

**MINUTES OF THE CCB EXECUTIVE MEETING HELD ON THURSDAY 15 NOVEMBER 2018 IN THE NOWRA COUNCIL ADMINISTRATION BUILDING AT 11.30 AM**

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Present:

Clr Annette Aldrick  
Clr Amanda Findley  
Clr Kaye Gartner  
Clr John Levett  
Clr Greg Watson  
Clr John Wells  
Russ Pigg – General Manager  
Stephen Dunshea – Director, Finance Corporate and Community Services  
Paul Keech – Director, Assets and Works  
Carmel Krogh – Director, Shoalhaven Water  
Gordon Clark – Acting Director, Planning Environment & Development  
Coralie Bell – Manager, Tourism  
Jessica Rippon – Executive Manager, Communications  
Madelaine North – Community Engagement Officer  
Rianna Burgess – Community Engagement Assistant

Graeme Cord – President, Cambewarra  
Peter Broom – Treasurer, Cambewarra  
Laurie Talbot – Shoalhaven Heads  
Robyn Flack – President, Shoalhaven Heads  
James Morris – Callala Bay  
Howard Duncan – Callala Bay  
Susan Smith – Secretary, Huskisson/Woollamia  
Ros Vickery – Vincentia  
Bob Pullinger – Vincentia  
Jan Gregory – Secretary, Ulladulla and Districts  
Paul Mitchell – Publicity Officer, Ulladulla and Districts  
Lexie Meyer – Red Head Villages  
Ray Sutton – Vice President, Culburra  
Gwen Downie – Chairperson, Sussex Inlet and Districts  
Gail Drummond – Secretary, Sussex Inlet and Districts  
Robyn Kerves – President, Conjola  
Fran Shanahan – Conjola  
Terry Barratt – President, Bomaderry  
Vern James – Bomaderry  
Trevor Smith – President, Callala Beach  
David Davies – Callala Beach  
Morgan Sant – Hyams Beach  
Ken Renwick – Hyams Beach  
Stuart Coughlan – Secretary, Berry  
John Underwood – Berry  
Ken Stewart – Budgong  
Tiffany Gale – Budgong  
Tony Lund – Currarong  
David Reynolds – Basin Villages

Narelle Brown, Basin Villages

The meeting commenced at 11.30am

## 1. **Welcome**

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The General Manager, Russ Pigg, welcomed the CCB members. He acknowledged the councillors in attendance – Councillors Amanda Findley, John Levett, Annette Alldrick, Kaye Gartner, John Wells, and Greg Watson.

All the presentations from the meeting will be uploaded to the Council website.

### **Community Survey Report 2018**

This week Council released its Community Survey results, based on more than 400 telephone interviews conducted during September. Russ encouraged the attendees to access the report online ([direct link](#) or via the Media Release on the front page of the Council website).

Overall satisfaction with Council has been consistent over several years. Russ explained the quadrant analysis of its services, plots satisfaction with Council's performance against the scores for the services' importance. For example, roads maintenance is scored as highly important but lower performance, making this a "key vulnerability"; the Entertainment Centre scores highly on both importance and performance, making it a "strategic advantage".

On the Australian Unity Wellbeing Index the Shoalhaven scores higher than the national average. Most of the benchmarks have remained consistent but there has been an improvement over the years in the sense of future security.

New questions on compliance were included in the survey this year, assessing community attitudes to different infringements and how they are dealt with – community education, fines, or court action. Testing these community attitudes will help guide the General Manager and Council's compliance staff about community expectations.

### **Statement from the Heart**

The September Council meeting had resolved to undertake community consultation on whether Council should give in principle support to the 'Statement from the Heart'. This would be conducted early next year.

### **Sustainability**

Council is looking at various issues in the broad spectrum of sustainability:

- Our current energy contract is ending in Dec 2019, and we are looking at the possibility of pooling energy contracts with other councils – to improve our negotiating ability.

- Council agreed at the Ordinary meeting on 13 November to purchase three electric vehicles to trial for cost savings.
- Waste & recycling – investigating alternative waste processing
- A draft sustainable energy policy will be coming to Council near future.

### **Council's Core Values**

The four values Respect, Integrity, Adaptability and Collaboration, representing what the community can expect in dealing with Council, had been chosen following a process of staff brainstorming and workshops.

Russ noted that the question of whether to continue or discontinue the Councillor Familiarisation Tours, which has been brought to his attention, will be addressed later in the meeting.

### **Questions & Answers**

Q: Is Council investigating the use of solar panels on its buildings?

A: Yes, some Council assets are using solar energy, and others are being investigated. This is an important component of Council plans for its energy usage.

Q: Can Council offer funding for solar power in its community halls?

A: Russ Pig confirmed the community assets are part of the overall assessment. Initially Council will be looking at the higher energy usage amenities/buildings, such as the Entertainment Centre. Carmel Krogh (Director, Shoalhaven Water) clarified that this work is ongoing in the background: staff are analysing all usage across the City, and working out where the best value can be derived.

Q: Given that SCC may be joining a pool of councils to negotiate the energy contact, have we considered also pooling to approach solar suppliers for purchasing power?

A: Carmel Krogh confirmed Council is looking at procurement options. Stephen Dunshea (Director, Finance Corporate & Community) added that Council has been considering revolving energy funds, in which the savings generated by lower energy costs are reserved to go back into additional energy saving projects.

Q: Is there a long term plan to look at available useable roof and other space to build a solar collection, possibility to feed back into Shoalhaven? Not just community buildings, but roof space on holiday homes etc.

A: Carmel Krogh said Council is looking at whole portfolio of Council assets for this purpose, but is focusing on projects behind the meter just now. There are no plans to look at private buildings but she has seen this initiative in another council area, and Council is looking at projects all around the country. The biggest challenge for us is interaction with energy providers.

Q: Is Council considering increasing numbers of compliance officers, or handing out leaflets to residents to address dog off leash infringements?

A: Not the latter – but Council is working on how to resource and support its compliance staff.

Q: What is the status of the North Nowra tip solar farm?

A: Paul Keech (Director, Assets & Works) explained the solar farm is aimed at energy consumers who are unable to use their own roof space – they may be renting, for

instance. His area is working through the business case, which is looking positive. There should be a report to Council just before or after Christmas on the feasibility of the project.

## 2. **Presentation – Growth Management Strategy / Character Assessment Report**

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Gordon Clark, Manager Strategic Planning, is Acting Director of Planning, Environment and Development in Phil Costello's temporary absence.

### **Growth Management Strategy**

Currently on public exhibition, the Growth Management Strategy (GMS) is a strategic document looking at future growth in the Shoalhaven, and ways to accommodate population growth while maintaining environmental, economic and social values. It is a policy framework for land use policy, but is not itself concerned with rezoning land. The GMS works towards the Local Strategic Planning Statement (LSPS) that Council is required to complete by mid 2020.

Council already has a version of the GMS, adopted in 2012 and endorsed by the Government in 2014. This document is now being revised, and a discussion paper has been placed on exhibition, looking at where we are currently, where we want to be in future, and how we are to get there. Council is seeking community feedback on how the Shoalhaven can grow into the future. There are specific questions in the paper to guide community responses.

The GMS Discussion Paper considers:

- What do we value in the Shoalhaven?
- The current State policy direction
- Current land supply and forecast demand
- The environment, the ageing population, housing affordability, rural land use
- Potential options for growth.

For more details and to provide feedback, community members can visit <https://getinvolved.shoalhaven.nsw.gov.au/growthmanagement>

### **Draft Shoalhaven Character Assessment Report**

The NSW Government has implemented changes to the planning system, recognising the impact of continued growth on the character of local communities. The NSW Department of Planning and Environment has provided funding for consultants to prepare character assessments of settlements in the Shoalhaven – this work is in process. The character assessment may play a role in exempt or complying development controls, which many require consideration of character.

Feedback received will inform the draft Growth Management Strategy, which will be presented for community review/comment. Gordon provided a handout with contact information, and advised there are a number of drop-in sessions being held from 26 November to 3 December.

For more details and to provide feedback, community members can visit <https://getinvolved.shoalhaven.nsw.gov.au/growthmanagement>

### Questions & Answers

Q: These are opportunities to talk about the physical things in the community, but are there ways to get information about current *cultural* character and intended future cultural character in the Shoalhaven?

A: Gordon confirmed that character is being treated as more than physical appearance of a village: activities, vegetation, not just architectural form. We can feed back to the consultancy what we think may be missing.

Q: There is a huge population in Currarong who are not permanent residents – this is a critical issue.

A: Gordon agreed it is a critical issue to reach the broader community, particularly absentee owners.

Q: When were the character assessments made?

A: Within the last 4-6 months.

Q: It has been noticed that planning proposals are coming through for dual occupancy on many lots. How does character assessment get applied to planning instruments?

A: It may not be able to play much of a role.

Q: There is a recent boarding house proposal in the CBD at Sanctuary Point. How will this comply? It is an intensive development that doesn't fit with the character.

A: Projects may not always be approved as submitted just because they are permissible – Council will work with developers. At the same time there is a need for affordable housing, including for boarding houses, in the Shoalhaven. We will probably see more of these. Staff will work to bring these developments as close to compliance as possible.

### 3. **Presentation – Tree Policy**

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The Director of Assets and Works, Paul Keech, explained the legislative background, and that tree management falls under the Shoalhaven Development Control Plan (DCP) 2014. Council's Tree Management Policy is on the website at My Council > Policies plans & strategies > Policies > [Tree Management Policy – Public Land](#). The policy recognises the value of trees but also the need to manage them, providing a consistent management framework that takes into consideration environmental issues. This policy applies to public land only – parks, reserves, some waterways. A further policy is to be drafted that will apply to private property.

Reasons for removing trees centre on perceived risk, and an inspection process is undergone to assess the risk. In low-risk cases Council may apply the 45 degree rule, i.e. where a tree is closer to a building than its own height, to determine whether management is desirable. Residents can make their own assessment and manage

trees at their own cost if Council agrees. Paul noted that Council recently reaffirmed the 45 degree rule, and also called for a draft policy on compensatory tree planting.

The Tree Management Policy also discusses the suitability of replacement trees.

A Tree Audit of the area was recently conducted by the University of Technology Sydney, which looked at the value of trees in the urban environment. The results will be reported to Council in the near future.

### **Questions & Answers**

Q: How would Council inform other residents that a tree is being assessed for removal?

A: Paul said there is a subjective assessment initially, but if the tree has heritage or community beautification value that will be taken into assessment. At present there is no mechanism for advising the community that an assessment is being made.

Q: The 45 degree rule allows the ability to quickly manage tree issues in this speaker's area on private land, with a 24-hour turnaround which is fantastic service. She has heard locally that this is being misused by developers, however.

Q: How does Council deal with reports of deliberate tree poisoning? No action is being taken.

A: Paul said that Council's Rangers should be the first port of call. He clarified that Council does take tree poisoning seriously. Russ Pigg suggested this might be a topic for a future session.

Q: If a tree is on public land and there is a concern about it, Council staff will go through a process to determine responsibility. If the tree however is on private property, the speaker's understanding is the tree can be removed on basis of self assessment by the land owner. Council in this case are not informed and no record is kept, so there is no way of knowing if the self assessment was accurate. Is Council keeping a record?

A: Paul explained the 45 degree rule does not give carte blanche, and is still an form of assessment albeit subjective.

Gordon Clark returned to the issue of tree management on private land later in the session. There are provisions in the Development Control Plan, which interact with broader NSW Government legislation on vegetation removal. DCP 2014 Chapter G4 guides the removal and pruning of trees and other vegetation. The Clause 5.2.3 exemption setting out the 45 degree rule applies also to private property.

Other opportunities include better outcomes in future new subdivisions, and planning controls for new urban release areas.

Q: In the Burrill Lake area – Dolphin Point – trees were cleared totally for a new development, resulting in loss of habitat. Excuses were made that it was the State Government who approved the subdivision. What can Council do to control removal of trees in this context?

A: There are some legacy approvals that Council cannot overturn but we can look to the future, for example the new subdivisions in Nowra-Bomaderry.

Q: Regarding the implementation of Clause 5.2.3, if Council is not advised a tree has been removed, how can it quality assure that those parts of the policy are working? The speaker's experience has been that Council is never told. The policy seems never able to be evaluated in any empirical or professional way.

A: It is an exemption under the DCP. It is in people's best interest, when self assessing, to photographically record the trees in question.

Q: Councillors should look at what happens in other LGAs and see if there is a middle path.

A: Councillors did recently reaffirm the 45 degree rule but asked staff to draft a policy on compensatory tree planting – we will look at existing policies in other council areas.

#### 4. **Presentation – Alternative Waste Technology and Waste Strategy / Adopt a Road**

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##### **Alternative Waste Technology and Waste Strategy**

The Director Assets and Works, Paul Keech, explained the waste management contract is still a live process subject to confidentiality, but it will be notified in the media in the next few weeks. He described the tender process for the 20 year contract, which addresses red bin waste only, with no change to the yellow recycling bin.

Our current landfill capacity is likely to be exceeded around 2024, and at all available sites by 2037. The diversion rates to non-landfill uses under the new waste contract will impact on that capacity. At the end of the tendering process there were two options: Mechanical Biological Treatment (MBT) with waste sorting followed by composting process; and Mechanical Heat Treatment (MHT), an overseas technology in which waste is shredded and autoclaved. Paul briefly described each process, which he and other Council representatives have seen in operation.

Mechanical Biological Treatment (MBT) sorts waste mechanically and finishes it through a large composting process. Aluminium, steel and fuel product are extracted, and the remainder is further processed to a compost product that does however include some plastic content.

Mechanical Heat Treatment (MHT) shreds the waste then heat treats it in an autoclave before sorting is using optical technology. It separates out more glass, plastics, biomass as well as fuel product, aluminium and steel. The MHT process is energy efficient and sends less product to landfill. It may also allow green waste to go into the red bin as it will be extracted.

##### **Questions & Answers**

Q: Does Council (or indeed all councils) have the ability to lobby supermarkets to reduce/allow choice of packaging, to reduce waste?

A: Paul explained representations to retailers have been with other councils. Council participates in the Country Mayors' Association which recently held a Waste to Energy Forum. Informing consumers about how they can make a stand on what they buy also helps.

Q: Are there any plans to use the biomass product?

A: The MBT company had proposed to put it on mining/construction rehabilitation sites, but the Environmental Protection Agency have halted that. The MHT company gives the option for it to be incorporated into woodchipping products. It is not going to be targeted at residents for use as compost. Council will continue to encourage the mulching of green waste.

Q: If the MHT company is awarded the contract, will the facility be located overseas or in will they build a plant here in Australia?

A: The idea is that they will invest here – the site has been cleared at West Nowra. Council will own the shed, the contractor will put their plant there, and operate and maintain it. Towards the end of the 20 year contract they will overhaul the equipment.

Q: How much energy do the MHT autoclaves use?

A: Paul was unable to offer detail, but effectively the carbon footprint is less when considering reuse and collection process.

Q: Would it be feasible to use the methane being generated at landfill?

A: The methane currently being collected is starting to naturally deteriorate.

Q: Can the biomass product be used to grow crops or will it still be contaminated?

A: This is a changing regulatory environment. Plastic bags, nappies, batteries, dead animals are contaminating the biomass – it has to meet certain requirements, and the EPA have changed these. Residual plastics risk entering waterways with cumulative effects.

## **Adopt a Road**

Paul Keech explained that Council is responsible for maintaining the road network, but there is no routine program or budget to clean up litter. Staff have suggested the community might be interested in an Adopt a Road program. This would involve signposting and sponsorship to keep the adopted road tidy.

Council recently resolved to give in principle support to the creation of a program, and Paul is engaging with CCBs to determine the level of community support. A presentation is to be distributed after the meeting to consider in CCBs. The proposal is mainly aimed at litter collection at this stage.

Comments from the group included:

- Clean Up Australia do a good job.
- Sponsorship creates more visual pollution.
- There would be insurance Implications.

*The meeting adjourned at 1.17pm.*

*Resumed at 1.50pm.*



## 5. **Presentation – Project Q Update - going live with Rates & Water in December**

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Stephen Dunshea, Director Finance Corporate & Community, gave an update on the following major projects that Council is working on:

**Shoalhaven Indoor Sports Centre (SISC):** Construction well advanced, and handover from builder is expected early in 2019 for the final fit out, ahead of opening in early July. This is contingent on the weather conditions. The contract for ongoing operation went to tender and Shoalhaven Swim & Fitness secured the contract to operate the SISC.

**Artie Smith Oval, Bomaderry (adjacent to SISC):** \$200k is allocated for detailed design for redevelopment to a standard where it can become a regional AFL facility. Council has engaged with many different sports stakeholders. No timeframe has been established yet, pending future funding. Council will be seeking grant funding.

**Boongaree (Berry District Park):** the final detail design is ready, and a report will go to Council in December.

**Floodlighting upgrades:** Improvements are being made to the controller systems, including adding smart phone technology to link bookings to lights operation, as grant funds are made available.

**Voyager Park Memorial** in Huskisson is being refurbished.

**Bay & Basin District Library:** Council resolved at its meeting on 13 November to confirm Francis Ryan Reserve as the site, and have asked staff to prepare a concept plan.

**Milton Ulladulla Croquet Club** at Ulladulla Sports Park: will be going to tender for construction in December or early January.

**Dog Off Leash Policy:** It had been originally proposed to review 2020 but, following a number of representations and proposals from Council, it was resolved to address this now. A complete review will be undertaken during the first half of 2019.

**Corporate Information Systems Replacement:** “Project Q” is intended to resolve several incompatibilities across Council’s systems. TechnologyOne’s “One Council” solution is being implemented, and the module for rates and water billing will be going live on 11 December.

Q: Will there be any opportunity for customers to highlight anomalies while this is ongoing?

A: Council welcomes feedback. However, this is an internal process of migrating data from legacy to new systems, and will not be going on public exhibition. He acknowledged there may be some teething problems.

### **Stronger Communities Fund Grants**

The full list of grants totals \$2.7M. It includes large grants for public toilets in tourist locations (\$280k), drainage and irrigation at sportsgrounds (\$738), and playground installations (380k).

Q: Is Council considering using LEDs for floodlights? This is an option being looked at in Callala Bay.

A: Stephen invited further information about this.

## 6. **Presentation – Tourism – Update on the 360 Model**

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Tourism Manager, Coralie Bell, provided a quick follow up on her presentation from the last CCB Executive meeting. Tourism is moving away from an emphasis on solely economic impacts, and is now more holistic. The four key measures of tourism impacts are the environment, the community, visitor experience and the economy.

Coralie demonstrated the current version of the Shoalhaven 360 Model website, of which phase 1 is complete and online, although much is still missing, and feedback is welcomed. See [www.shoalhaven360.com](http://www.shoalhaven360.com) The site will be going on public exhibition.

The 'Optimal Conditions' set out what healthy tourism looks like. Examples:  
Visitor experience – perceptions/expectations, are they satisfied; Accessible; friendly.  
Economic – jobs that are less seasonal; visitor yield; vital and resilient businesses.  
Environment – healthy natural habitats and wildlife; waste management; clean beaches.  
Community – special places; protecting villages.

Council's Tourism Unit is working with the Shoalhaven Tourism Advisory Group to set up the new Destination Management Plan (DMP).

Q: Does Council collect money from tourists and businesses such as Holiday Haven for the maintenance of roads and other benefits?

A: Russ Pigg explained that the Shoalhaven contains a large number of caravan parks, motels and hotels who many pay business rates that are higher than residential. Coralie added that the visitor economy contributes to local petrol stations, cafes and other businesses, and there are flow-on effects to builders and services. Russ noted that Council is awaiting the outcome of funding applications for coastal infrastructure.

## 7. **Presentation – REMS Update / Water Supply Levels**

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Carmel Krogh. Director of Shoalhaven Water, gave an update on the water supply. The Shoalhaven has been on Level 1 restrictions since 3 September. Currently Bamarang Dam is a 100% capacity because has been filled by Danjera, but the other dams two are at about 50% or less. Carmel displayed flowcharts of how the dams interact in non-drought and drought conditions (drought management plan):

In a non-drought ("normal") period, the Kangaroo and upper Shoalhaven rivers fill Tallowa Dam, which pumps its excess back into the Shoalhaven River. This in turn

feeds Bamarang Dam that supplies the Northern area. Porters Creek Dam supplies the South. Danjera Dam stands in reserve.

In Level 1 conditions, a first release of water from Danjera Dam is deployed to top up Bamarang Dam, which feeds both North and South. In Level 2 conditions, there is a second release from Danjera and Porters Creek is also called on to supply the South. In Level 3 all water supply is drawn from Tallowa Dam, shutting Danjera and Porters Creek.

The inflows to Tallowa Dam have been much reduced this year, and follow a long dry period. The recent rains are not enough to lift the Level 1 restrictions; this is a “green drought”, and 5 or 10ml rainfall does not help the supply. We have just stopped pumping to the river yesterday and are using water from Danjera. Tallowa is a State Government-owned dam so is not under our control. The Shoalhaven is currently secure in the water level in Tallowa, but transfers to Sydney are restricted and they may soon have to turn to desalination plants for the first time.

The Shoalhaven may have to go to Level 2 restrictions early next year. Our Level 1 restrictions are equivalent to Sydney’s permanent water conservation measures. We will also be looking at permanent water conservations measures for the Shoalhaven.

Carmel confirmed that the Rural Fire Service do not normally draw water from the supply dams.

### **REMS 1B - Reclaimed Effluent Management Scheme**

The project is currently 88% complete in terms of paid value (\$99.5M). Carmel displayed aerial images of the Nowra treatment site in development.

## **8. Presentation – Councillor Familiarisation Tours / CCB Guidelines & Community Engagement / Question and Answer Session**

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Jessica Rippon, Executive Manager Communications, reconfigured attendees into small groups to discuss community engagement and the Councillor familiarisation tours.

The small groups were asked to discuss the Councillor Familiarisation Tours in terms of what works and does not work, and how these tours and/or resources used for the tours could be used more effectively.

Feedback:

Group 1: A variable number of Councillors attend the Councillor familiarisation tours. No follow-up is received from Council on issues raised. More notification time is required – this will provide the opportunity to build a good agenda. Some tours are rushed, especially if a destination is last on the list. There was a feeling that some Councillors are less inclined to leave their own area, and tours help them to get a better understanding of matters outside their ward. The group concluded however that the tours are valuable and should be continued, with improvement.

Group 2: One side felt the Councillor familiarisation tours are very beneficial. Looking at situations on location is a huge advantage and has worked for issues in their community and brings different perspectives. This half of the group supported them continuing. There should be more notice when they are scheduled, and there should be a meeting with the community that can be fed through to the group that goes on the tour.

The other point of view in this group felt the tours were useless – residents will point out issues but there is no follow-up or feedback. The amount of issues that can be raised is restricted. Different feedback is given to different groups – good versus none. Mixed opinion of whether feedback was given – one side feeling that feedback was given and issues followed up, while the other side felt there was no feedback.

Jessica Rippon explained Council is implementing new systems for capturing and processing requests for action received on the famil tours. Some CCBs may not yet be beneficiaries of this change, hence the mixed response. Jessica has noted people bring multiple purposes to a tour. Sometimes it is a community engagement exercise – other times they are CCBs bringing maintenance issues.

Q: How many times a year does the tour visit?

A: At least once every 12 months, sometimes twice, depending on scheduling.

Group 3: The general feeling is that the tours are effective, but time is an issue – some destinations are given half hour, others get two hours. Some villages/areas are large while others are small. The visit to Bomaderry was cut short but the tour itself was effective and matters were heard. Time allocations are important. Some issues are ongoing and repetitive. It is great to have the staff on the tours. It was felt that using drone imagery would be helpful. It could be beneficial to video the issues and come into Council to present the issues, without needing to get everyone on a bus. This would also allow more community members to be present. Representation is down to whoever turns up, but the groups try to be as representative as they can. The group felt Council should continue tours but using technology could get more effective use out of them.

Q: Past guidelines have restricted participation in the tours to CCB officers.

A: Jessica explained that there is a limit to the number invited because of the capacity of seats on the bus.

Q: VRRRA met last week and had created a list prioritising the issues they would like Council to view. They were allocated two hours and found it very productive to have councillors and staff there. They were able to obtain answers straight away. The CCBs at the end of the schedule will have less time, so would Council consider running the tours over more days?

Group 4: This group found that being prepared in advance is important. They agreed it is an important opportunity for staff and councillors, and particularly new staff, to meet members of the community. They (Sussex Inlet) have received quick reactions, particularly when the matter raised is a liability issue. It would be helpful if they were familiar with communities' strategic plans before they come.

Jessica invited the participants to think about outcomes of community engagement. For example, how to deal with maintenance requests and raising issues.

Q: What are the alternatives?

Jessica explained the different models of engagement: e.g. a tour with a community BBQ (a great outcome); information sessions; maintenance requests to bring specific staff and/or councillors out to the locale; a round-table discussion with staff, e.g. the RHVA Revolving Door session.

Russ Pigg said that prior to September 2012 he undertook tours to CCBs with his PA Marie, who would take notes and send messages to appropriate staff. The new Council that was elected decided to ramp up this engagement and started the familiarisation tours. The present discussion was about testing the models. He values the networking that CCBs provide, and Council Directors see great value in seeing issues on the ground.

It was moved formally that the Councillor familiarisation tours continue, with Jessica to take on the suggestions. Jessica confirmed she had noted the feedback.

Jessica confirmed that the engagement policy has been reviewed.

### **CCB Guidelines**

Jessica distributed a very preliminary draft document that has not yet been seen by senior staff or Councillors. There will be full engagement proceedings on the "Get Involved" part of Council's website. Attendees are invited to send comments to herself. The shorter update sheet may be shared with community members, but the draft policy is not open for engagement at this time.

Madelaine North clarified that a follow-up email will be circulated with further information, including how to respond. One response per CCB is being invited.

All the presentations and the minutes from today's meeting will go on the website, and Madelaine will advise by email when these are available.

Russ Pigg thanked everyone for coming, and thanked the staff for their presentations.

The meeting closed at 3.49pm.