation Strategy & Active Transport Strategy

Active Transport Strategy and Implementation Plan

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

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

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

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

3.5 PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE ACTION PLAN - 2025

RECORD NUMBER: 2025/645

AUTHOR: Nigel Hobden, Manager City Presentation

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

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1. That the Parks, Trees & Waterways Community Committee reviews the outgoing Committee's Action Plan.**
- 2. That the Parks, Trees & Waterways 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 PTWCC Action Plan (previous term), D18/37145
- 2 PTWCC Action Plan - 2025, D25/39087

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

Attachment 1 PTWCC Action Plan (previous term)

D18/37145

Parks, Trees and Waterways Community Committee Action Plan

Action	Who	Delivery/Operational Plan reference	Cost	Resourcing	Start	End	Update/Completed
Moulder Park Master Plan	Committee	1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community.					Workshop to review Master Plan.
Urban Forest Strategy Inclusive of a natural resources management plan – Title to be determined.	Director Community Recreation and Cultural Services Committee	1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community.		Consultant	May 2022	September 2023	Strategy Approved by Council.
Plan Of Management review.	Manager City Presentation	1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community.		Consultant engaged	January 2021	December 2022	Draft Plans approved by Minister to be placed on public exhibition. Report to Council 15 April to approve placement of Plans on public exhibition. Plans titles are: Cook Park Orange Botanic Gardens Robertson Park Orange City Reserves Orange Rural Reserves.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

Attachment 1 PTWCC Action Plan (previous term)

Action	Who	Delivery/Operational Plan reference	Cost	Resourcing	Start	End	Update/Completed
Arboretums – Tablelands Eco system Park.	Manager City Presentation	Concept Plan		Consultant concept design	Sept 21		<p>Concept design distributed July 2022</p> <p>Recommendation gone to Council to investigate ways to reduce impact of cattle on remnant vegetation including exclusion fencing and lease termination.</p> <p>Lease expired at the end of last year and has since been re-offered for agistment with fencing requirements.</p> <p>Nigel to speak to leasee regarding fence being erected and to email the Committee with an update.</p>
Sporting Precinct Landscape Master Plan	Manager City Presentation	2.1. Deliver sport and recreation facilities to service the community into the future.					<p>Concept design distributed July 2022</p> <p>Engage consultant for landscaping towards final part (being build of stadium).</p>
Gateway Park	Director Development Services	1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community.					Landcom Development encompasses Gateway Park.

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

Attachment 1 PTWCC Action Plan (previous term)

Action	Who	Delivery/Operational Plan reference	Cost	Resourcing	Start	End	Update/Completed
Gosling Creek	Committee	1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community.					Focus on slashing and planting on southern side.
City Water Catchment Plan – Look at City as a whole.	Committee	1.1. Develop and maintain parks and open spaces within the city, that meet the needs of the community.					



COMMUNITY COMMITTEE ACTION PLAN

PARKS, TREES & WATERWAYS

D25/39087

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

PARKS, TREES & WATERWAYS COMMUNITY COMMITTEE

17 APRIL 2025

Attachment 2 PTWCC Action Plan - 2025



D25/39087

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

PARKS, TREES AND WATERWAYS

D24/120115

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

Purpose

The Parks, Trees and Waterways Community Committee (PTWCC) advocates, on behalf of the community, for the enhancement of Orange's 'colour city' character, biodiversity values and liveability across parks, trees and waterways of the Local Government Area.

The Committee:

- Advises Council with strategies to manage and enhance our parks, trees and waterways for the long-term benefit of the community
- Advocates to Council on behalf of the community the importance of implementing the Greening Orange - Our Urban Forest Strategy
- Advocates for best practice park, tree and waterway management
- Assists Council with strategies that help build 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

Environmental Sustainability Policy Committee.

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

Responsibilities

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

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

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

Term

The Parks, Trees and Waterways Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.



D24/120115

Membership and Roles

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

Committee Clerk & Staff Members

The Chief Executive Officer will provide a Committee Clerk who is sufficiently skilled Manager or Director who will be the representative of the Chief Executive Officer, and will exercise the functions of the Chief Executive Officer so far as they are relevant to the Committee and its Chairperson. The Committee Clerk will be responsible for the management of Committee correspondence, meetings, Agendas & Minutes.

Quorum

At least five 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 TIDY TOWNS COMMUNITY COMMITTEE MEETING 16 APRIL 2025

RECORD NUMBER: 2025/956

AUTHOR: Melissa Brennan, Administrative Assistant

EXECUTIVE SUMMARY

The Tidy Towns Community Committee met on 16 April 2025 and the recommendation from that meeting are provided to the Environmental Sustainability Policy Committee for adoption.

LINK TO DELIVERY/OPERATIONAL PLAN

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

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Tidy Towns Community Committee at its meeting held on 16 April 2025.**
- 2 That recommendation 3.2 from the minutes of the Tidy Towns Community Committee meeting of 16 April 2025 – *Adoption of the Charter - be deferred until a workshop to develop the charter is conducted.***
- 3 That the remainder of the minutes of the Tidy Towns Community Committee from its meeting held on 16 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 TTCC 16 April 2025 Minutes
- 2 TTCC 16 April 2025 Agenda, D25/53169 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

TIDY TOWNS COMMUNITY COMMITTEE

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

ON 16 APRIL 2025

COMMENCING AT 10:07 AM

1 INTRODUCTION

ATTENDANCE

Cr Tony Mileto (Chairperson) (Mayor), Cr Marea Ruddy, Chris Gryllis, Eli Todman, Natural Resources Coordinator

1.1 Apologies and Leave of Absence

Nil.

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 Gryllis/Cr M Ruddy

That the Minutes of the Meeting of the Tidy Towns Community Committee held on 24 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 Tidy Towns Community Committee meeting held on 24 July 2024.

3 GENERAL REPORTS

3.1 TIDY TOWNS COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/555

RECOMMENDATION**Member C Gryllis/Cr M Ruddy**

That the Tidy Towns 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 TIDY TOWNS COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/556

RECOMMENDATION**Member C Gryllis/Cr M Ruddy**

That the Charter for the Tidy Towns Community Committee be deferred until a workshop to develop the charter is conducted.

3.3 TIDY TOWNS COMMUNITY COMMITTEE – 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/557

RECOMMENDATION**Cr M Ruddy/Member C Gryllis**

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

- 18 June 10.00am – 11.00am – review applications
- 24 September Placeholder – Set delegation to attend awards ceremony
- 3 December Placeholder – Local presentation and morning tea to recognise local award winners and achievements.
- Other times as required

3.4 TIDY TOWNS COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2025/536

Items 1 and 3 carry over – Item 2 charter and focus be removed from action plan as adopted.

Natural Resources Coordinator to provide report on the sustainability of using the walls at Rotary Park for plaques.

Natural Resources Coordinator to continue to engage with communications team to build community support.

- Young Legends
- Projects
- Stories

RECOMMENDATION**Cr T Mileto/Cr M Ruddy**

1. That the Tidy Towns Community Committee notes the outgoing Committee's Action Plan.
2. That the Tidy Towns Community Committee update the New Action Plan with items as discussed.

GENERAL BUSINESS**1. Nominations for this year's awards****Biodiversity and conservation**

Silver leaf candle bark project with Irabodola, Orange City Council youth group and Nophema Environmental.

Community Spirit and Inclusion

Orange Rainbow Festival

Liveable Cities and Towns

Lake – Places to Swim

Litter Prevention

Zest Fest Reusable Cups

Heritage and Culture

Birrang

Local Hero

Fred Maw

2. Promote Young Legends Category

Committee to promote young legends category through comms team.

3. Certificates of Appreciation

Committee to consider appropriateness and the structure around that, include Cr M Ruddy correspondence in agenda for June meeting and note it in the action plan.

THE MEETING CLOSED AT 10.47AM.



TIDY TOWNS COMMUNITY COMMITTEE

AGENDA

16 APRIL 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **TIDY TOWNS COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Wednesday, 16 April 2025** commencing at **10:00 AM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Andrew Cole on 6393 8025.

TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

AGENDA

EVACUATION PROCEDURE

In the event of an emergency, the building may be evacuated. You will be required to vacate the building. The Committee Clerk will now identify the emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

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TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

1 INTRODUCTION

MEMBERS

Cr Tony Mileto (Chairperson) (Mayor), Cr Marea Ruddy, Chris Gryllis, Director Development Services, Natural Resources Coordinator

1.1 APOLOGIES AND LEAVE OF ABSENCE

1.2 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Traditional Custodians of the land on which we meet today, the people of the Wiradjuri Nation. I pay my respects to Elders past and present, and extend those respects to Aboriginal Peoples of Orange and surrounds, and Aboriginal people here with us today.

1.3 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Tidy Towns Community Committee at this meeting.

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Tidy Towns Community Committee held on 24 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 Tidy Towns Community Committee meeting held on 24 July 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the Tidy Towns Community Committee held on 24 July 2024

ORANGE CITY COUNCIL

MINUTES OF THE
TIDY TOWNS COMMUNITY COMMITTEE
HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE
ON 24 JULY 2024
COMMENCING AT 1:07 PM

1 INTRODUCTION

ATTENDANCE

Cr G Floyd (Chairperson), Mr Chris Gryllis, Mr Fred Maw, Sustainability Officer, Director Development Services, Acting Natural Resources Coordinator

1.1 Apologies and Leave of Absence

RECOMMENDATION

That the apologies be accepted from Ms Wendy Fisher, Cr G Power (Deputy Mayor), Cr K Duffy (Chairperson) for the Tidy Towns Community Committee meeting on 24 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

That the Minutes of the Meeting of the Tidy Towns Community Committee held on 28 June 2023 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Tidy Towns Community Committee meeting held on 28 June 2023.

MINUTES OF TIDY TOWNS COMMUNITY COMMITTEE

24 JULY 2024

3 PRESENTATIONS

3.1 TIDY TOWNS PLAQUES - ROTARY PARK

TRIM REFERENCE: 2024/1158

- Mr C Gryllis mentioned that the plaques won over the past 30 years are not displayed which is a shame.
- Mr C Gryllis mentioned that Council previously agreed to put the plaques on the northern side of Rotary Park wall.
- Mr C Gryllis mentioned that currently Keep Australia Beautiful only issues certificates in lieu of plaques due to the cost.

RECOMMENDATION

Mr F Maw/Cr G Floyd

That the Natural Resources Coordinator is to locate plaques and investigate the outcome of the council meeting and if it was resolved by Council to put the plaques on the northern side wall at Rotary Park and if so, organise for the works to be completed.

That the Natural Resources Coordinator is to investigate the costs to have plaques made at a cost to council to continue having plaques to display.

3.2 REVIEW TIDY TOWNS NOMINATIONS FOR 2024

TRIM REFERENCE: 2024/1159

- Orange United Sports Club- **Mr F Maw- Mr C Gryllis**- Expand on Question 2.B partnerships and collaboration, amend application to include the contribution of the rotary gate takings being collected and gifted to the club at the end of season-Outcome-Final Edit and Submit for 2024 Awards- Under Community Spirit and Inclusion Category.
- OCTEC Limited-**Cr K Duffy**- No amendments to application recommended-Final Edit and Submit for 2024 Awards- Under Heritage and Culture Category.
- Don't Be Trashy- Jennifer Mansur- Expand on application detail if more information becomes available form the school-Final Edit and Submit for 2024 Awards-Under Waste Avoidance Category.
- Wangarang- **Mr F Maw, Cr G Floyd, Cr G Power**- No amendments to application recommended-Final Edit and Submit for 2024 Awards- Under Circular Economy Category.
- The Local Fallen Campaign-**Cr K Duffy**- No amendments to application recommended-Final Edit and Submit for 2024 Awards- Under Heritage and Culture Category.
- Orange Community Garden-**Cr G Power**- No amendments to application recommended-Final Edit and Submit for 2024 Awards- Under Community Spirit and Inclusion Category.

RECOMMENDATION

Mr F Maw/Cr G Floyd

That OUSC-NRC-Expand on Question 2.B partnerships and collaboration, amend application to include the contribution of the rotary gate takings being collected and gifted to the club at the end of season.

Don't Be Trashy-Sustainability Officer-Expand on application detail if more information becomes available form the school.

MINUTES OF TIDY TOWNS COMMUNITY COMMITTEE

24 JULY 2024

3.3 CRITICAL DATES FOR 23/24 TIDY TOWNS NOMINATIONS AND JUDGING.

TRIM REFERENCE: 2024/1160

- Submissions Closing 31st July
- Category Judging August-September
- Overall Assessor Visit's 19th August-6th September
- Awards Weekend 1st-3rd November-Bathurst

RECOMMENDATION

Cr G Floyd/Mr F Maw

That this committee endorses the critical dates for 23/24 Tidy Towns nominations and judging.

3.4 REVIEW TIDY TOWNS CHARTER AND FOCUS

TRIM REFERENCE: 2024/1161

- **Director Development Services** the Committee is aware that the Charter needs reviewed, however due to 2024 Council Elections the matter needs to be deferred until the new Committee is formed. To prevent committing the future incoming committee if formed to any obligations.
- **Mr F Maw** thinks that it is important that the committee when reformed also looks at its Focus and promoting the Tidy Towns initiative.

RECOMMENDATION

Mr C Gryllis/Cr G Floyd

That this committee endorses to review the Tidy Towns charter and focus.

MATTERS ARISING AND GENERAL BUSINESS

- Mr F Maw would like to see a sign made up for the Spring Hill School, like the signage at the Spring Hill Recreation Grounds for the school to display for a Tidy Towns Category Award that was won in 2021?

Action - Natural Resources Coordinator to price signage and find out the award previously won by Spring Hill School.

- Mr F Maw thought we may be able to explore some options around using the Councils Communications and Engagement Team to bolster the future ranks of the Tidy Towns Committee.

Action - Look at what we can and can't do with the Comms team to Bolster interests in the Tidy Towns Committee after the election when the Committees form.

- Mr C Gryllis passed on his thanks for the committee and their efforts over the last Council term.

THE MEETING CLOSED AT 13:45PM.

TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

3 GENERAL REPORTS**3.1 TIDY TOWNS COMMUNITY COMMITTEE - CODE OF CONDUCT**

RECORD NUMBER: 2025/555

AUTHOR: Melissa Brennan, Administrative Assistant

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 Tidy Towns 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.

TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

3.2 TIDY TOWNS COMMUNITY COMMITTEE - CHARTER

RECORD NUMBER: 2025/556

AUTHOR: Melissa Brennan, Administrative Assistant

EXECUTIVE SUMMARY

Orange City Council has developed and adopted the Charter for the Tidy Towns 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 Tidy Towns 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 Tidy Towns Community Committee Charter 2024 - DRAFT, D24/120119

TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

Attachment 1 Tidy Towns Community Committee Charter 2024 - DRAFT



COMMUNITY COMMITTEE CHARTER

TIDY TOWNS

D24/120119

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 strategic policy relating to the management and development of project initiatives, including detailed project submissions, to promote Orange as a Tidy Town within the parameters of Clean Up Australia Day campaign and criteria.

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

The Committee does not have a role in the operational function of Council, and any recommendations made may be adopted, amended or declined. Operational Activities are the responsibility of the Chief Executive Officer and staff. Equally, where Council has adopted a Strategic Policy or Strategic Planning document, the Committee must observe the Council position as set out in that policy, plan or document.

Reports To

Environmental Sustainability Policy Committee.

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

Responsibilities

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

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

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

Term

The Tidy Towns 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

TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

Attachment 1 Tidy Towns Community Committee Charter 2024 - DRAFT



D24/120119

Committee Clerk & Staff Members

The Chief Executive Officer will provide a Committee Clerk who is a sufficiently skilled Manager or Director who will be the representative of the Chief Executive Officer, and will exercise the functions of the Chief Executive Officer so far as they are relevant to the Committee and its Chairperson. The Committee Clerk will be responsible for the management of Committee correspondence, meetings, agendas & minutes.

Quorum

Majority of community members and one Councillor.

Meeting Frequency

As required with specific meeting dates and times to be determined by the Committee.

Voting

All members have one vote only, including the Chairperson. In circumstances of an equality of votes, the matter is to be referred to Council (via the Policy Committee) for determination.

Reports and Recording

Matters to be considered by the Committee must be included in the agenda for the meeting, and must be provided in writing to the Committee Clerk at least two (2) weeks before the scheduled meeting.

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

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

Vacancies

Vacancies may arise during the term of the Committee. If a vacancy does occur, the Committee may invite an individual to join the Committee, or seek expressions of interest to fill the vacancy.

Relevant Policies and Documents

Community Committee Member Information Pack

Orange Community Strategic Plan

Orange City Council Code of Conduct

Delivery/Operational Plan

Orange City Council Code of Meeting Practice

Asset Management Plan Strategy and Plans

Copies of these and other documents are available on Council's website at www.orange.nsw.gov.au, from the Committee Clerk or the Council's Governance team.

TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

3.3 TIDY TOWNS COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

RECORD NUMBER: 2025/557

AUTHOR: Melissa Brennan, Administrative Assistant

EXECUTIVE SUMMARY

Following the review of the Committee Charter, the Tidy Towns 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 Tidy Towns 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.

TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

3.4 TIDY TOWNS COMMUNITY COMMITTEE ACTION PLAN

RECORD NUMBER: 2025/536

AUTHOR: Melissa Brennan, Administrative Assistant

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 Tidy Towns Community Committee reviews the outgoing Committee's Action Plan.
2. That the Tidy Towns 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 TTCC Action Plan (previous term), D25/36741
- 2 TTCC Action Plan - 2025, D25/31565

TIDY TOWNS COMMUNITY COMMITTEE

16 APRIL 2025

Attachment 1 TTCC Action Plan (previous term)



2022 ACTION PLAN

TIDY TOWNS

D25/36741

ACTION OR PROJECT	COMMUNITY STRATEGIC PLAN REFERENCE	TASKS	RESPONSIBILITY OF	COST IMPLICATIONS	START DATE	END DATE	COMMENTS/PROGRESS	UPDATED
Action		Locate and investigate plaques for Rotary Park	Natural Resources Coordinator				To be added to the new Action Plan from 2025	
Action		Tidy Towns Charter and focus needs to be reviewed	Director Development Services				To be added to the new Action Plan from 2025	
Action		Engage the communications and Engagement team to boost Tidy Towns Committee	Natural Resources Coordinator				To be added to the new Action Plan from 2025	



COMMUNITY COMMITTEE ACTION PLAN

TIDY TOWNS

D25/31565

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



D25/31565**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.