



REGIONAL & ECONOMIC DEVELOPMENT POLICY COMMITTEE

AGENDA

4 NOVEMBER 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **REGIONAL & ECONOMIC DEVELOPMENT POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 4 November 2025**.

Barry Omundson
CHIEF EXECUTIVE OFFICER

For apologies please contact Executive Support on 6393 8391.

AGENDA

1	INTRODUCTION.....	3
1.1	Apologies and Leave of Absence	3
1.2	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	COMMITTEE MINUTES.....	5
2.1	Minutes of the Clifton Grove Community Committee Meeting 18 September 2025	5
2.2	Minutes of the Lucknow Community Committee Meeting 25 September 2025	27
2.3	Minutes of the Spring Hill Community Committee 30 September 2025	51
2.4	Minutes of the Sister Cities Community Committee Meeting 7 October 2025	73

1 INTRODUCTION

MEMBERS

Cr T Mileto (Mayor)(Chairperson), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

1.1 Apologies and Leave of Absence

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

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

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

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

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

RECOMMENDATION

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

2 COMMITTEE MINUTES

2.1 Minutes of the Clifton Grove Community Committee Meeting 18 September 2025

RECORD NUMBER: 2025/2255

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Clifton Grove Community Committee met on 18 September 2025. The recommendations from the Committee are provided to the Regional & Economic Development Policy Committee for adoption.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Clifton Grove Community Committee at its meeting held on 18 September 2025.
- 2 That the minutes of the Clifton Grove Community Committee from its meeting held on 18 September 2025 be adopted.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

SUPPORTING INFORMATION

A copy of the Meeting Agenda and Minutes are attached for the information of Council.

ATTACHMENTS

- 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 18 September 2025, [2025/1990](#)
- 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025, [2025/1960](#)



MINUTES OF THE CLIFTON GROVE COMMUNITY COMMITTEE
HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE
ON 18 SEPTEMBER 2025
COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

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

1.1 APOLOGIES

RESOLVED

Member P Reid/Member S Taylor-Paix

That the apologies be accepted from Nick Redmond (Manager Communications and Engagement) for the Clifton Grove Community Committee meeting on 18 September 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 P Reid/Member J Whittaker

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 5 June 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Clifton Grove Community Committee meeting held on 5 June 2025.

Attachment 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

3 PRESENTATIONS

3.1 PRESENTATION BY GEOFF SELWOOD - LOCAL RURAL FIRE SERVICE

TRIM REFERENCE: 2025/1919

- A presentation was provided by Geoff Selwood from the Local Rural Fire Service.
- Geoff presented two maps and discussed the existing conditions, completed burns and planned burns. He also discussed the different types of burns and their benefits.
- Burns often take 2 years of planning.
- A low burn in the reserve is recommended in the next 1-2 years, takes a lot of negotiating. He will move to discuss this with Councils Manager City Presentation, Nigel Hobden.

RECOMMENDATION

Member R Nevins/Cr F Kinghorne

That the Presentation from the RFS be noted.

4 GENERAL REPORTS

4.1 CLIFTON GROVE FIRE HYDRANTS

TRIM REFERENCE: 2025/1920

- Committee Support Officer provided a verbal update in response to Member Nevins request for information on Clifton Grove Fire Hydrants. The Officer stated that OCC crews were currently undertaking a hydrant valve inspection/service across Clifton Grove and were updating any necessary blue cats eyes (RRPMs) and HR markers where required.
- The Committee questioned what the current existing service timeline is for the fire hydrants.

Committee Support Officer to post on the Clifton Grove Community Facebook page re. residents being proactive in knowing where hydrants are located in relation to their own properties, know what to look for, include photos etc. suggest *Before You Dig*.

RECOMMENDATION

Member R Nevins/Cr F Kinghorne

That the Committee Support Officer investigates the existing servicing schedule of fire hydrant valves, and to post on the Clifton Grove Community Facebook page as discussed.

4.2 COMMITTEE SUPPORT OFFICER - UPDATE ON OUTSTANDING MATTERS

TRIM REFERENCE: 2025/1921

- The Committee discussed the proposal for the area experiencing burnout disturbance. A plan was shown with the proposal of trees (in cages) and basalt boulders.
- The committee raised the following concerns with the proposal:
 - Ensure that the proposed trees do not create visual obstructions.
 - Requested that the trees be relatively mature or advanced in growth.
 - Suggested adding boulders to the eastern end, or installing a gate, to maintain tractor access to the southern part of the area.

Attachment 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

- Noted that the Macquarie pipeline runs beneath the proposed site.
- Emphasised the need for robust tree guards or mesh cages that cannot be easily removed or damaged by vehicles.
- The Committee Support Officer is to relay these concerns and comments to Councils Manager City Presentation prior to locking in the plan.
- The Committee discussed the feral animal issue at hand. Members Nevins and West met with Kyle and Emmy from Local Land Services a couple of weeks ago. Member West provided a rundown of that conversation; mostly baiting programs, can cause risks to domestic animals etc. The Committee discussed that general education moving forward is a good idea.
- In conjunction with the above and as suggested by Council's Natural Resources Coordinator and Landcare, the Committee discussed and agreed that a "Rural Living Day" would be a good idea, potentially coupled with a CG Open Day. The day is to cover things like community based trapping, feral animal management, weeds identification/management etc.

RECOMMENDATION
Member J Whittaker/Member R Nevins

1. That the Committee Support Officer relays the comments raised by the Committee regarding the burnout area with Councils Manager City Presentation.
2. That the Committee Support Officer investigates the Rural Living Day/Clifton Grove Open Day.

4.3 CLIFTON GROVE COMMUNITY COMMITTEE ACTION PLAN - SEPTEMBER 2025

TRIM REFERENCE: 2025/1923

Banjo Paterson Way Pull-in Area

- The Committee Support Officer will check on line marking, to confirm when planting occurring and to confirm what the long green rectangle on the edge of pull-in bay landscaping mock up is with Councils Manager City Presentation.
- Comment from Member Whittaker re: his opinion of not supporting the new line marking in the area of the new pull-in bay. General discussion around needing to see how things come together with the pull-in area once things are planted, signs erected etc.

Bridle Paths

- The Committee discussed that any boundary fencing with bridle paths is the owners responsibility.
- In regard to revegetation, the Committee are to let Council staff know which ones are the most important/most used and develop a priority list. Member Whittaker to send this priority list to Committee Support Officer to then provide to Manager City Presentation. Noting that the bridle path maintenance will be a joint effort between Council and community as Council don't have the crews to maintain bridle paths.

Tree Pruning/Removal

- Noted that the tree trimming/pruning Councils Manager City Presentation had said that they had been completed, hasn't according to the Committee.

Blackberry Spraying

- The Committee Support Officer will clarify with Council's Natural Resources Coordinator if spraying of blackberries is coming up soon. This follows on from comment made by Member Butt of blackberries growing on sides of road in some areas of CG.

Attachment 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

Mud Hut

- Committee Support Officer stated that the additional lights and sensor light was being installed Thursday 18 September and that quotes were incoming for the other works. Also relayed that the quotes for the other works were still impending.

Intersection Lighting

- Verbal update provided by Committee Support Officer support on intersection lighting investigations as per the below.

A light that runs off the main power network may be expensive to install due to the required infrastructure. As a very rough estimate a new powered light could cost between \$50k and \$200k – a solar one might be around \$25-\$50k.

There are road safety grants that we can apply for through the state and federal government but they generally need to be supported by a minimum of 3 reported injury crashes within the last 5 years. Approved and funded treatments under this program would address the particular cause of the crash as recorded by the police. So lighting upgrades would not be supported for example if the crashes happened in daylight hours.

The data shows only one, non-injury, run off road crash has occurred at this intersection in the last 5 years and it was during daylight hours – therefore doubtful that funding would be given based on the reported crash history.

In addition, provision of a single solar powered light would have a cheaper initial cost, but unlike the main supplied streetlight network, it would be a Council asset with all associated running and replacement costs. Single lights will not comply to a recognised standard for intersection lighting. It should be noted that an Australian Standard compliant design for lighting layout and electricity supply could cost anywhere between 10 and 15k.

- Committee moved to remove intersection lighting due to the above update.

RECOMMENDATION**Member A Butt/Member S Taylor-Paix**

1. That the Clifton Grove Community Committee Action Plan be updated with items discussed.
2. That the Committee Clerk discuss relevant matters with Councils Manager City Presentation and ask him to attend the next meeting.

THE MEETING CLOSED AT 6:53PM.



CLIFTON GROVE COMMUNITY COMMITTEE

AGENDA

18 SEPTEMBER 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **CLIFTON GROVE COMMUNITY COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Thursday, 18 September 2025** commencing at **5:30 PM**.

Barry Omundson
CHIEF EXECUTIVE OFFICER

For apologies, please contact Ellie Bryce on 6393 8028.

**Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18
September 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.

1	INTRODUCTION.....	3
1.1	Apologies	3
1.2	Acknowledgement of Country.....	3
1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	PREVIOUS MINUTES	4
2.1	Minutes of the Meeting of the Clifton Grove Community Committee held on 05 June 2025.....	5
3	PRESENTATIONS	9
3.1	Presentation by Geoff Selwood - Local Rural Fire Service	9
4	GENERAL REPORTS.....	10
4.1	Clifton Grove Fire Hydrants	10
4.2	Committee Support Officer - Update on Outstanding Matters	11
4.3	Clifton Grove Community Committee Action Plan - September 2025.....	13

1 INTRODUCTION

MEMBERS

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

1.1 Apologies

1.2 Acknowledgement of Country

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

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

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

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

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

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

RECOMMENDATION

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

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

2 PREVIOUS MINUTES**RECOMMENDATION**

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 5 June 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Clifton Grove Community Committee meeting held on 5 June 2025.

ATTACHMENTS

- 1 Minutes of the Meeting of the Clifton Grove Community Committee held on 5 June 2025

ORANGE CITY COUNCIL

MINUTES OF THE

CLIFTON GROVE COMMUNITY COMMITTEE

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

ON 5 JUNE 2025

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

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

1.1 Apologies and Leave of Absence

RESOLVED

Cr S Peterson/Member A Butt

That the apologies be accepted from Peter West and the Manager Communications & Engagement for the Clifton Grove Community Committee meeting on 5 June 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

Cr F Kinghorne/Member P Reid

That the Minutes of the Meeting of the Clifton Grove Community Committee held on 27 March 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Clifton Grove Community Committee meeting held on 27 March 2025.

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

MINUTES OF CLIFTON GROVE COMMUNITY COMMITTEE
5 JUNE 2025
3 PRESENTATIONS
3.1 CHAIRPERSON PRESENTATION - REGIONAL AND ECONOMIC DEVELOPMENT POLICY COMMITTEE - 6 MAY 2025

TRIM REFERENCE: 2025/1038

Council adopted the charter, quorum and meeting cycle.

RECOMMENDATION
Cr F Kinghorne/Member P Reid

That the Committee acknowledge the verbal report from the Chairperson on the Regional & Economic Development Policy Committee of 6 May 2025.

4 GENERAL REPORTS
4.1 MUD HUT REFRESH

TRIM REFERENCE: 2025/1034

- Committee Support Officer relayed comments sent in from Member West.
- The Committee discussed that paintwork would be quick and easy solution for a refresh.
- The Committee discussed that they would like to consider making modifications that could mean it can be used all year round, discussed enclosing the structure with Perspex windows or louvres.
- The Committee discussed how at times there are people gathering at the Mud Hut late at night and that solar/sensor lights and security cameras may be a good start.
- The Committee decided that they will meet at the Mud Hut on Sunday 15 June at 10am to discuss what they would like to do.

RECOMMENDATION
Member A Butt/Member S Taylor-Paix

1. That Member Nevins email the Committee Support Officer with notes post community Mud Hut catch up.
2. That the Committee Clerk investigate security camera quotes.
3. That the Committee Clerk investigate sensor light quotes.

4.2 BANJO PATERSON PARK - NO CAMPING SIGNAGE

TRIM REFERENCE: 2025/1035

- The Committee discussed the apparent use of Banjo Paterson Park as a camping area from time to time.
- The Committee agreed that it could potentially be a problem if the area became popular and agreed that the erection of no camping signs should occur.

RECOMMENDATION
Member M Chisholm/Member P Reid

1. That the Committee Clerk investigate the legalities surrounding the use of this area.
2. That the Committee Clerk check if and when Council lock the gates.
3. That the Committee Clerk action the erection of No Camping sign(s).

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

MINUTES OF CLIFTON GROVE COMMUNITY COMMITTEE
5 JUNE 2025
4.3 COMMITTEE SUPPORT OFFICER - UPDATE ON OUTSTANDING MATTERS

TRIM REFERENCE: 2025/1036

The Committee Support Officer raised the following matters:

- Creek Crossing - one of the creek crossings had been fixed.
- Council do still agist land. Some of the bridle tracks already are via a signed agreement for exclusive use only.
- Road maintenance - the Committee stated that Coolabah is in a good state since recent works but highlighted that the crews do not do the side streets off of it. Specifically, they mentioned issues with Old Regret Road, Jumbuck Place and the end of Don Peters Place.
- Situation with putting a MLAK lock on the Mud Hut toilet - it would not work unless we changed the existing system, as it is currently only able for use if it were hired out. The Committee moved to not investigate this any further now and that it may fall under the refresh action item.

RECOMMENDATION
Member A Butt/Member P Reid

That the Committee Clerk contacts Councils Road Crew in relation to maintenance of the roads mentioned.

4.4 ISSUE OF ONGOING BURNOUTS DISTURBANCE

TRIM REFERENCE: 2025/1037

- The Committee discussed the issue of ongoing burnout disturbance in the grassed area at the intersection of Banjo Paterson Way and Ophir Road.
- The Committee discussed that it always seems to be an issue post a period of rainfall.
- The Committee would like to investigate options for the area to be fenced in some way, like a standard Council recreational fence.

RECOMMENDATION
Member S Taylor-Paix/Member M Chisholm

That the Committee Clerk investigate fencing options with Councils Manager Works.

4.5 CLIFTON GROVE COMMUNITY COMMITTEE ACTION PLAN - JUNE 2025

TRIM REFERENCE: 2025/1042

- The Committee discussed the Banjo Paterson Way pull-in bay project. The Engagement Lead explained why the lines had been done the way they have been and that Council crews will soon hatch the outer most two portions so as to keep vehicles from those bays.
- The Committee discussed that Member Whittaker had produced a document containing images of car movements at the intersection.
- The Committee agreed that once landscaping, new signs, bins etc. have been placed, the area will significantly improve and the car parking spaces will look more like car parking spaces.
- The Committee Support Officer stated that the three trees at the entrance of the bridal path identified at the last meeting are being looked at by the Manager City Presentation for either removal or pruning.
- The Committee raised three other trees on The Billabong which need to be pruned.
- The Committee Support officer relayed words from Councils Natural Resources

Page 7

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

MINUTES OF CLIFTON GROVE COMMUNITY COMMITTEE
5 JUNE 2025

Coordinator in relation to weed spraying outlined below:

- *St John's Wort Beetle: We have done multiple releases throughout the Clifton Grove Reserves and Bridal Paths. The Beetle works well in core infestation areas that are inaccessible and provides a low level of suppression of the plant by defoliation during years of high burden. As the Orange LGA is relatively free of the plant and we have a high value Agricultural land and enterprise and high land value in general we do pursue the weed through legislative means for recalcitrant landholders, we have a good level of compliance.*
- *Paterson's Curse: We find that Paterson Curse is generally a pioneer weed that booms the season after an extended dry period the biological control is incredibly effective in the Orange LGA, during normal seasons and growing conditions we normally only find Patersons Curse to be problematic in Poorly managed pastures "overgrazing", horse paddocks or disturbed sites new sub-divisions. Very Rarely we must intervene.*
- *We had some very good control throughout the Clifton Grove public areas and recreational reserves post-Christmas and are looking forward to Spring to see how some of the controls works went and how some of the Residents went with fulfilling their "General Biosecurity Duty".*
- The Committee discussed that they would like to further investigate ways that Council can get on top of weed control i.e. allocate more resources or have a community working bee.
- The Committee noted that reasoning behind the request for larger gate at the Bridal Path entrance on Coolabah Drive is to allow for emergency services vehicles.
- The Committee discussed the recent accident at the intersection of Banjo Paterson Way and Ophir Road during heavy fog. The Committee asked for 'cats eye' reflector stickers on the road edge. The Committee moved to add 'Intersection Lighting' as an action item and asked for grant funding opportunities to be investigated.
- The Committee discussed the feral animal issue currently present throughout Clifton Grove. The Committee discussed whether there would be more weight in a letter coming from residents or Council.
- The Committee discussed the state of the reserve and were questioning whether there were any controlled burns planned.

RECOMMENDATION
Cr S Peterson/Member R Nevins

1. That the Clifton Grove Community Committee Action Plan be updated with items discussed.
2. That the Committee Clerk circulate Member Whittaker's document.
3. That the Committee Clerk provide Member Whittaker with an A3 print out of the Clifton Grove masterplan.
4. That the Committee Clerk present the landscaping plan for pull-in area to next meeting.
5. That the Committee Clerk seek guidance from LLS in relation to feral animal issues and whether a letter should come from Council or residents.
6. That the Committee Clerk contact RFS regarding controlled burns.

THE MEETING CLOSED AT 6:52PM.

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

3 PRESENTATIONS**3.1 Presentation by Geoff Selwood - Local Rural Fire Service**

Presentation to be given by Geoff Selwood of the Local Rural Fire Service branch to the Clifton Grove Community Committee.

**Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18
September 2025**

4 GENERAL REPORTS**4.1 Clifton Grove Fire Hydrants**

RECORD NUMBER: 2025/1920

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Member Nevins wishes to discuss the local fire hydrants throughout Clifton Grove, their locations and their need for servicing.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the committee discuss the matter and raise possible solutions for the committee and Council staff to investigate.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

SUPPORTING INFORMATION

Nil

**Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18
September 2025**

4.2 Committee Support Officer - Update on Outstanding Matters

RECORD NUMBER: 2025/1921

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Committee Support Officer will provide a verbal update on the following items raised at the previous committee meeting:

- No camping at Banjo Paterson Park
- Burnout disturbance
- Feral animals – update from Member West on meeting with Local Lands Services

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the committee identify any ongoing actions to Council Staff.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

SUPPORTING INFORMATION

The Committee Support Officer will provide a verbal update to the meeting.

**Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18
September 2025**

4.3 Clifton Grove Community Committee Action Plan - September 2025

RECORD NUMBER: 2025/1923

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

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

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

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 "13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

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

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

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Clifton Grove Community Committee consider and discuss items to be included on the Action Plan.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council's key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

4.3 Clifton Grove Community Committee Action Plan - September 2025

SUPPORTING INFORMATION

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

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

ATTACHMENTS

- 1 Clifton Grove Community Committee Action Plan - September 2025, D25/105365

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025
Attachment 1 Clifton Grove Community Committee Action Plan - September 2025
COMMUNITY COMMITTEE ACTION PLAN
CLIFTON GROVE

D25/31838

ACTION OR PROJECT	COMMUNITY STRATEGIC PLAN REFERENCE	TASKS	RESPONSIBILITY OF	COST IMPLICATIONS	START DATE	END DATE	COMMENTS/PROGRESS	UPDATED
								\$75,066.79
Install Banjo Paterson Way visitor area/pull-in bay and new entrance sign			OCC	To be determined	To be determined	To be determined	Line marking (hashing) is scheduled for completion mid-September. Aerial plan of proposed landscaping to be provided at meeting with the works scheduled for mid-spring.	3/9
Bridle Paths		Revegetation	OCC	To be determined	To be determined	To be determined	Committee to confirm whether this is to remain on hold.	3/9
Tree removal		Investigate removal of trees on The Billabong and at the Bridle Path entrance	OCC	To be determined	To be determined	To be determined	Committee Clerk to provide update from Councils Manager City Presentation at meeting.	3/9
Maintenance		Weed spraying/weed control	OCC	To be determined	To be determined	To be determined	Committee Clerk to give update from Councils Natural Resources Coordinator.	3/9
Mud Hut		Necessary maintenance as well as improvements of the Mud Hut	OCC	To be determined	To be determined	To be determined	Council staff meeting with Member Nevins to discuss lighting locations. Committee Clerk advised from internal Council staff that works that	3/9

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025
Attachment 1 Clifton Grove Community Committee Action Plan - September 2025

D24/111441

							are not considered maintenance are to be dealt with by external contractors. Quotes are being sought for these works.	
Intersection Lighting		Investigate lighting options to increase safety at intersection of Ophir Road and Banjo Paterson Way	OCC	To be determined	To be determined	To be determined	RPMs (cats' eyes) have been added. Ongoing investigation into the feasibility of larger lights. Committee Clerk to give update at meeting.	3/9

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.

Attachment 2 Agenda of the Meeting of the Clifton Grove Community Committee held on 18 September 2025

Attachment 1 Clifton Grove Community Committee Action Plan - September 2025

D24/111441

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.

2.2 Minutes of the Lucknow Community Committee Meeting 25 September 2025

RECORD NUMBER: 2025/2259

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Lucknow Community Committee met on 25 September 2025. The recommendations from the Committee are provided to the Regional & Economic Development Policy Committee for adoption.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1** That Council acknowledge the reports presented to the Lucknow Community Committee at its meeting held on 25 September 2025.
- 2** That Council determine recommendations *4.2(1) and (4)* from the minutes of the Lucknow Community Committee meeting of 25 September 2025.
4.2(1) That the Committee allocates \$6,000 to the construction of a footpath on the Cnr of Phoenix Mine Road and Mitchell Highway (at the Lucknow Tavern).
4.2(4) That the Committee Support Officer confirms the radio campaign spend of \$3,445 + GST.
- 3** That the remainder of the minutes of the Lucknow Community Committee from its meeting held on 25 September 2025 be adopted.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nli
People & WHS	Nil
Information Technology/Cyber Security	Nil

SUPPORTING INFORMATION

A copy of the Meeting Agenda and Minutes are attached for the information of Council.

2.2 Minutes of the Lucknow Community Committee Meeting 25 September 2025

ATTACHMENTS

- 1 Minutes of the Meeting of the Lucknow Community Committee held on 25 September 2025, 2025/2095 [↓](#)
- 2 Agenda of the Meeting of the Lucknow Community Committee held on 25 September 2025, 2025/2038 [↓](#)



**MINUTES OF THE LUCKNOW COMMUNITY COMMITTEE
HELD IN LUCKNOW COMMUNITY HALL, LUCKNOW
ON 25 SEPTEMBER 2025
COMMENCING AT 5:30 PM**

1 INTRODUCTION**ATTENDANCE**

Cr Melanie McDonell (Chairperson), Bruce Heinrich, Edward Mackinney, Brett Beasley, Anne Beasley, Kerry Condon, Laurence Mockler, Laga Van Beek, Michael Everett, Manager Communications and Engagement, Engagement Officer, Richard Drooger (Transport for NSW)

1.1 APOLOGIES**RESOLVED****Member M Everett/Member K Condon**

That the apologies be accepted from Cr Tammy Greenhalgh (Deputy Mayor), Barbara Bloomfield and Angelique Mitchell for the Lucknow Community Committee meeting on 25 September 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 M Everett/Member E Mackinney**

That the Minutes of the Meeting of the Lucknow Community Committee held on 16 June 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Lucknow Community Committee meeting held on 16 June 2025.

Attachment 1 Minutes of the Meeting of the Lucknow Community Committee held on 25 September 2025

3 PRESENTATIONS

3.1 PRESENTATION BY RICHARD DROOGER - TRANSPORT FOR NEW SOUTH WALES

TRIM REFERENCE: 2025/1981

- Richard Drooger from TfNSW attended the meeting and discussed a number of matters with the committee – in particular, a pedestrian refuge and speed signage.
- After discussing other examples and TfNSW processes, Richard stated that he has flagged Lucknow as a trial location for new town entry speed signage/treatments.
- Richard stated that pedestrian crossings are often unsafe and that physical infrastructure is better i.e a refuge. He has stated that a proposal has gone to the road design team to investigate a concept design for Lucknow.
- The committee asked if Richard could investigate whether co-contribution of funds escalates a proposal with TfNSW and he stated that he would ask the question.

RECOMMENDATION**Member M Everett/Member L Van Beek**

That Council staff work with TfNSW to develop a plan for contribution of funds to address road safety and business connectivity issues raised by the Committee.

4 GENERAL REPORTS

4.1 LUCKNOW CHRISTMAS MARKETS

TRIM REFERENCE: 2025/1982

- Member Everett discussed with the committee that he was after any feedback or suggestions after last years Christmas markets in preparation for the upcoming markets on Sunday 23 November.
- The Committee discussed the traffic and parking issues that occurred last year and it was suggested that carparking signs/VMS signage be implemented (with assistance from Council) to use the land near Wentworth Mine Park and to clean up the pathways from there to Larder & Home in preparation.
- Council staff will assist Member Everett whether he needs to apply for a special event application to reduce speed/traffic management plan etc.

RECOMMENDATION**Member B Beasley/Member M Everett**

That the Committee Support Officer assists Member Everett where required with the preparation of the Lucknow Christmas Markets documentation.

Attachment 1 Minutes of the Meeting of the Lucknow Community Committee held on 25 September 2025

4.2 COMMITTEE SUPPORT OFFICER - UPDATE ON OUTSTANDING MATTERS

TRIM REFERENCE: 2025/1983

- The Committee Support Officer stated that a footpath around the Lucknow Tavern corner will cost \$6,000. The committee asked if Council can investigate the cost of a footpath to go to the Mens Shed from there too.
- The Committee Support Officer updated the committee on conversations being had with Australia Post regarding Parcel Lockers and that the matter was still ongoing.
- The Committee Support Officer showed the proposed SCA radio campaign to the committee and advised them that the cost would be \$3,445+GST. The committee moved to proceed with the ad.
- THE Committee Support Officer advised that Council were in conversations with the landowner of the land around the Reform Mine regarding clean up. Member Everett asked if Council could consider doing an entire village clean up i.e. vegetation on Council land at the entrance of town.

RECOMMENDATION**Member M Everett/Member A Beasley**

1. That the Committee allocates \$6,000 to the construction of a footpath on the Cnr of Phoenix Mine Road and Mitchell Highway (at the Lucknow Tavern).
2. That the Committee retain a quote for the extended footpath to the Mens Shed.
3. That the Committee Support Officer continue liaising with Australia Post.
4. That the Committee Support Officer confirms the radio campaign.
5. That the Committee Support Officer discuss vegetation clean up with relevant Council Crews.

4.3 LCC ACTION PLAN - SEPTEMBER 2025

TRIM REFERENCE: 2025/2020

- Village Highway Beautification – As advised by TfNSW, “live for the now” – just plant, keeping in mind that large trees are not preferable on the side of highways. The objectives of the beautification works were taken to the Parks, Trees and Waterways committee, moving forward, an aerial plan will be brought to the next meeting for the committee to highlight where ideal planting etc is to occur.
- Improve Connectivity Between Businesses – As discussed with Richard, refuge design with TfNSW.
- No stopping sign on corner of Phoenix Mine Road and Mitchell Highway – Committee Support Officer to check the location of the Mitchell Highway sign with Councils Manager Engineering Services.
- Other matters discussed were that on the northern side of the highway near the viewing platform - the wooden panels have fallen out of the fence, as well as many potholes on Council land outside The Curiosity Shop to The Mens Shed.

Attachment 1 Minutes of the Meeting of the Lucknow Community Committee held on 25 September 2025

RECOMMENDATION**Member M Everett/Member K Condon**

1. That the Lucknow Community Committee Action Plan be updated with matters discussed.
2. That the Committee Support Officer organise an aerial plan for village beautification plans.
3. That the Committee Support Officer investigate the No Stopping sign on Mitchell Highway with Councils Manager Engineering Services.
4. That the Committee Support Officer get the relevant Council staff to fix the fallen wooden rails.
5. That the Committee Support Officer speak to Councils Works Manager regarding the potholes.

THE MEETING CLOSED AT 7:23PM.



LUCKNOW COMMUNITY COMMITTEE

AGENDA

25 SEPTEMBER 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **LUCKNOW COMMUNITY COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **LUCKNOW COMMUNITY HALL, LUCKNOW** on **Thursday, 25 September 2025** commencing at **5:30 PM**.

Barry Omundson
CHIEF EXECUTIVE OFFICER

For apologies, please contact Ellie Bryce on 6393 8028.

**Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25
September 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.

1	INTRODUCTION.....	3
1.1	Apologies	3
1.2	Acknowledgement of Country.....	3
1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	PREVIOUS MINUTES	4
2.1	Minutes of the Meeting of the Lucknow Community Committee held on 16 June 2025	5
3	PRESENTATIONS	9
3.1	Presentation by Richard Drooger - Transport for New South Wales	9
4	GENERAL REPORTS.....	10
4.1	Lucknow Christmas Markets.....	10
4.2	Committee Support Officer - Update on Outstanding Matters	11
4.3	LCC Action Plan - September 2025	13

**Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25
September 2025**

1 INTRODUCTION**MEMBERS**

Cr Melanie McDonell (Chairperson), Cr Tammy Greenhalgh (Deputy Mayor), Angelique Mitchell, Barbara Bloomfield, Bruce Heinrich, Edward Mackinney, Brett Beasley, Anne Beasley, Kerry Condon, Laurence Mockler, Laga Van Beek, Michael Everett, Manager Communications and Engagement, Engagement Lead, Engagement Officer

1.1 Apologies**1.2 Acknowledgement of Country**

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

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

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

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

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

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

RECOMMENDATION

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

Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25 September 2025

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Lucknow Community Committee held on 16 June 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Lucknow Community Committee meeting held on 16 June 2025.

ATTACHMENTS

- 1 Minutes of the Meeting of the Lucknow Community Committee held on 16 June 2025

ORANGE CITY COUNCIL

MINUTES OF THE LUCKNOW COMMUNITY COMMITTEE

HELD IN LUCKNOW COMMUNITY HALL, LUCKNOW

ON 16 JUNE 2025

COMMENCING AT 5:30 PM

1 INTRODUCTION

ATTENDANCE

Cr Tammy Greenhalgh (Deputy Mayor/Acting Chairperson), Angelique Mitchell, Barbara Bloomfield, Bruce Heinrich, Edward Mackinney, Kerry Condon, Laga Van Beek, Michael Everett, Engagement Lead, Engagement Officer

1.1 Apologies and Leave of Absence

RESOLVED

Cr T Greenhalgh/Member L Van Beek

That the apologies be accepted from Cr Melanie McDonell (Chairperson), Brett Beasley, Anne Beasley, Laurence Mockler and Manager Communications and Engagement for the Lucknow Community Committee meeting on 16 June 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 M Everett/Member B Bloomfield

That the Minutes of the Meeting of the Lucknow Community Committee held on 3 April 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Lucknow Community Committee meeting held on 3 April 2025.

Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25 September 2025

MINUTES OF LUCKNOW COMMUNITY COMMITTEE
16 JUNE 2025
3 PRESENTATIONS
3.1 CHAIRPERSON PRESENTATION - REGIONAL AND ECONOMIC DEVELOPMENT POLICY COMMITTEE - 6 MAY 2025

TRIM REFERENCE: 2025/1039

RECOMMENDATION
Cr T Greenhalgh/Member M Everett

That the acknowledge the verbal report by the Acting Chairperson, Cr Greenhalgh on the Regional and Economic Development Policy Committee of 6 May 2025.

4 GENERAL REPORTS
4.1 COMMITTEE SUPPORT OFFICER - UPDATE ON OUTSTANDING MATTERS

TRIM REFERENCE: 2025/1142

The Committee Support Officer updated the committee on the following:

- blackberry growth issue along the creek. Councils Natural Resources Coordinator had the area sprayed the week starting 28 April.
- pruning of the shrub near the community hall as well as pruning of the crepe myrtles around the welcome sign and relayed that Councils Manager City Presentation stated that these would be completed next time, they had crews in Lucknow which should have been completed already.
- pothole repairs have been completed alongside the highway.
- how sending the meeting minutes works. Explained that the Chairperson acts as the proofer of the minutes prior to going to Council then once they have been approved at the Council Policy Committee Meeting Committee, the Committee Support Officer will share these with members (roughly a month after the meeting).

RECOMMENDATION
Cr T Greenhalgh/Member A Mitchell

1. That the Committee Clerk liaise with Councils Manager City Presentation regarding pruning of Lucknow sign.
2. That the Committee Clerk liaise with Councils Works Manager regarding pothole repairs.

4.2 LUCKNOW COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2025/1174

- Member Everett moved that half of the funds that were contributed by the Committee to the recently constructed footpath along the Mitchell Highway, be refunded back to the Committee, as he is of the opinion that the Committee should not have had to pay for the footpath. The Committee contributed \$50,000 therefore 50% of the contribution the committee is requesting be refunded, is \$25,000. The committee along with the Acting Chairperson Cr Greenhalgh supported this position to raise the request of a 50% refund at the next Regional & Economic Development Policy Committee meeting. The Committee noted that they were happy to have the refunded money reallocated into a marketing campaign to drive Lucknow tourism, if the money cannot be put directly back into the Committee's fund.
- Member Henrich raised the need to continue to the new footpath that runs along the Mitchell Highway, up around the corner of the Pub, a certain way up Phoenix Mine Road towards Chapel Hill Lane. Cr Greenhalgh recommended looking into the demographic

**Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25
September 2025**

MINUTES OF LUCKNOW COMMUNITY COMMITTEE
16 JUNE 2025

statistics of Lucknow to further create a case.

- The Committee Support Officer will investigate whether recent traffic counters that were installed on Highway were done by Council or TfNSW and provide the data to the committee if available. The Committee Clerk will gather demographic statistics of Lucknow to support future case study for footpath funding.
- The Committee discussed the letter that was sent to TfNSW regarding a safe pedestrian refuge and suggested the location be between the boot barn and Larder & Home, at the end of the driveways. On the topic of the highway, and the proposal to beautify the village, Council's Engagement Lead suggested inviting Richard Drooger from TfNSW to come and speak to the committee regarding plans. Committee were in support of this visit.
- The Committee moved to remove the action plan item of "additional parking to be installed creating access to business".
- Member Everett asked if Council could assist with car parking signage (time limits) as it has become apparent that people are parking in the Larder & Home car park and Skinshop car park for extended periods of time.
- The Committee moved to remove the action plan item of "elevated walking platform between Wentworth Mine and Larder & Home".
- Regarding the action item of a toilet block, the Committee discussed the investigation of Council assisting with the existing toilet block on Larder & Home being privately owned land.
- The Committee discussed the poor quality of the existing streetlight on the corner of the Mitchell Highway and Phoenix Mine Road.
- Council's Engagement Lead discussed the action item of the sign on the viewing platform near the mine, stating that it was yet to be renewed and would follow up with relevant Council Crews to ensure this happened as soon as possible.
- The committee moved to not action the *No Stopping* sign on the highway.
- Discussion around Council staff working on getting 'no stopping/parking' sign installed on Phoenix Mine Road, near Mitchell Highway intersection.
- The Committee discussed the action item of Australia Post parcel collection boxes. The Committee Support Officer stated that a case had been lodged with Australia Post but it requires escalation. Cr Greenhalgh will raise it with the local member.
- The committee discussed the current situation with the pub being up for sale and are eager to investigate ways in which Council can assist in invigorating not only the pub but the village. They wish to initially seek whether the footpath refund can occur and if not then decided to still put \$5,000 towards a campaign to boost Lucknow (both weekdays and weekends). This is to be spent on social media, radio and some newspaper advertising. Committee Support Officer to work with Member Everett, Member Mitchell, the publicans and other local businesses on this campaign.
- Member Everett sought assistance on getting Council bins within Lucknow, specially near his sit as his business is the one to take all visitor waste.

RECOMMENDATION
Member M Everett/Member B Bloomfield

1. That Council determines refunding/reallocating 50% of the Lucknow Community Committee's contribution back to the Committee from the Lucknow footpath project.
2. That the Lucknow Community Committee Action Plan be updated with items discussed.

**Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25
September 2025**

MINUTES OF LUCKNOW COMMUNITY COMMITTEE**16 JUNE 2025**

Note: At the Regional & Economic Development Policy Committee meeting held on 5 August 2025, Council resolved to refund/reallocate 50% (being \$25,000) of the Lucknow Community Committee's contribution back to the Committee from the Lucknow footpath project.

THE MEETING CLOSED AT 6:53PM.

**Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25
September 2025**

3 PRESENTATIONS**3.1 Presentation by Richard Drooger - Transport for New South Wales**

Presentation to be given by Richard Drooger of Transport for New South Wales to the Lucknow Community Committee.

**Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25
September 2025**

4 GENERAL REPORTS**4.1 Lucknow Christmas Markets**

RECORD NUMBER: 2025/1982

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Member Everett wishes to discuss the 2025 Lucknow Christmas Markets to be held on Sunday 23 November 2025. The following matters will be discussed:

- How can the event be maximised for the entire business community?
- Parking mitigation
- Are there more Lucknow/Spring Hill small businesses that can be stall holders?

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the committee discuss the proposed markets and all matters arising therefrom.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

SUPPORTING INFORMATION

Nil

**Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25
September 2025**

4.2 Committee Support Officer - Update on Outstanding Matters

RECORD NUMBER: 2025/1983

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Committee Support Officer will provide a verbal update on the following items raised at the previous committee meeting:

- Footpath outside the pub
- Signage for existing toilets (behind the Men's Shed)
- Australia Post Parcel Lockers
- Promoting Lucknow
- Maintenance around Reform Mine

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the committee identify any ongoing actions to Council Staff.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council's key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

SUPPORTING INFORMATION

Nil

Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25 September 2025

4.3 LCC Action Plan - September 2025

RECORD NUMBER: 2025/2020

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

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

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

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 "13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

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

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

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Lucknow Community Committee consider and discuss items to be included on the Action Plan.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council's key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

**Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25
September 2025**

4.3 LCC Action Plan - September 2025

SUPPORTING INFORMATION

Nil

ATTACHMENTS

- 1 Lucknow Community Committee Action Plan - September 2025, D25/108135

Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25 September 2025
Attachment 1 Lucknow Community Committee Action Plan - September 2025
COMMUNITY COMMITTEE ACTION PLAN
LUCKNOW

D25/33553

ACTION OR PROJECT	COMMUNITY STRATEGIC PLAN REFERENCE	TASKS	RESPONSIBILITY OF	COST IMPLICATIONS	START DATE	END DATE	COMMENTS/PROGRESS	UPDATED
								\$85,836
Village/Highway beautification	10.3 Preserve the unique way of life of our surrounding villages		OCC	To be determined	To be determined	To be determined	Objectives of beautification works have been provided to Parks, Trees and Waterways Committee. TfNSW representative attending next meeting.	11/9
Improve connectivity between businesses	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose		OCC/TfNSW	To be determined	To be determined	To be determined	TfNSW representative attending next meeting.	11/9
Cycle link between Lucknow and Orange	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose		OCC	To be determined	To be determined	To be determined	Committee Clerk sent the Active Transport Strategy engagement to committee with online workshop invite to make comment. To discuss with committee.	11/9
EV Charging Station	7.2 Ensure best practice use of renewable energy options for Council and community projects		OCC	To be determined	To be determined	To be determined	Application lodged by OCC's Sustainability Officer on behalf of landowner – we are still awaiting an outcome.	11/9

Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25 September 2025
Attachment 1 Lucknow Community Committee Action Plan - September 2025

D24/111441

Installation of kerb and guttering	8.1 Identify and deliver essential water, waste and sewer infrastructure to service the community into the future.		OCC	To be determined	To be determined	To be determined	Matter has been referred to TfNSW where they stated that this is not scheduled for anytime in the near future. TfNSW representative attending next meeting.	11/9
Toilet block	10.2 Preserve our diverse social and cultural heritage		OCC	To be determined	To be determined	To be determined	Ongoing investigations. Additional sign being installed at the existing toilets behind the Men's Shed.	11/9
Footpath (crushed granite between Mine & business car park on north side of highway)	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose		OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	11/9
GENERAL REQUESTS								
Renewal/cleaning of sign on viewing platform near mine	10.3 Preserve the unique way of life of our surrounding		OCC	To be determined	To be determined	To be determined	Completed.	11/9
Pedestrian Safety ('Slow down when in town' signs)	10.3 Preserve the unique way of life of our surrounding		OCC/TfNSW	To be determined	To be determined	To be determined	Letter was sent to TfNSW welcoming the opportunity to have Lucknow as a pilot for the new signage/road markings if funding becomes available. TfNSW representative attending next meeting.	11/9
'No Stopping' signs on Highway and Phoenix Mine Road	9.3 Deliver an appropriate level of pedestrian and cyclist amenity		OCC/TfNSW	To be determined	To be determined	To be determined	Completed. Committee Clerk following up with relevant staff on whether they should be "No Parking" instead.	11/9

Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25 September 2025
Attachment 1 Lucknow Community Committee Action Plan - September 2025

D24/111441

	that is fit for purpose							
Maintenance around Reform Mine	10.3 Preserve the unique way of life of our surrounding		OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	11/9
Australia Post parcel collection post box			OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	11/9
Dry rot in the bus stop site on northern side of Mitchell Highway			OCC	To be determined	To be determined	To be determined	OCC Crews have this scheduled in the Building Services Work Planner.	11/9
Extra footpath up to Phoenix Mine Road	9.3 Deliver an appropriate level of pedestrian and cyclist amenity that is fit for purpose		OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	11/9

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.

Attachment 2 Agenda of the Meeting of the Lucknow Community Committee held on 25 September 2025

Attachment 1 Lucknow Community Committee Action Plan - September 2025

D24/111441

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.

2.3 Minutes of the Spring Hill Community Committee 30 September 2025

RECORD NUMBER: 2025/2260

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Spring Hill Community Committee met on 30 September 2025. The recommendations from the Committee are provided to the Regional & Economic Development Policy Committee for adoption.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Spring Hill Community Committee at its meeting held on 30 September 2025.
- 2 That Council determine recommendations 3.2(1) from the minutes of the Spring Hill Community Committee meeting of 30 September 2025.
 - 3.2(1)(c) *That the Committee Support Officer requests Councils Works Manager to schedule the installation of the footpath connecting Bellas Café to Grove St (along Seaton St) (est. \$10,000)*
 - 3.2(1)(d) *That the Committee Support Officer arranges Councils Electrician to schedule the installation of a light in Alf Read Park (est. \$3,000)*
 - 3.2(1)(e) *That the Committee Support Officer investigate the cost of a slide for the Recreation Ground Playground and then proceed with quote (est. \$4,000)*
 - 3.2(1)(f) *That the Committee Support Officer liaise with the painting contractor to lock in the Temperance Hall painting works. (est. \$9,880 + GST)*
- 3 That the remainder of the minutes of the Spring Hill Community Committee from its meeting held on 30 September 2025 be adopted.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/ Cyber Security	Nil

2.3 Minutes of the Spring Hill Community Committee 30 September 2025

SUPPORTING INFORMATION

A copy of the Meeting Agenda and Minutes are attached for the information of Council.

ATTACHMENTS

- 1 Minutes of the Meeting of the Spring Hill Community Committee held on 30 September 2025, 2025/2105 [↓](#)
- 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025, 2025/2051 [↓](#)

**MINUTES OF THE SPRING HILL COMMUNITY COMMITTEE**

HELD IN SPRING HILL COMMUNITY HALL, SPRING HILL

ON 30 SEPTEMBER 2025

COMMENCING AT 5:30 PM

1 INTRODUCTION**ATTENDANCE**

Cr Marea Ruddy (Chairperson), Terri Newman, Narelle Hooper, Catherine Garnon, Tracey Huysmans, Manager Communications and Engagement, Engagement Officer

1.1 APOLOGIES**RESOLVED****Cr M Ruddy/Member N Hooper**

That the apologies be accepted from Cr Tony Mileto (Mayor), Cr Melanie McDonell, Colleen Hansen and Kel Winnell for the Spring Hill Community Committee meeting on 30 September 2025.

1.2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson conducted an Acknowledgement of Country.

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

Nil.

2 PREVIOUS MINUTES**RESOLVED****Member N Hooper/Member T Huysmans**

That the Minutes of the Meeting of the Spring Hill Community Committee held on 10 June 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Spring Hill Community Committee meeting held on 10 June 2025 – noting that items 4.1 and 4.3 were moved by Member T Huysmans, not Member T Newman.

Attachment 1 Minutes of the Meeting of the Spring Hill Community Committee held on 30 September 2025**3 GENERAL REPORTS****3.1 COMMITTEE SUPPORT OFFICER - UPDATE ON OUTSTANDING MATTERS**

TRIM REFERENCE: 2025/2041

The Committee Support Officer provided a verbal update on the bus stops in Spring Hill. After speaking to Mrs Mac at Spring Hill Public School, the successful grant for a new bus shelter will be erected outside the school (heading in a westerly direction). As for the bus stop that currently exists outside the Spring Hill Hall, this bus stop (stop only, no shelter or seat) cannot be moved further east but we are looking at moving it to the west also (to be somewhat opposite the new shelter). We will continue to liaise with residents.

RECOMMENDATION**Member T Newman/Member N Hooper**

1. That the verbal report from the Committee Support Officer be acknowledged.
2. That the Committee Support Officer find out proposed timeline of bus shelter erection.

3.2 SPRING HILL COMMUNITY COMMITTEE ACTION PLAN - SEPTEMBER 2025

TRIM REFERENCE: 2025/2050

Spring Hill Cemetery

- The Committee Support Officer to contact Member Winnell regarding the approved \$3k for gravel and fencing update works.

Speed Control

- As per email circulated to members, regarding the reduction of Spring Hill speed limit to 40km/h, TfNSW have advised that there are proposed standard changes anticipated for release early next FY which may assist with the adoption of and broader use of 40km/h zones in suburban networks. Under the current standard, it would most likely be a *no* to change the speed in Spring Hill, but it could be an easier *yes* under the new standards. They have told us that arterials and connector streets would still be 50km/h unless designated a HPAA (high pedestrian activity area). It wouldn't be the case of drawing a square around Spring Hill and making it all 40km/h and would most likely mean that the roads highlighted in red below would remain 50km/h.
- The Committee Support officer to keep this item on the radar so as to investigate if Spring Hill (in particular Worboys/Seaton/Spring Streets) qualifies as a HPAA.

Footpaths

- The Committee Support Officer advised that the cost received from Councils Works Manager to install a footpath connecting Bellas Café to Grove St (along Seaton St) will be \$10,000 and can be potentially scheduled for Feb-March 2026. The committee moved to proceed with this proposal.

Alf Read Park

- **Lighting** - Committee Support Officer advised that quote received from Councils electrician was approximate but for 1 light over the basketball court would be roughly \$3-4k (dependent on electricity connections and soil/services etc.). We will have to contact a contractor if the committee wishes to install more lights throughout the park. The committee wish to move on the 1 light in the first instance.
- **Playground** – Construction underway, can remove from action plan.
- **Flagpoles** – repositioning and replacement rollers has been completed, can remove from

Attachment 1 Minutes of the Meeting of the Spring Hill Community Committee held on 30 September 2025

action plan.

Rec Ground Playground

- Committee Support Officer advised that quote received from contractor for the supply, delivery and installation of soft fall (minimum playground area of 50m² at a depth of 300mm) is \$3,630 (incl. GST). This does not include a donated swing set from Council, and the potential for another piece of play equipment e.g. a slide. Committee Support Officer to investigate the cost of a slide and then proceed with quote.

Temperance Hall Maintenance

- Committee Support Officer advised that maintenance has been completed. As for the painting quote, a contractor has advised that exterior painting of high areas eaves, fascia, gutters and gable is \$4200 plus GST, and lower areas eaves, fascia, gutters, doors, architraves, sash windows, walls, ceiling and awnings is \$5680 plus GST.
- The committee moved to proceed with the painting works.

Iron Duke Rest Stop

- Committee Support Officer advised that application and renewal of lease have been lodged with UGL. Despite having been previously approved, the Committee Support officer is to investigate the costings of the picnic table/shelters and the flag poles/signage.
- The Committee also discussed the quote from Riley Harvey regarding the extension of timber fencing. It was decided that not all panels were needed, and we could get this amended to bring the cost down. The committee moved to go ahead with this quote once amended.

Walking Trails

- Committee Support Officer advised that Councils Manager City Presentation provided the following – *“Several site visits have been undertaken regarding the proposal to construct a gravel walking trail at the Spring Hill Rec Ground. The area north of the playing field, due to the very flat nature of the landscape, is currently covered by surface water across much of the open space and there are numerous shallow channels (swales) that have been cut into the landform to attempt to drain the landscape. One estimate received to date for 1135 lined metres of 1000mm wide gravel path is \$71,000 ‘this figure is provided as an estimate only and may vary depending on actual site conditions at the time of works’.”* Given this, the committee moved to not proceed with this item although keep it on hold on the action plan.

EV Charging Station

- Committee Support Officer stated that Councils Sustainability Officer has advised that the pole mount charger provider (EVX) is awaiting an electrical capacity assessment of each site to see whether they have enough power to support the chargers.

Early Childcare

- The Committee moved that Council shall put out a social media callout/post seeking any interest for a family day carer in Spring Hill.

RFS Shed

- After an initial email sent out by the Committee Support Officer seeking more information on the proposal, Member Newman provided a summary of the proposed development to the RFS shed. The Committee Support Officer will now action this and begin the development application process, i.e. obtain plans, documentation and the like.

Disabled Parking

- Committee Support Officer stated that conversations had been had with the Spring Hill Public School regarding their proposal and then with Councils Manager Engineering

Attachment 1 Minutes of the Meeting of the Spring Hill Community Committee held on 30 September 2025

Services. The installation of a disabled parking space is unfortunately more than just a sign and line marking and can cost upwards of \$10,000. Council have asked the school if they could speak to NSW Department of Education for assistance. The committee also moved to involve Member for Orange Phil Donato.

Other matters that were discussed:

- Discussed if reflectors could please be placed on the traffic refuge at the intersection of Mitchell Highway in Lucknow and Beasley Road.
- Member Huysmans stated that Councils contractor are not currently mowing the pumping station when they should be.
- The Committee asked when the Beasley Road roadworks will be finalised/when will the road be fixed?

RECOMMENDATION**Member T Newman/Cr M Ruddy**

1. That the Spring Hill Community Committee Action Plan be updated according to matters discussed:
 - a) That the Committee Support Officer contact Member Winnell regarding the approved \$3k for gravel and fencing update works.
 - b) That the Committee Support Officer investigate if Spring Hill (in particular Worboys/Seaton/Spring streets) qualifies as a HPAA with TfNSW.
 - c) That the Committee Support Officer requests Councils Works Manager to schedule the installation of the footpath connecting Bellas Café to Grove St (along Seaton St).
 - d) That the Committee Support Officer gets Councils Electrician to schedule the installation of a light in Alf Read Park.
 - e) That the Committee Support Officer investigate the cost of a slide for the Recreation Ground Playground and then proceed with quote.
 - f) That the Committee Support Officer liaise with the painting contractor to lock in the Temperance Hall painting works.
 - G) That the Committee Support Officer investigates the costings of the picnic table/shelters and the flag poles/signage for Iron Duke Rest Stop.
 - H) That the Committee Support Officer obtains a fencing quote from Riley Harvey amended to reduce number of panels and accept accordingly.
 - i) That the Committee Support Officer requests Councils Communications team to put a social media callout/post seeking any interest for a family day carer in Spring Hill.
 - j) That the Committee Support Officer action the development application process for the RFS shed change of use proposal.
 - k) That the Committee Support Officer investigate the disabled parking space options with SHPS.
 - l) That the Committee Support Officer speak with Councils Works Manager to install reflectors on the traffic refuge at the intersection of Mitchell Highway in Lucknow and Beasley Road.
 - m) That the Committee Support Officer speak with relevant Council staff regarding the contractors' mowing obligations.
 - n) That the Committee Support Officer speak with Councils Works Manager regarding the Beasley Road roadworks timeline.

THE MEETING CLOSED AT 6:14PM.



SPRING HILL COMMUNITY COMMITTEE

AGENDA

30 SEPTEMBER 2025

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

Barry Omundson
CHIEF EXECUTIVE OFFICER

For apologies, please contact Ellie Bryce on 6393 8028.

**Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30
September 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.

1	INTRODUCTION.....	3
1.1	Apologies	3
1.2	Acknowledgement of Country.....	3
1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	PREVIOUS MINUTES	4
2.1	Minutes of the Meeting of the Spring Hill Community Committee held on 10 June 2025.....	5
3	GENERAL REPORTS.....	9
3.1	Committee Support Officer - Update on Outstanding Matters	9
3.2	Spring Hill Community Committee Action Plan - September 2025.....	11

**Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30
September 2025**

1 INTRODUCTION**MEMBERS**

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

1.1 Apologies**1.2 Acknowledgement of Country**

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

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

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

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

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

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

RECOMMENDATION

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

Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Spring Hill Community Committee held on 10 June 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Spring Hill Community Committee meeting held on 10 June 2025.

ATTACHMENTS

- 1 Minutes of the Meeting of the Spring Hill Community Committee held on 10 June 2025

ORANGE CITY COUNCIL**MINUTES OF THE
SPRING HILL COMMUNITY COMMITTEE****HELD IN SPRING HILL COMMUNITY HALL, SPRING HILL****ON 10 JUNE 2025****COMMENCING AT 5:30 PM**

1 INTRODUCTION**ATTENDANCE**

Cr Marea Ruddy (Chairperson), Cr Tony Mileto (Mayor), Narelle Hooper, Colleen Hansen, Kel Winnell, Catherine Garnon (arrived at 5:56pm), Tracey Huysmans, Manager Communications and Engagement, Engagement Officer

1.1 Apologies and Leave of Absence

RESOLVED**Cr T Mileto/Member N Hooper**

That the apologies be accepted from Cr Melanie McDonell and Terri Newman for the Spring Hill Community Committee meeting on 10 June 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 T Huysmans/Member C Hansen**

That the Minutes of the Meeting of the Spring Hill Community Committee held on 8 April 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Spring Hill Community Committee meeting held on 8 April 2025.

Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025

MINUTES OF SPRING HILL COMMUNITY COMMITTEE
10 JUNE 2025
3 PRESENTATIONS
3.1 CHAIRPERSON PRESENTATION - REGIONAL AND ECONOMIC DEVELOPMENT POLICY COMMITTEE - 6 MAY 2025

TRIM REFERENCE: 2025/1040

Council adopted the charter, quorum and meeting cycle.

RECOMMENDATION
Cr M Ruddy/Member N Hooper

That the Committee acknowledge the verbal report from Chairperson, Cr Ruddy on the Regional and Economic Development Policy Committee of 6 May 2025.

4 GENERAL REPORTS
4.1 DISABLED CAR PARKING SIGNAGE AT SPRING HILL PUBLIC SCHOOL

TRIM REFERENCE: 2025/1093

- Member Huysmans discussed the current situation at the SHPS where there is currently no disabled car parking nor appropriate wheelchair access (due to existing kerb and guttering) available to safely accessing the school grounds from Seaton Street.
- Discussed that internal ramps would be a matter for the school and not for Council.

RECOMMENDATION
Member T Newman/Member C Hansen

1. That Member Huysmans send the Committee Support Officer photos of suggested locations for changed access.
2. That the Committee Clerk investigate the erection of disabled car parking signage and layback options for the kerb.

4.2 COMMITTEE SUPPORT OFFICER - UPDATE ON OUTSTANDING MATTERS

TRIM REFERENCE: 2025/1094

The Committee Support Officer raised the following matters:

- relayed the following in relation to the mowing of the pump station; *The contract is for a monthly mow in all areas except the playground area which is fortnightly. The recreation ground (inside the circle fence) only gets mown on a fortnightly basis when there was cricket on and the surrounds on a monthly cycle (so no cricket no mow). Barnes were in Spring Hill on 7/5 so would be there most likely this week.*
- in relation to the usage of the old RFS Shed, the committee discussed the proposal to change its use to an *information and education facility (meaning a building or place used for providing information or education to visitors, and the exhibition or display of items, and includes an art gallery, museum, library, visitor information centre and the like)* and wish to proceed with the lodging of a development application to do so. The Committee Clerk will seek more information from the committee on the proposal over the next few months.
- in relation to the bus stops, the Committee discussed the initial conversations of moving the existing bus stop that sits outside the Spring Hill Hall (heading east on Seaton St) to outside the RFS shed is not going ahead. The Committee stated that they would like to see this stop move further east along Seaton St.
- The committee discussed the successful grant that Council has received to move the

Page 6

Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025

MINUTES OF SPRING HILL COMMUNITY COMMITTEE
10 JUNE 2025

existing bus stop on Seaton St (outside café heading west) to outside the school. Member Huysmans stated that the school were not made privy to the proposed bus stop outside the school. The committee stated that they would like to leave that bus stop where it is.

RECOMMENDATION
Member N Hooper/Member C Hansen

1. That the Committee Clerk begin the development application process for a change of use of the RFS shed.
2. That the Committee Clerk investigate the option for the Seaton St (eastern direction) bus stop to move further east.
3. That the Committee Clerk investigate the option for the Seaton St (western direction) bus stop near the shop stay in the current location.
4. That the Committee Clerk speak with Spring Hill Public School in relation to the bus stop moving outside the school.
5. That the Committee Clerk liaise with relevant Council staff/Traffic Committee to find a resolution for both bus stops.

4.3 SPRING HILL COMMUNITY COMMITTEE ACTION PLAN
TRIM REFERENCE: 2025/1100

- Spring Hill Cemetery - Member Winnell discussed having redone the gravel and how the fencing needs to be redone. The committee approved \$3,000 for these works to be completed.
- The Committee Support Officer stated that a letter had gone to the Traffic Committee to investigate the proposal of 40km/hr.
- The Committee Support Officer stated that a quote was imminent for lighting solutions in Alf Read Park and this would be sent over emails for approval.
- Despite no current action, the Committee would like to leave the gym equipment in the recreation ground item.
- The Committee would like to proceed with getting a quote for establishing a playground at the recreation ground and the Committee Clerk will organise a quotation.
- The Committee moved to put the installation of flag poles at the recreation ground on hold for now.
- The Committee Support Officer relayed that the relevant crews were undertaking maintenance of Temperance Hall. Councils Heritage Advisor also made comment on the proposed painting works and the Committee Support Officer stated that a quote was imminent for the painting works of Temperance Hall and this would be sent via email for approval. The Committee Clerk will investigate available heritage grants that could be utilised for these works.
- The Committee Support Officer discussed that the Iron Duke Rest Stop works are currently on pause whilst the licence for the lease of the area from UGL is renewed. Application can be lodged for the proposed picnic table etc. once this has been renewed.
- The Committee Support officer stated that two quotes are still imminent for fencing options at Iron Duke Rest Stop, one to extend timber and one for post and chain. These shall both also be sent via email for discussion.
- The Committee agreed that the item of maintenance (drainage – Worboys St. dip) can be removed from the action plan as it has previously been resolved.
- The Committee discussed the installation of a walking trail and decided that they would like to proceed with getting a quote for a walking trail around the recreation ground. Originally this was proposed to be crushed granite, but the Committee would like to also

Page 7

**Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30
September 2025**

MINUTES OF SPRING HILL COMMUNITY COMMITTEE**10 JUNE 2025**

investigate cost of a crushed gravel base layer.

- The Committee discussed recent conversations of an early childcare. It was decided that we would discuss the matter with Spring Hill Public School and see if they have any plans or know of any plans and then proceed from there.
- The Committee chose to add an action items for the RFS shed and disabled parking.
- The Committee discussed recent dog attacks in Spring Hill and would like to investigate matters further. The Committee Clerk will be provided with specific property addresses to liaise with Council Rangers. The Clerk also stated that Council can share the legalities surrounding sensible dog care.

RECOMMENDATION**Member C Hansen/Member T Newman**

1. That the Spring Hill Community Committee Action plan be updated with items discussed.
2. That Council approve the allocation of \$3,000 from the Spring Hill budget for Spring Hill Cemetery - gravel & fencing update works.
3. That the Committee Clerk continue working on ongoing action items and share quotes with committee where applicable.
4. That Member Huysmans contact the Committee Clerk with specific property addresses of dog related matters.

THE MEETING CLOSED AT 6:31PM.

**Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30
September 2025**

3 GENERAL REPORTS**3.1 Committee Support Officer - Update on Outstanding Matters**

RECORD NUMBER: 2025/2041

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Committee Support Officer will provide a verbal update on the following item raised at the previous committee meeting:

- Bus stops

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the committee identify any ongoing actions to Council staff.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

SUPPORTING INFORMATION

Nil

**Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30
September 2025**

3.2 Spring Hill Community Committee Action Plan - September 2025

RECORD NUMBER: 2025/2050

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

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

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

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 "13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

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

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

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Spring Hill Community Committee consider and discuss items to be included on the Action Plan.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council's key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025

3.2 Spring Hill Community Committee Action Plan - September 2025

SUPPORTING INFORMATION

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

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

ATTACHMENTS

- 1 SHCC Action Plan - September 2025, D25/110018

Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025
Attachment 1 SHCC Action Plan - September 2025
COMMUNITY COMMITTEE ACTION PLAN
SPRING HILL

D25/38171

ACTION OR PROJECT	COMMUNITY STRATEGIC PLAN REFERENCE	TASKS	RESPONSIBILITY OF	COST IMPLICATIONS	START DATE	END DATE	COMMENTS/PROGRESS	UPDATED
								\$57,874
Spring Hill Cemetery		Gravel around graves	OCC	To be determined	To be determined	To be determined	\$3000 of the Spring Hill budget was approved by Council for Spring Hill Cemetery - gravel & fencing update works.	16/9
Safety – control speeding		To reduce entire town speed limit to 40km/h	OCC/Traffic/TfNSW	To be determined	To be determined	To be determined	Email sent to Committee on 16/9.	16/9
Safety – footpaths		Installation of footpath connecting Bella's Café to Grove St (along Seaton St)	OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	16/9
Safety – lighting		Installation of additional street lighting and lighting in Alf Read Park	OCC	To be determined	To be determined	To be determined	Committee Clerk investigating with OCC staff – to provide verbal update.	16/9
Recreational facilities – playgrounds		Playground upgrade at Alf Read Park	OCC	To be determined	To be determined	To be determined	Underway.	16/9
Recreational facilities – rec ground		Installation of gym equipment at SH Rec Ground	OCC	To be determined	To be determined	To be determined	Committee wishes to keep this on the action plan and monitor grant opportunities.	16/9

Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025
Attachment 1 SHCC Action Plan - September 2025

D25/38171

Recreational facilities – rec ground		Installation of play equipment at SH Rec Ground					Awaiting quote.	16/9
Recreational facilities – rec ground		Installation of 2x new flagpoles at SH Rec Ground	OCC	To be determined	To be determined	To be determined	Approximate cost of flagpoles/flags is \$2k (excl. labour) – approx. \$2.5k. Committee wishes to leave this item on hold.	16/9
Temperance Hall – maintenance		Painting of Temperance Hall details	OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	16/9
		Check the leak within Temperance Hall	OCC	To be determined	To be determined	To be determined	OCC Crews have advised that this has been completed.	16/9
Iron Duke Rest Stop		Installation of picnic table/shelters	OCC/UGL	To be determined	To be determined	To be determined	Application has been lodged with UGL.	16/9
		Installation of signage (history sign board/general info)	OCC/UGL	To be determined	To be determined	To be determined	Iron Duke Rest Stop sign is finalised. The Heritage Trail sign to review.	16/9
		Installation of local fallen banners	OCC/UGL	To be determined	To be determined	To be determined	Application has been lodged with UGL. Committee Clerk to provide verbal update.	16/9
		Installation of further fencing (to stop inappropriate parking but maintain access)	OCC/UGL	To be determined	To be determined	To be determined	Committee Clerk has two quotes for committee review.	16/9
Alf Read Park		Maintenance – to reposition the flagpoles	OCC	To be determined	To be determined	To be determined	Works scheduled with OCC Crews.	16/9

Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025
Attachment 1 SHCC Action Plan - September 2025

D25/38171

		Maintenance – new rollers on old flagpole	OCC	To be determined	To be determined	To be determined	Scheduled when moving flagpole.	16/9
Walking Trails		Installation of a walking trail (being a crushed gravel trail) around town and rec ground – to be conducted section by section	OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	16/9
EV Charging Station		Installation of an EV Charging Station in SH	OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	16/9
Early Childcare		Investigate the opportunities for an early childcare centre in SH.	OCC	To be determined	To be determined	To be determined	Needing clarification from Committee members.	16/9
RFS Shed		Lodge development application for change of use of the RFS shed	OCC	To be determined	To be determined	To be determined	Committee Clerk needs information from the Committee to progress.	16/9
Disabled Parking		Investigate options for disabled parking outside SHPS.	OCC	To be determined	To be determined	To be determined	Committee Clerk to provide verbal update.	16/9

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.

Attachment 2 Agenda of the Meeting of the Spring Hill Community Committee held on 30 September 2025

Attachment 1 SHCC Action Plan - September 2025



D25/38171

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.

2.4 Minutes of the Sister Cities Community Committee Meeting 7 October 2025

RECORD NUMBER: 2025/2261

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

The Sister Cities Community Committee met on 7 October 2025. The Minutes of the committee are provided for the information and consideration of Council.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 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 Sister Cities Community Committee at its meeting held on 7 October 2025.
- 2 That Council determine recommendations 4.2(1) from the minutes of the Sister Cities Community Committee meeting of 7 October 2025.
4.2(1) That the Committee Support Officer along with the committee create a proposal on how we can assist to a maximum value of \$3k or potentially contribute to something like the catering as an example.
- 3 That the remainder of the minutes of the Sister Cities Community Committee from its meeting held on 7 October 2025 be adopted.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/ Cyber Security	Nil

SUPPORTING INFORMATION

A copy of the Meeting Agenda and Minutes are attached for the information of Council.

ATTACHMENTS

- 1 Minutes of the Meeting of the Sister Cities Community Committee held on 7 October 2025, 2025/2156 [↓](#)
- 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025, 2025/2115 [↓](#)

Attachment 1 Minutes of the Meeting of the Sister Cities Community Committee held on 7 October 2025



MINUTES OF THE SISTER CITIES COMMUNITY COMMITTEE
HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE
ON 7 OCTOBER 2025
COMMENCING AT 5:00 PM

1 INTRODUCTION**ATTENDANCE**

Cr Steven Peterson (Chairperson), Chris Gryllis OAM, Charlotte Maguire, Graham Bloore, Manager Communications & Engagement, Engagement Officer, Cr Jeff Whitton

1.1 APOLOGIES**RECOMMENDATION****Member C Gryllis/Cr S Peterson**

That the apologies be accepted from Douglas Brooks and Belinda Grieve for the Sister Cities Community Committee meeting on 7 October 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**RECOMMENDATION****Cr S Peterson/Member C Maguire**

That the Minutes of the Meeting of the Sister Cities Community Committee held on 1 July 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Sister Cities Community Committee meeting held on 1 July 2025.

Attachment 1 Minutes of the Meeting of the Sister Cities Community Committee held on 7 October 2025

3 PRESENTATIONS

3.1 PRESENTATION BY CR JEFF WHITTON - PROPOSED NEW SISTER CITY PATNA, INDIA

TRIM REFERENCE: 2025/2094

- Cr Whitton presented to the committee on his relationship with the capital of Bihar being Patna, India.
- He stated that he visited in July 2024 and believes that a relationship between the two cities could be beneficial. They have correlations in trade/technology/wine and agriculture.
- Member Gryllis asked the question whether our relationship will be with a relative council or with the individual that Cr Whitton knows. It was confirmed that the individual could connect the two councils.
- It was stated that a relationship like this could reinvigorate/revitalise the committee.
- It was moved that the committee supports the establishment of this relationship, and we should investigate further.

RECOMMENDATION**Member C Gryllis/Member C Maguire**

1. That the committee supports the establishment of a Sister City Relations with Patna and Cr Whitton connects Council staff with his connections so a relationship can be investigated further.

4 GENERAL REPORTS

4.1 COMMITTEE SUPPORT OFFICER - UPDATE ON OUTSTANDING MATTERS

TRIM REFERENCE: 2025/2096

- The Committee Support Officer updated the committee on the recommendations from Councils Sport and Recreation Supervisor regarding **reaching out to local sporting organisations in Timaru for a sporting tour**. He suggested that in the first instance we liaise directly with Timaru to gauge their interest and see which sports they currently support or would be open to hosting. That way, we can ensure any proposed exchange aligns with their local sporting landscape — no point sending a pickleball team if they don't play it or have the facilities. He also suggested that the committee to give some thought as to what type of support can be provided to any team that visits.
- **Zaporizhzhia MOU** – The one received from them is very wordy and longer/more complicated than it needs to be. We will now revise this and send a draft back to them. At such time that the MOU is agreed upon, we will circulate it to the committee and then arrange for a virtual signing ceremony.
- **Timaru District Council staff swap** – The Committee Support Officer updated the committee that we have had conversations with Timaru District Council on a staff exchange, but the conversation is on hold until after their local body elections (11 October).
- **English translation plaque on the restored 'State of Empathy** – The Committee Support Officer updated the committee that the reinstatement of the English

Attachment 1 Minutes of the Meeting of the Sister Cities Community Committee held on 7 October 2025

translation plaque has been scheduled by the staff at the Orange Gallery. The statue was replaced post construction works but the plaque never was. The plaque is safe in the gallery's collections store – they are hoping reinstallation will happen over the next couple of weeks.

- The Committee Support Officer updated the Committee that we have made several attempts to contact the **Mt Hagen City Authority** regarding the renewal of their city plan but unfortunately have not received any response from multiple contacts. Our initial outreach aimed to understand whether a renewal is needed and the current status of their existing plan. Given the lack of engagement, it was suggested that we consider reaching out via DFAT or a similar channel. We will also CC Western Highlands Governor Wia Rapa in the email to ensure visibility. Additionally, Member Gryllis has committed to contacting Wai Rapa directly to help progress the conversation.
- The Committee discussed Member Grieves item in relation to the idea of developing a one-pager to justify the existence and value of the Committee. The discussion also touched on whether there is a defined set of criteria for establishing new sister city relationships. It was agreed that we should develop a framework outlining guidelines and objectives for the committee and both its current and future relationships. This will be progressed in due course as relationships with both Zaporizhzhia and Patna are established and evolve.

RECOMMENDATION**Member C Gryllis/Member C Maguire**

That members decide if any further actions are required after hearing update from Council staff.

1. That the Committee Support Officer discuss local sporting organisations with Timaru District Council and confirms the financial situation of the SSCC.
2. That the Committee Clerk finalises the draft MOU for Zaporizhzhia.
3. That the Committee Support Officer continues liaising with Timaru District Council regarding the council staff exchange post their election.
4. That the Committee Support Officer reaches out to DFAT or the like regarding contact with Mt Hagen City Authority.
5. That the Committee Support Officer develop a framework outlining guidelines and objectives for the committee and both its current and future relationships.

4.2 CORRESPONDENCE WITH MERI TRADIES PNG**TRIM REFERENCE:** 2025/2099

- Chairperson Cr Peterson noted that whilst it was great they have reached out to him, it does relate to something that is not a traditional Council service/business. He asked the question, what financial assistance can we provide? Councils Manager Communication and Engagement noted that the committee has \$20,000 budget, which will be confirmed.
- It was discussed that as it is the first time we have done something like this it would be best to start with a small contribution. Happy to support the request as we are trying to reinvigorate our relationship with Mount Hagen, PNG.

**Attachment 1 Minutes of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

RECOMMENDATION**Cr S Peterson/Member G Bloore**

1. That the Committee Support Officer along with the committee create a proposal on how we can assist to a maximum value of \$3k or potentially contribute to something like the catering as an example.
2. Cr Peterson will reach back out to the enquirer and state the above.

4.3 SISTER CITIES COMMUNITY COMMITTEE ACTION PLAN - SEPTEMBER 2025

TRIM REFERENCE: 2025/2100

Most of the action plan items were discussed under item 4.1 of the agenda. As for the item relating to Nepal, it was moved that this item is to be removed.

RECOMMENDATION**Member C Gryllis/Member C Maguire**

That the Sister Cities Community Committee Action Plan be updated as discussed.

THE MEETING CLOSED AT 5:55PM.



SISTER CITIES COMMUNITY COMMITTEE

AGENDA

7 OCTOBER 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **SISTER CITIES COMMUNITY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 7 October 2025** commencing at 5:00 PM.

Barry Omundson

CHIEF EXECUTIVE OFFICER

For apologies, please contact Sophie Currenti on 6393 8033.

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 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.

1	INTRODUCTION.....	3
1.1	Apologies	3
1.2	Acknowledgement of Country.....	3
1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	PREVIOUS MINUTES	4
2.1	Minutes of the Meeting of the Sister Cities Community Committee held on 01 July 2025	5
3	PRESENTATIONS	9
3.1	Presentation by Cr Jeff Whitton - Proposed New Sister City Panta, India	9
4	GENERAL REPORTS.....	10
4.1	Committee Support Officer - Update on Outstanding Matters	10
4.2	Correspondence with Meri Tradies PNG	11
4.3	Sister Cities Community Committee Action Plan - September 2025	23

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

1 INTRODUCTION**MEMBERS**

Cr Steven Peterson (Chairperson), Chris Gryllis OAM, Douglas Brooks, Charlotte Maguire, Graham Bloore, Belinda Grieve, Director Corporate and Commercial Services, Manager Communications & Engagement, Engagement Officer

1.1 Apologies**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 Sister Cities Community Committee at this meeting.

Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Sister Cities Community Committee held on 1 July 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Sister Cities Community Committee meeting held on 1 July 2025.

ATTACHMENTS

- 1 Minutes of the Meeting of the Sister Cities Community Committee held on 1 July 2025

ORANGE CITY COUNCIL

MINUTES OF THE

SISTER CITIES COMMUNITY COMMITTEE

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

ON 1 JULY 2025

COMMENCING AT 5:00 PM

1 INTRODUCTION

ATTENDANCE

Cr Steven Peterson (Chairperson), Chris Gryllis (OAM), Douglas Brooks, Charlotte Maguire, Graham Bloore, Belinda Grieve, Manager Communications & Engagement, Engagement Lead

1.1 Apologies and Leave of Absence

RESOLVED

Member D Brooks/Cr S Peterson

That the apologies be accepted from Cr Jeff Whitton for the Sister Cities Community Committee meeting on 1 July 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

Cr S Peterson/Member C Gryllis

That the Minutes of the Meeting of the Sister Cities Community Committee held on 29 April 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Sister Cities Community Committee meeting held on 29 April 2025.

Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025

MINUTES OF SISTER CITIES COMMUNITY COMMITTEE
1 JULY 2025
3 PRESENTATIONS
3.1 CHAIRPERSON PRESENTATION - REGIONAL AND ECONOMIC DEVELOPMENT POLICY COMMITTEE - 6 MAY 2025

TRIM REFERENCE: 2025/1355

RECOMMENDATION
Cr S Peterson/Member D Brooks

That the Committee noted the update from the Chairperson on the REDPC of 6 May 2025.

4 GENERAL REPORTS
4.1 PROPOSED NEW SISTER CITY PANTA, INDIA - PRESENTATION FROM CR JEFF WHITTON

TRIM REFERENCE: 2025/1351

Committee noted that they would like a clear understanding from Cr Whitton at the next committee meeting to ensure they understand the alignment between Orange and Panta.

RECOMMENDATION
Cr S Peterson/Member G Bloore

That this report be deferred to the next Sister Cities Community Committee meeting being held on Tuesday 7 October 2025 given Cr Jeff Whitton was an apology for this meeting.

4.2 VERBAL UPDATE FROM COMMITTEE CLERK ON OUTSTANDING MATTERS

TRIM REFERENCE: 2025/1352

Update given by Committee Clerk. Committee Support Officer to liaise with newly appointed responsible members for each Sister City link, as listed below.

RECOMMENDATION
Member C Gryllis/Member D Brooks

That the Committee have one member responsible for an individual Sister City link, to ensure they can help and assist Council staff:

- Mount Hagen, PNG – Member Gryllis, OAM
- Timaru, New Zealand – Member Maguire
- Ushiku, Japan - Member Brooks
- City of Orange, California – Member Grieve

Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025

MINUTES OF SISTER CITIES COMMUNITY COMMITTEE**1 JULY 2025****4.3 SISTER CITIES COMMUNITY COMMITTEE ACTION PLAN - JULY 2025**

TRIM REFERENCE: 2025/1356

That an extra item be added to the action plan – investigate costings associated with developing a new City Plan for Mount Hagen before seeking funding to do so. Clerk to investigate and bring findings back to next Committee meeting for further discussion.

Committee Admin Support Officer to circulate old City Plan for Mount Hagen to Committee members.

RECOMMENDATION**Member C Gryllis/Member G Bloore**

That the Action plan has been updated to reflect Committees discussions.

THE MEETING CLOSED AT 5:32PM.

Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025

3 PRESENTATIONS**3.1 Presentation by Cr Jeff Whitton - Proposed New Sister City Patna, India**

Cr Jeff Whitton has been asked to speak to Sister Cities Committee members and provide further information about the proposal for a Sister City link with Patna, India.

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

4 GENERAL REPORTS**4.1 Committee Support Officer - Update on Outstanding Matters**

RECORD NUMBER: 2025/2096

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Committee Clerk and Admin Support Officer to give verbal update on outstanding/resolved matters to members.

- Connecting to local sporting organisations regarding Timaru tour
- MOU progress with Zaporizhzhia
- Reinstallation of English translation plaque
- Timaru District Council swap
- Mount Hagen City Authority city plan renewal
- Comments from Member Grieve – a one pager justifying our existence and the value of having a Sister Cities committee (if one doesn't already exist) and whether or not there is a set of criteria by which a new sister city relationship is established

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That members decide if any further actions are required after hearing update from Council staff.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council's key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

4.2 Correspondence with Meri Tradies PNG

RECORD NUMBER: 2025/2099

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

Meri Tradies PNG have reached out to Cr Steven Peterson regarding remuneration assistance for their "Women in Trades Conference". The "Women in Trades Conference" is a one-day event scheduled for March 6, 2026, in Mount Hagen, Western Highlands Province. The conference aims to empower 100 women in the trades sector through workshops, networking sessions, and skill-building activities.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Sister Cities Community Committee discuss the potential of donating and supporting the request from Meri Tradies PNG.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council's key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

ATTACHMENTS

- 1 Meri Tradies PNG Conference Documents (redacted), D25/118344

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

Attachment 1 Meri Tradies PNG Conference Documents (redacted)



Meri Tradies PNG, established in 2019, is an association dedicated to supporting women in technical trades across Papua New Guinea (PNG). The association aims to provide a platform for tradeswomen to share experiences, receive mentorship, and advocate for gender equality in the workplace.

In line with its mission, Meri Tradies PNG plans to host two significant conferences to empower and connect women in trades:

1. **Port Moresby Conference:** Scheduled for March 04th, 2026, at the Port Moresby Technical college, this event aims to bring together tradeswomen from across the nation to discuss challenges, share knowledge, and promote gender equality in technical fields.
2. **Mount Hagen Conference:** Set for March 6th, 2026, in Mount Hagen, this conference will focus on regional issues faced by tradeswomen and explore opportunities for skill development and networking.

To successfully organize these conferences, Meri Tradies PNG seeks financial assistance to cover expenses such as venue rentals, promotional activities, speaker honorariums, and participant support. Securing funding will ensure the events' success and contribute to the broader goal of empowering women in PNG's trades sector.

The establishment of Meri Tradies PNG and the planned conferences align with ongoing efforts in PNG to promote women's participation in various sectors, emphasize the importance of investing in women to drive societal change.

Meri Tradies PNG has garnered support from various local and international partners:

Australian Pacific Training Coalition (APTC): APTC has played a pivotal role in supporting Meri Tradies PNG. They have sponsored skills and dialogue training sessions, including basic computing and life skills training, aimed at empowering tradeswomen in PNG. APTC's involvement has been instrumental in providing resources and platforms for tradeswomen to connect, share experiences, and learn from each other

Business Coalition for Women (BCFW): BCFW has expressed strong support for Meri Tradies PNG, acknowledging the association's efforts in empowering women in trades.

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

Attachment 1 Meri Tradies PNG Conference Documents (redacted)

They have highlighted the importance of Meri Tradies PNG's contribution to nation-building and have been involved in initiatives aimed at promoting gender equality in the workplace.

International Finance Corporation (IFC) actively supports Meri Tradies PNG through the **Meri Save Trades ("Women Know Trades") program**. This initiative aims to enhance women's participation in non-traditional roles within Papua New Guinea's trades sector by addressing barriers to their recruitment, promotion, and retention

Sisters in the Building Trades (SIBT) America: SIBT has collaborated with Meri Tradies PNG on international outreach initiatives. In 2019, they partnered to host the first Tradeswomen Conference in PNG, bringing together tradeswomen from various countries to share knowledge, experiences, and strategies for overcoming challenges in the trades industry.

Supporting and Linking Tradeswomen (SALT) Australia is a non-profit organization founded in 2009 to provide a support network for tradeswomen, apprentices, and women seeking to enter the trades in Australia. SALT offers mentorship, networking opportunities, and practical workshops to promote women in trades and advocate for improved work environments. The organization's involvement in the launch of Meri Tradies PNG reflects its commitment to supporting women in the trades both locally and internationally.

This international collaboration highlights solidarity among tradeswomen across the globe, working together to promote gender equality and support each other's initiatives.

By supporting Meri Tradies PNG's conferences, stakeholders can contribute to a significant advancement in promoting gender equality and empowering women within PNG's technical trades sector.

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

Attachment 1 Meri Tradies PNG Conference Documents (redacted)



Doris Meliwane
President
Meri Tradies PNG
Port Moresby

[REDACTED]
13/09/2025.

Orange City Council
Wiradjuri Country, Civic Centre
PO Box 35
135 Byng Street, Orange NSW 2800

Dear sir,

**Subject: Request for Support for the "Women in Trades Conference" in Mount Hagen,
Western Highlands Province, PNG on March 6th, 2026**

I hope this letter finds you well. I am writing on behalf of Meri Tradies PNG, an association dedicated to empowering and supporting women in technical trades across Papua New Guinea. We are pleased to inform you of our upcoming "Women in Trades Conference," scheduled for March 6th, 2026, in Mount Hagen, WHP, PNG

Conference Overview:

The conference aims to bring together tradeswomen from across the nation to share experiences, discuss challenges, and explore opportunities for professional development. Key objectives include:

- Providing a platform for networking and mentorship.
- Offering workshops and training sessions to enhance skills.
- Promoting gender equality and diversity within the trades sector.

Request for Support:

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

Attachment 1 Meri Tradies PNG Conference Documents (redacted)

To ensure the success of this event, we respectfully seek the Orange City Council support in the following areas:

- **Venue Provision:** Assistance in securing a suitable venue in Mount Hagen for the conference.
- **Logistical Support:** Support with transportation and accommodation arrangements for participants traveling from other provinces.
- **Financial Contribution:** Funding to cover expenses related to event organization, including materials, facilitators, and promotional activities.

Benefits to Orange City Council:

Hosting the conference in Mount Hagen supported by Orange City Council presents several advantages:

- **Regional Leadership & Soft Diplomacy:** "By supporting this initiative in PNG, Orange City Council affirms its position as a regional leader committed to fostering international cooperation, people-to-people connections, and gender equity across the Pacific."
- **Gender Equity & Women's Empowerment:** "This conference reflects shared values around advancing women's participation in non-traditional careers, aligning with Orange City Council's commitment to equity, inclusion, and opportunity—locally and globally."
- **Education, Skills & Workforce Development:** "By supporting vocational skills development for women in PNG, the Council champions' practical pathways to economic empowerment—while also promoting the strength of Australian training models abroad."
- **Strengthening Australia–PNG Ties:** "This support complements Australia's longstanding commitment to Papua New Guinea by extending the hand of partnership at the local government level, fostering people-to-people engagement that builds lasting regional bonds."
- **Branding & Recognition:** "Council support will be acknowledged on all event materials, with the opportunity to be represented during official proceedings, showcasing Orange as a city invested in regional empowerment and global community."
- **Conclusion:**

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

Attachment 1 Meri Tradies PNG Conference Documents (redacted)

We believe that with the Orange City Council support, the "Women in Trades Conference" will be a significant milestone in promoting women's participation and leadership in technical trades. We are committed to working collaboratively to ensure the event's success and its positive impact on the region and the country as a whole.

We would be honored to discuss this proposal further and explore ways to collaborate. Please find attached our detailed event proposal and budget outline for your review.

Thank you for considering our request. We look forward to the possibility of partnering with your esteemed office to make this conference a resounding success.

Yours sincerely,



Doris Meliwane
President
Meri Tradies PNG

Attachments:

1. Event Proposal
2. Budget Outline

**Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7
October 2025**

Attachment 1 Meri Tradies PNG Conference Documents (redacted)



1 DAY EVENT – Budget Outline

Budget Outline for the "Women in Trades Conference"

Event Overview:

The "Women in Trades Conference" is a one-day event scheduled for March 6th, 2026, in Mount Hagen, Western Highlands Province. The conference aims to empower 100 women in the trades sector through workshops, networking sessions, and skill-building activities.

Estimated Budget:

Item	Estimated Cost (PGK)
Transportation (Shuttle services for attendees)	6,000
Accommodation (5 rooms x 2 nights x PGK 500)	5,000
Catering (10 executive x PGK 150 x 2 nights)	3,000
Guest Speakers' Honorariums	5,000
Guest Speakers' Travel Costs	7,500
Catering (100 attendees x PGK 50)	5,000
Venue Rental	3,000
Marketing and Promotion	5,000
Workshop Materials	5,000
Event Staffing	5,000
Miscellaneous Expenses	5,000

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Item	Estimated Cost (PGK)
Transportation (Shuttle services for attendees)	6,000
Accommodation (5 rooms x 2 nights x PGK 500)	5,000
Catering (10 executive x PGK 150 x 2 nights)	3,000
Total Estimated Budget	54,500

Notes:

- **Registration Fees:** Assuming a registration fee of PGK 20 per attendee, the total revenue of 100 attendees would be PGK 2,000
- **Accommodation:** The Highlander Hotel provides comfortable lodging options. Room rates range from PGK 400 to PGK 600 per night. For budgeting purposes, an average rate of PGK 500 per night is used.
- **Guest Speakers' Honorariums:** Compensation for guest speakers and facilitators contributing to workshops and sessions. Allocating PGK 1,000 per speaker for 5 speakers totals PGK 5,000.
- **Guest Speakers' Travel Costs:** Based on current rates, a round-trip flight from Port Moresby to Mount Hagen is approximately PGK 912. Allocating PGK 1,500 per speaker for 5 speakers totals PGK 7,500 Flights.
- **Catering:** Providing meals and beverages at PGK 50 per person for 100 attendees totaling PGK 5,000.
- **Venue Rental:** Renting a suitable venue in Mount Hagen is estimated at PGK 3,000. Their meeting rooms can accommodate up to 150 people
- **Marketing and Promotion:** Allocating PGK 5,000 for advertising, including social media campaigns, print materials, and community outreach.
- **Workshop Materials:** Budgeting PGK 5,000 for branded material supplies, Gift packs and any equipment needed for interactive sessions.

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October 2025**

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- **Event Staffing:** Including stipends for temporary staff assisting with registration, coordination, and logistics during the event, estimated at PGK 5,000.
- **Transportation:** Shuttle services will be arranged for attendees traveling from various locations. The estimated cost covers vehicle rentals and fuel at K 6,000.
- **Miscellaneous Expenses:** A contingency fund of PGK 5,000 to cover unforeseen costs or additional requirements.

Funding Sources:

- **Registration Fees:** PGK 2,000 (Based on 100 attendees at PGK 20 each)
- **Additional Funding:** PGK 20,000 to be secured through sponsorships, grants, and donations.

Conclusion:

The proposed budget outlines the financial requirements to successfully host the "Women in Trades Conference" in Mount Hagen. By securing additional funding through various sources, we aim to create an impactful event that supports and empowers women in the trades sector.

Note: All costs are estimates and subject to change based on actual quotations and negotiations with service providers

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1 Day Event
Event Proposal: "Women in Trades Empowerment Day"
Event Overview:

The "Women in Trades Empowerment Day" is a one-day event aimed at celebrating and empowering women in the trades industry. Scheduled for March 9, 2026, in Mount Hagen, Western Highlands Province, the event will feature workshops, networking sessions, and panel discussions designed to inspire, educate, and connect women in various trades.

Event Objectives:

- **Empowerment:** Provide participants with tools and knowledge to advance their careers in the trades.
- **Networking:** Facilitate connections among women in trades, industry leaders, and potential mentors.
- **Education:** Offer workshops and sessions that address challenges and opportunities specific to women in the trades.

Target Audience:

- Women currently working in trades.
- Women aspiring to enter the trades industry.
- Employers and industry leaders are interested in promoting diversity and inclusion.

Proposed Agenda:

Time	Session Title	Description
8:00 AM -	Registration and	Registration followed by a networking breakfast to
9:00 AM	Networking Breakfast	kickstart the day.
9:00 AM -	Welcome Address	Opening remarks outlining the day's objectives and

Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025

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Time	Session Title	Description
9:15 AM		schedule.
9:15 AM - 10:15 AM	Keynote Address: Barriers in Trades	Inspirational speech by a prominent woman in trades sharing her journey and insights.
10:15 AM - 10:30 AM	Morning Tea Break	A short break for refreshments and networking.
10:30 AM - 12:00 PM	Workshop 1: Navigating Career Pathways in Trades	Interactive session on career advancement strategies and overcoming industry challenges.
12:00 PM - 1:00 PM	Lunch Break	Buffet lunch provides an opportunity for informal networking.
1:00 PM - 2:30 PM	Panel Discussion: Building a Supportive Community	Discussion featuring successful women in trades sharing experiences and advice on fostering supportive networks.
2:30 PM - 3:00 PM	Afternoon Tea Break	Refreshments and networking opportunity.
3:00 PM - 4:30 PM	Workshop 2: Leadership Skills for Women in Trades	The training session focused on developing leadership qualities and taking on leadership roles within the industry.
4:30 PM - 5:00 PM	Closing Remarks and Networking Reception	Summary of the day's events followed by a reception to celebrate the achievements of women in trades.

Sponsorship Opportunities:

We invite organizations to support this event through sponsorships, which offer visibility and demonstrate a commitment to diversity and inclusion in trades. Sponsorship benefits include

- Recognition in event marketing materials.
- Opportunity to showcase products or services at the event.

Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025

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- Complimentary event registrations.
- Acknowledgment during event sessions.

Conclusion:

The "Women in Trades Empowerment Day" aims to create a supportive environment for women in the trades to connect, learn, and grow professionally. By bringing together industry leaders and participants, the event seeks to foster a community dedicated to promoting diversity and excellence in the trades sector.

Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025

4.3 Sister Cities Community Committee Action Plan - September 2025

RECORD NUMBER: 2025/2100

AUTHOR: Sophie Currenti, Engagement Officer

EXECUTIVE SUMMARY

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

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

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 "13.3 Provide opportunities for widespread and quality engagement and, where appropriate, shared decision making".

FINANCIAL IMPLICATIONS

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

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

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Sister Cities Community Committee consider and discuss items included on the Action Plan.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council's key risk categories and the following comments are provided:

Service/Project Delivery	Nil
Financial	Nil
Reputation/Political	Nil
Environment	Nil
Compliance	Nil
People & WHS	Nil
Information Technology/Cyber Security	Nil

ATTACHMENTS

- 1 Sister Cities Community Committee Action Plan - September 2025, D25/116708

Attachment 2 Agenda of the Meeting of the Sister Cities Community Committee held on 7 October 2025
Attachment 1 Sister Cities Community Committee Action Plan - September 2025
COMMUNITY COMMITTEE ACTION PLAN
SISTER CITIES

D25/40409

ACTION OR PROJECT	COMMUNITY STRATEGIC PLAN REFERENCE	TASKS	RESPONSIBILITY OF	COST IMPLICATIONS	START DATE	END DATE	COMMENTS/PROGRESS	UPDATED
That staff contact local sporting organisations to ascertain interest in touring teams to Timaru.			Committee Clerk	Nil	Feb 2022		Committee Support Officer to provide verbal update.	23/9
That staff continue to explore establishing Friendship City links with a city in Ukraine, with a particular focus on Zaporizhzhia.			Committee Clerk	Nil	Nov 2023		Draft MOU finalisations. Committee Support Officer to provide verbal update	23/9
That staff follow-up on plans to re-install an English translation plaque on the recently restored 'State of Empathy' at the Byng St theatre entrance.			Committee Clerk	Nil			Reinstallation scheduled by Gallery Staff.	23/9
That, following the success of the recent exchange visit by staff from Timaru District Council, Council be requested to consider allocating funding for a return visit in the 2025/26 budget. And that planning for a return visit include consideration of opening up the visit to the wider Orange community			Committee Clerk	Nil	Aug 2024		Reciprocal visit to Timaru to happen in 25/26. Conversations on hold until after their local body elections (11 October).	23/9
That staff respond to the recent visit to Orange by the mayor of Devadaha, Nepal by writing a letter exploring closer links.			Committee Clerk	Nil	July 2024		On hold but to remain on action plan as per committee's request.	23/9
That staff make follow-up contact with Cr Whitton to see if his recent trip to India has any Sister City implications.			Committee Clerk	Nil	July 2024		Cr Whitton's attending October meeting.	23/9

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D25/40409

Investigate costings and associated details in getting a new City Plan for Mount Hagen, PNG. To then investigate possible grant funding opportunities.					Raised in July 2025		Committee Support Officer to provide verbal update.	23/9
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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.