



## **RECREATION & CULTURE POLICY COMMITTEE**

# **AGENDA**

**3 JUNE 2025**

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

David Waddell  
**CHIEF EXECUTIVE OFFICER**

For apologies please contact Executive Support on 6393 8391.

## AGENDA

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## **1 INTRODUCTION**

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

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

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

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

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

### **RECOMMENDATION**

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



## 2 COMMITTEE MINUTES

### 2.1 MINUTES OF THE ORANGE SHOWGROUND COMMUNITY COMMITTEE MEETING 8 APRIL 2025

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RECORD NUMBER: 2025/1020

AUTHOR: Kate Shepherd, Executive Officer

#### EXECUTIVE SUMMARY

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

#### LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “18.1. Provide representative, responsible and accountable community governance”.

#### FINANCIAL IMPLICATIONS

Nil

#### POLICY AND GOVERNANCE IMPLICATIONS

Nil

#### RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Orange Showground Community Committee at its meeting held on 8 April 2025.
- 2 That Council determine recommendation 3.2 from the minutes of the Orange Showground Community Committee of 8 April 2025:  
**3.2**  
*That the Charter for the Orange Showground Community Committee be adopted noting that meetings will be held bi-annually.*
- 2 That the remainder of the minutes of the Orange Showground Community Committee from its meeting held on 8 April 2025 be adopted.

#### FURTHER CONSIDERATIONS

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

#### ATTACHMENTS

- 1 OSCC 8 April 2025 Minutes
- 2 OSCC 8 April 2025 Agenda, D25/45152 [↓](#)
- 3 FOR ADOPTION - OSCC Charter, D24/120087 [↓](#)

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# ORANGE CITY COUNCIL

## MINUTES OF THE

## ORANGE SHOWGROUND COMMUNITY COMMITTEE

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

ON 8 APRIL 2025

COMMENCING AT 5:02 PM

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### 1 INTRODUCTION

#### ATTENDANCE

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

#### 1.1 Apologies and Leave of Absence

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##### RESOLVED

Cr F Kinghorne/Cr T Greenhalgh

That the apologies be accepted from Morrie Meagher and Jack Evans for the Orange Showground Community Committee meeting on 8 April 2025.

#### 1.2 Acknowledgement of Country

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The Chairperson conducted an Acknowledgement of Country.

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

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Nil.

### 2 PREVIOUS MINUTES

Nil.

### 3 GENERAL REPORTS

#### 3.1 ORANGE SHOWGROUND COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/379

**RECOMMENDATION**

**Cr T Greenhalgh/Member C Ross**

That the Orange Showground Community Committee acknowledge the requirements set by the Code of Conduct, and members commit to act in accordance with the Code of Conduct at all times while on Committee/Council business.

#### 3.2 ORANGE SHOWGROUND COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/381

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

**RECOMMENDATION**

**Cr F Kinghorne/Cr T Greenhalgh**

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

#### 3.3 ORANGE SHOWGROUND COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/383

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

**RECOMMENDATION**

**Cr D Mallard/Cr T Greenhalgh**

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

#### 3.4 ORANGE SHOWGROUND COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2025/546

**RECOMMENDATION**

**Member C Ross/Member P Naylor**

1. That the Orange Showground Community Committee acknowledge the previous Committee action plan and update the ongoing actions into the new template.
2. That new actions be added to the action plan as discussed by the committee.

**THE MEETING CLOSED AT 5.52PM**



## **ORANGE SHOWGROUND COMMUNITY COMMITTEE**

# **AGENDA**

**8 APRIL 2025**

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

David Waddell  
**CHIEF EXECUTIVE OFFICER**

For apologies please contact Committee Clerk Name on 6393 8297.



ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

AGENDA

EVACUATION PROCEDURE

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

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

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

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ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

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## 1 INTRODUCTION

### MEMBERS

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

### 1.1 APOLOGIES AND LEAVE OF ABSENCE

### 1.2 ACKNOWLEDGEMENT OF COUNTRY

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

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

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

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

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

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

### RECOMMENDATION

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

## 2 PREVIOUS MINUTES

Nil.

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

**3 GENERAL REPORTS**

**3.1 ORANGE SHOWGROUND COMMUNITY COMMITTEE - CODE OF CONDUCT**

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RECORD NUMBER: 2025/379

AUTHOR: Kate Shepherd, Executive Officer

**EXECUTIVE SUMMARY**

The Local Government Act 1993 (the Act) requires all Councils in NSW to adopt a Code of Conduct that incorporates the provisions of the Model Code of Conduct issued by the Office of Local Government.

The Orange City Council Code of Conduct applies to all Council delegates – Councillors, staff, volunteers, Committee Members and contractors. Accordingly, Committee Members are requested to read the document and are asked to comply with the Code at all times while on Committee/Council business.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “18.1. Provide representative, responsible and accountable community governance”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

The Code of Conduct reflects the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2021. Members of all Council Community Committees are required to comply with the provisions of the Code of Conduct.

**RECOMMENDATION**

**That the Orange Showground Community Committee acknowledge the requirements set by the Code of Conduct, and members commit to act in accordance with the Code of Conduct at all times while on Committee/Council business.**

**SUPPORTING INFORMATION**

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

If during the term of the Committee any significant changes are made to the Code, the amended version will be provided to the Committee.

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

**ORANGE SHOWGROUND COMMUNITY COMMITTEE**

**8 APRIL 2025**

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**3.2 ORANGE SHOWGROUND COMMUNITY COMMITTEE - CHARTER**

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RECORD NUMBER: 2025/381

AUTHOR: Kate Shepherd, Executive Officer

**EXECUTIVE SUMMARY**

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

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

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

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

The final approval lays with Council.

**LINK TO DELIVERY/OPERATIONAL PLAN**

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

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

All Community Committee Charters have been updated to reflect Council's requirements and to comply with Council's Code of Meeting Practice.

**RECOMMENDATION**

**That the Charter for the Orange Showground Community Committee be adopted.**

**SUPPORTING INFORMATION**

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

Members should consider:

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

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

**ATTACHMENTS**

- 1 Showground Community Committee Charter 2024 - DRAFT, D24/120087

ORANGE SHOWGROUND COMMUNITY COMMITTEE  
Attachment 1 Showground Community Committee Charter 2024 - DRAFT

8 APRIL 2025



COMMUNITY COMMITTEE CHARTER

SHOWGROUND

D24/120087

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

**Purpose**

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

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

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

**Reports To**

*Recreation & Culture Policy Committee*

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

**Responsibilities**

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

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

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

**Term**

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

**Membership and Roles**

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

ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

Attachment 1 Showground Community Committee Charter 2024 - DRAFT



D24/120087

**Committee Clerk & Staff Members**

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

**Quorum**

Majority of community members and one Councillor.

**Meeting Frequency**

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

**Voting**

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

**Reports and Recording**

Matters to be considered by the Committee must be included in the agenda for the meeting, and must be provided in writing to the Committee Clerk at least ten (10) business days before the scheduled meeting.

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

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

**Vacancies**

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

**Relevant Policies and Documents**

Community Committee Member Information Pack

Orange 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](http://www.orange.nsw.gov.au), from the Committee Clerk or the Council's Governance team.

**ORANGE SHOWGROUND COMMUNITY COMMITTEE**

**8 APRIL 2025**

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**3.3 ORANGE SHOWGROUND COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES**

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RECORD NUMBER: 2025/383

AUTHOR: Kate Shepherd, Executive Officer

**EXECUTIVE SUMMARY**

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

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

**LINK TO DELIVERY/OPERATIONAL PLAN**

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

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

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

**SUPPORTING INFORMATION**

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

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

**ORANGE SHOWGROUND COMMUNITY COMMITTEE**

**8 APRIL 2025**

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**3.4 ORANGE SHOWGROUND COMMUNITY COMMITTEE ACTION PLAN**

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RECORD NUMBER: 2025/546

AUTHOR: Kate Shepherd, Executive Officer

**EXECUTIVE SUMMARY**

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

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

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

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

**LINK TO DELIVERY/OPERATIONAL PLAN**

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

**FINANCIAL IMPLICATIONS**

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

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

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

1. That the Orange Showground Community Committee reviews the outgoing Committee's Action Plan.
2. That the Orange Showground Community Committee consider and discuss items to be included on the New Action Plan.

**SUPPORTING INFORMATION**

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

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

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

**ATTACHMENTS**

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



**ORANGE SHOWGROUND COMMUNITY COMMITTEE**  
3.4 Orange Showground Community Committee Action Plan


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**8 APRIL 2025**

## ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025


## Attachment 1 OSCC Action Plan (previous term)

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

## ORANGE SHOWGROUND COMMUNITY COMMITTEE

8 APRIL 2025

Attachment 1 OSCC Action Plan (previous term)

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

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

8 APRIL 2025

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

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



COMMUNITY COMMITTEE ACTION PLAN

ORANGE SHOWGROUND

D24/111441

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

ORANGE SHOWGROUND COMMUNITY COMMITTEE

Attachment 2 OSCC Action Plan 2025

8 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

### SHOWGROUND

D24/120087

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

#### Purpose

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

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

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

#### Reports To

##### **Recreation & Culture Policy Committee**

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

#### Responsibilities

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

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

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

#### Term

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

#### Membership and Roles

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





D24/120087

### **Committee Clerk & Staff Members**

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

### **Quorum**

One Councillor and two members of Orange Show Society.

### **Meeting Frequency**

Bi-annually, with additional meetings as required, with specific meeting dates and times to be determined by the Committee.

### **Voting**

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

### **Reports and Recording**

Matters to be considered by the Committee must be included in the agenda for the meeting, and must be provided in writing to the Committee Clerk at least ten (10) business days before the scheduled meeting.

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

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

### **Vacancies**

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

### **Relevant Policies and Documents**

Community Committee Member Information Pack

Orange City Council Code of Conduct

Orange City Council Code of Meeting Practice

Orange Community Strategic Plan

Delivery/Operational Plan

Asset Management Plan Strategy and Plans

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



**2.2 MINUTES OF THE BICYCLE COMMUNITY COMMITTEE MEETING 30 APRIL 2025**

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RECORD NUMBER: 2025/1022

AUTHOR: Kate Shepherd, Executive Officer

**EXECUTIVE SUMMARY**

The Bicycle Community Committee met on 30 April 2025. The recommendations from the Committee are provided to the Recreation & Culture Policy Committee for adoption.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “18.1. Provide representative, responsible and accountable community governance”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

- 1 That Council acknowledge the reports presented to the Bicycle Committee at its meeting held on 30 April 2025.**
- 2 That Council determine recommendations 3.2 and 3.5 from the minutes of the Bicycle Committee meeting of 30 April 2025.**
  - 3.2**  
*That the Charter for the Bicycle Community Committee be adopted with the following changes; Membership and roles: change second dot point to up to three Councillors and change quorum to minimum four Community members and one Councillor*
  - 3.5**  
*That the Bicycle Community Committee ask OCC Engineering department to investigate safety issues tabled at the meeting and respond with proposed actions.*
- 3 That the remainder of the minutes of the Bicycle Committee from its meeting held on 30 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 BCC 30 April 2025 Minutes
- 2 BCC 30 April 2025 Agenda, D25/59468 [↓](#)
- 3 FOR ADOPTION - BCC Charter, D24/120090 [↓](#)

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# ORANGE CITY COUNCIL

## MINUTES OF THE

## BICYCLE COMMITTEE

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

ON 30 APRIL 2025

COMMENCING AT 5:00 PM

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### 1 INTRODUCTION

#### ATTENDANCE

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Cr David Mallard (Chairperson), Cr Steven Peterson, Stephen Nugent, Helmut Berndt, Anthony Kirkwood, Virginia Flanagan, Chief Executive Officer, Director Community, Recreation and Cultural Services, Executive Support Officer

#### 1.1 Apologies and Leave of Absence

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##### RESOLVED

**Member S Nugent/Member V Flanagan**

That the apologies be accepted from Carolynne James, Shahreen Alford and Brendan Stuart for the Bicycle Committee meeting on 30 April 2025.

#### 1.2 Acknowledgement of Country

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The Chairperson conducted an Acknowledgement of Country.

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

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Nil.

### 2 PREVIOUS MINUTES

##### RESOLVED

**Member A Kirkwood/Member H Berndt**

That the Minutes of the Meeting of the Bicycle Committee held on 4 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 Bicycle Committee meeting held on 4 July 2024.

### 3 GENERAL REPORTS

#### 3.1 BICYCLE COMMUNITY COMMITTEE - CODE OF CONDUCT

TRIM REFERENCE: 2025/725

**RECOMMENDATION****Member S Nugent/Member V Flanagan**

That the Bicycle 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 BICYCLE COMMUNITY COMMITTEE - CHARTER

TRIM REFERENCE: 2025/731

**RECOMMENDATION****Member A Kirkwood/Member S Nugent**

That the Charter for the Bicycle Community Committee be adopted with the following changes:

- Membership and roles – change second dot point to up to three Councillors
- Quorum – change to minimum four Community members and one Councillor

#### 3.3 BICYCLE COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES

TRIM REFERENCE: 2025/728

**RECOMMENDATION****Member V Flanagan/Cr S Peterson**

1. That the Bicycle Community Committee set meeting dates for 2025 as:

- 4 June
- 3 September
- 3 December

2. Meetings are to be held at 5pm in the Councillors Workroom, Civic Building.

#### 3.4 OPEN SPACE AND RECREATION STRATEGY AND IMPLEMENTATION PLAN & ACTIVE TRANSPORT STRATEGY AND IMPLEMENTATION PLAN

TRIM REFERENCE: 2025/724

**RECOMMENDATION****Member S Nugent/Cr D Mallard**

That the Bicycle Committee note the Open Space and Recreation Strategy and Implementation Plan & Active Transport Strategy and Implementation Plan and these plans be added to the Bicycle Committee Action Plan for updates from Council Engineers as needed.

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**3.5 CYCLIST SPEED - UNDERPASS**

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TRIM REFERENCE: 2025/761

**RECOMMENDATION****Member B Stuart/Cr D Mallard**

That the Bicycle Community Committee ask OCC Engineering Department to investigate safety issues tabled at the meeting and respond with proposed actions.

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**3.6 BICYCLE COMMUNITY COMMITTEE ACTION PLAN**

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TRIM REFERENCE: 2025/729

**RECOMMENDATION****Cr D Mallard/Cr S Peterson**

That the Bicycle Community Committee defer this report to next meeting.

**THE MEETING CLOSED AT 6.07PM.**



## **BICYCLE COMMITTEE**

# **AGENDA**

**30 APRIL 2025**

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **BICYCLE COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Wednesday, 30 April 2025** commencing at **5:00 PM**.

David Waddell  
**CHIEF EXECUTIVE OFFICER**

For apologies please contact Exec Support Administration O on 6393 8106.

BICYCLE COMMITTEE

30 APRIL 2025

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**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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**BICYCLE COMMITTEE**

**30 APRIL 2025**

---

**1 INTRODUCTION**

**MEMBERS**

Cr David Mallard (Chairperson), Cr Steven Peterson, Stephen Nugent, Carolynne James, Helmut Berndt, Shahreen Alford, Anthony Kirkwood, Brendan Stuart, Virginia Flanagan, Chief Executive Officer, Director Community, Recreation and Cultural Services, Works Manager

**1.1 APOLOGIES AND LEAVE OF ABSENCE**

**1.2 ACKNOWLEDGEMENT OF COUNTRY**

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

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

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

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

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

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

**RECOMMENDATION**

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

**2 PREVIOUS MINUTES**

**RECOMMENDATION**

That the Minutes of the Meeting of the Bicycle Committee held on 4 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 Bicycle Committee meeting held on 4 July 2024.

**ATTACHMENTS**

**BICYCLE COMMITTEE**

**30 APRIL 2025**

- 
- 1    Minutes of the Meeting of the Bicycle Committee held on 4 July 2024

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## ORANGE CITY COUNCIL

MINUTES OF THE

### BICYCLE COMMITTEE

HELD IN ONLINE MEETING PLATFORM TEAMS

ON 4 JULY 2024

COMMENCING AT 12:30 PM

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## 1 INTRODUCTION

### ATTENDANCE

Cr S Peterson (Chair), Ms C James, Mr H Berndt, Ms S Alford, Mr A Kirkwood, Executive Assistant Community, Recreation and Cultural Services, Works Manager, Executive Support Officer

#### 1.1 Apologies and Leave of Absence

---

##### RESOLVED

Cr S Peterson/Mr W Gailey

That the apologies be accepted from Cr McDonell, Cr Greenhalgh, Chief Executive Officer and S Bonar for the Bicycle Committee meeting on 4 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

Cr S Peterson/Ms S Alford

That the Minutes of the Meeting of the Bicycle Committee held on 13 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 Bicycle Committee meeting held on 13 March 2024.

**MINUTES OF BICYCLE COMMITTEE**

**4 JULY 2024**

**3 GENERAL REPORTS**

**3.1 BICYCLE COMMITTEE ACTION PLAN REVIEW**

TRIM REFERENCE: 2024/1104

The Committee discussed the action plan and updated relevant actions the following actions were removed Committee agreement:

- Bike route – Cr Peterson discussed with Peter Rogers, trail to Spring Hill area unable to pursue.
- Review Road Safety Concern over safety issues at Ophir Road and Ophir/March intersection - shoulder on Ophir Road from roundabout has been maintained.
- Newcrest Challenge Economic Impact – Challenge not proceeding in 2024 under Newmont.

**RECOMMENDATION**

That the Committee review and update the Bicycle Committee Action Plan.

**GENERAL BUSINESS**

**Wine Trail Update – C James**

- Discussed looking into preliminary funding for masterplan of wine trails.
- Cr Peterson and Manager Economic Development looking at Disability accommodation and making it accessible on wine trail.
- Carolynne James meeting with Cabonne Council 9 July 2024.

The Chairperson thanked the Bicycle Committee members for their time during this Council term.

**THE MEETING CLOSED AT 1.22PM**

**BICYCLE COMMITTEE**

**30 APRIL 2025**

**3 GENERAL REPORTS**

**3.1 BICYCLE COMMUNITY COMMITTEE - CODE OF CONDUCT**

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RECORD NUMBER: 2025/725

AUTHOR: Jessica Jackson, Executive Support 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 Bicycle 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.

**BICYCLE COMMITTEE**

**30 APRIL 2025**

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**3.2 BICYCLE COMMUNITY COMMITTEE - CHARTER**

RECORD NUMBER: 2025/731

AUTHOR: Jessica Jackson, Executive Support Officer

**EXECUTIVE SUMMARY**

Orange City Council has developed and adopted the Charter for the Bicycle 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 lies 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 Bicycle Community Committee be adopted.**

**FURTHER CONSIDERATIONS**

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

**SUPPORTING INFORMATION**

The 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.

**BICYCLE COMMITTEE**

**30 APRIL 2025**

3.2    Bicycle Community Committee - Charter

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**ATTACHMENTS**

1        Bicycle Community Committee Charter 2024 - DRAFT, D24/120090

BICYCLE COMMITTEE

30 APRIL 2025

Attachment 1 Bicycle Community Committee Charter 2024 - DRAFT



COMMUNITY COMMITTEE CHARTER

BICYCLE

D24/120090

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 regarding bicycling in the Orange community.

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

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

**Reports To**

**Recreation & Culture**

Policy Committee 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 Bicycle 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



**BICYCLE COMMITTEE**

**30 APRIL 2025**

Attachment 1 Bicycle Community Committee Charter 2024 - DRAFT



D24/XXXX

**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 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](http://www.orange.nsw.gov.au), from the Committee Clerk or the Council's Governance team.

**BICYCLE COMMITTEE**

**30 APRIL 2025**

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**3.3 BICYCLE COMMUNITY COMMITTEE - 2025 MEETING DATES & TIMES**

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RECORD NUMBER: 2025/728

AUTHOR: Jessica Jackson, Executive Support Officer

**EXECUTIVE SUMMARY**

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

**BICYCLE COMMITTEE**

**30 APRIL 2025**

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**3.4 OPEN SPACE AND RECREATION STRATEGY AND IMPLEMENTATION PLAN & ACTIVE  
TRANSPORT STRATEGY AND IMPLEMENTATION PLAN**

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RECORD NUMBER: 2025/724

AUTHOR: Courtney Smolenski, Strategic 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 “2.4. Develop an extensive network of shared use paths connecting the city to allow for active travel”.

**FINANCIAL IMPLICATIONS**

Nil.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil.

**RECOMMENDATION**

**That the Bicycle Committee note the report on the Open Space and Recreation Strategy and Implementation Plan & Active Transport Strategy and Implementation Plan.**

**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,
- Undertake a review of the Orange Play Strategy 2024,

**BICYCLE COMMITTEE**

**30 APRIL 2025**

**3.4 Open Space and Recreation Strategy and Implementation Plan & Active Transport Strategy and Implementation Plan**

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- Undertake a Waterbodies as Recreational Facilities Feasibility Study,
- Determine a long-term integrated approach to open space planning, water quality management, biodiversity conservation, climate change adaptation and urban resilience.

**Active Transport Strategy and Implementation Plan**

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

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

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

**BICYCLE COMMITTEE**

**30 APRIL 2025**

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**3.5 CYCLIST SPEED - UNDERPASS**

RECORD NUMBER: 2025/761

AUTHOR: Jessica Jackson, Executive Support Officer

**EXECUTIVE SUMMARY**

At the Council Meeting 9 August 2024, Cr Duffy asked that the use of the underpass at the rear of James Sheahan High School by cyclists be referred to the Bicycle Community Committee for a review of speeds travelled.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy "2.4. Develop an extensive network of shared use paths connecting the city to allow for active travel".

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That the Bicycle Community Committee review the speeds travelled by cyclists through the underpass at the rear of the James Sheahan High School and that results be reported back to Council.

**SUPPORTING INFORMATION**

Nil

**BICYCLE COMMITTEE**

**30 APRIL 2025**

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**3.6 BICYCLE COMMUNITY COMMITTEE ACTION PLAN**

RECORD NUMBER: 2025/729

AUTHOR: Jessica Jackson, Executive Support 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 Bicycle Community Committee reviews the outgoing Committee's Action Plan.
2. That the Bicycle 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 Bicycle Community Committee - Action Plan, D21/65641
- 2 Bicycle Community Committee - Action Plan - 2025-2028, D25/39988

**BICYCLE COMMITTEE**

**30 APRIL 2025**

3.6    Bicycle Community Committee Action Plan

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## BICYCLE COMMITTEE

30 APRIL 2025

Attachment 1 Bicycle Community Committee - Action Plan

D21/65641

## BICYCLE COMMITTEE ACTION PLAN

Meeting Date	Action	Scope	Tasks	Who	Comments/Progress/ Outcomes
26 October 2021	East Pinnacle Grant	Project is grant ready	Continue to chase grants	OCC	<p>Aug: Grant Unsuccessful Continue dialogue with Cabonne.</p> <p>Sept: OCC staff are master planning Scout camp area – to review involvement of committee in exercise.</p> <p>March: Towac Valley on our radar as tourism place, always looking at. Cabonne currently do not have appetite for with ongoing flood repairs (for example).</p> <p>July: Nil Further update, continue to monitor</p>
24 November 2022	OCC to resubmit Active Travel Plan to NSW Grants	Resubmit to get more \$	Submit for Grants	Maunder	<p>Projects within plan keep being submitted for grants with ongoing projects awarded</p> <p>Aging and access committee also using Active Travel Plan</p> <p>Change of government not good with grants</p> <p>OAGS pathway – waiting on TfNSW response on bridge.</p> <p>SFR from Sundew grant won</p>



## BICYCLE COMMITTEE

30 APRIL 2025

Attachment 1 Bicycle Community Committee - Action Plan

Meeting Date	Action	Scope	Tasks	Who	Comments/Progress/ Outcomes
					<p>NDR Pathway from Woollies lights to Bot Gardens</p> <p>March: Business Case can from BUGS can be used with any grant applications.</p> <p>July: Council Engineer (Courtney Smolenski) is creating a brief to review active travel plan and strategy.</p> <p><i>April 2025 Update: Council engineer to present to committee an update to the Active Travel plan.</i></p>
24 November 2022	<p>Approach relevant body to look at extending 60km speed limit to match from Wallace Lane to Stairs Lane.</p> <p>Clarification – this is referring to the bends below Snowline</p>	Not an OCC Traffic committee 'thing' – Transport for NSW.	Transport for NSW have been asked to consider	Gailey	<p>Awaiting decision from TfNSW.</p> <p>March: for TfNSW to proceed we need recommendation from Council and then will go through formal process. Cr Peterson will action with assistance from Wayne Gailey.</p> <p><i>July: Yoursay survey extended to 4 July 2024, over 400 responses Council to collate information to make Council recommendation to TfNSW.</i></p>
24 November 2022	Add signage to indicate way back to Southern Link Cycleway near International gardens trail	Signage	Add signage	Alford Gailey	<p>Alford to progress with OCC staff</p> <p>March: signage reviewed. Maintenance issue of vandalism exists on current signs. Need to do audit on published cycle routes signage when ride guide completed as there is some missing.</p>

## BICYCLE COMMITTEE

30 APRIL 2025

Attachment 1 Bicycle Community Committee - Action Plan

Meeting Date	Action	Scope	Tasks	Who	Comments/Progress/ Outcomes
					<i>July: Link route maps on Gardiner Road to be added.</i>
24 November 2022	Update Bike Guide	Update guide and mapping	Form subgroup	Waddell Townsend Alford Giumelli Ned Sweetapple C James/ BUG Helmut	<p>June: Meeting held with O360, Natasha Townsend of OCC briefed, Subgroup met late June 2023, Bike forum offered some info on mapping.</p> <p>August: Established need for more than printed guide and centralised approach required. CEO advised costings required to progress and discuss responsibility/ownership.</p> <p>Sept - Working with O360, Ride Orange on updating content.</p> <p>March: CEO/S Alford to follow up with Natasha for meeting. Push/focus on digital side over print version.</p> <p><i>July: No further update CEO and Council staff to follow up.</i></p>
7 August 2023	Contact State Forests	Kinross Forest possible trails	Possibility of trails in area now its cleared	Committee	<p>March – CEO meeting with Jason Molkentin. Regional Manager State Forests.</p> <p>July: CEO still to meet with Manager State Forest, Jason Molkentin was an apology to this meeting.</p>

## BICYCLE COMMITTEE

30 APRIL 2025

Attachment 1 Bicycle Community Committee - Action Plan

Meeting Date	Action	Scope	Tasks	Who	Comments/Progress/ Outcomes
					<i>April 2025 Update: Invited Jason Molkentin to next committee meeting for an update.</i>
7 August 2023	Review options to communicate safe riding message	Communications, raising the issue with appropriate channels	1. Review options for getting message out to community 2. Raise issue at CSCPCC meeting	Road Safety Officer	July: Works Manager checking standards on minimum passing distance. Council Road Safety Officer to be invited to meeting  <i>April 2025 Update: Council Road Safety Officer has been invited to next committee meeting.</i>
12 September 2023	Committee to be informed of Connectivity of SFR / Eastern Sharp Rd pathways	Provide information	Report to committee	Works Manager	March – applied for funding to complete section. Walk through to be arranged with committee reps and OCC staff.  July: Connectivity funding unsuccessful.  <i>April 2025 Update: Council had submitted two funding applications for this link. To date the funding application through the Federal Active Transport Program was unsuccessful. We are still awaiting advice in relation to our Transport for NSW application through the Get NSW Active program – we expect to hear shortly.</i>
13 March 2024	Walk through of SFR/Sundew area	Reviewing connectivity possibility.	Site meeting	Committee Reps & OCC Staff	July: Manager Works and H Berndt to inspect site for viable connectivity is going to be arranged.

BICYCLE COMMITTEE  
Attachment 1    Bicycle Community Committee - Action Plan

30 APRIL 2025

Meeting Date	Action	Scope	Tasks	Who	Comments/Progress/ Outcomes
					<i>April 2025 Update: This connection is nearing completion – safety rails, erosion protection and landscaping yet to be completed.</i>
8 October 2024	Consider educating cyclists and pedestrians on use of road etiquette especially on Ploughmans	Education for Cyclists	Have asked Roads Safety Officer if there are any programs	Executive Support Officer	October – Executive Support Officer contacted Roads Safety Officer regarding education for Cyclists and currently no programs available. She is happy to create them but require budget for it.
	Cr Duffy asked that use of the underpass at the rear of James Sheahan High School by cyclist be referred to the Bicycle Community Committee for a review of speeds travelled.	Review of speeds travelled			



COMMUNITY COMMITTEE ACTION PLAN

BICYCLE

D25/39988

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

**BICYCLE COMMITTEE**

**30 APRIL 2025**

Attachment 2 Bicycle Community Committee - Action Plan - 2025-2028



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

### BICYCLE

D24/120090

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 regarding bicycling in the Orange community.

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

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

#### Reports To

##### **Recreation & Culture**

Policy Committee 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 Bicycle 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
- 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



D24/XXXX

### **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**

Minimum of four 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](http://www.orange.nsw.gov.au), from the Committee Clerk or the Council's Governance team.