

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

ATTENDANCE

Mayor Cr Brian Ingram

COUNCILLORS

Gregory Armstrong
Tony Flanery
John Horton
Rita O'Connor
Margaret Roles
Matthew Stadtmiller
Wendy Tuckerman
John Walker
Antony Wallace

STAFF

A McMahon	General Manager
L Furness	Executive Director Corporate and Community
S Langman	Director Sustainable Growth
D Aber	Acting Director Infrastructure

PUBLIC FORUM

- Boorowa Skate Park - Seth Hughston
- Landfill - John Byrne
- Matters relating to Bendick Murrell - Mr George Parris
- Development Application T2017-038 - Dwelling (New) – Off Bibaringa Road, Wombat - Matt Bloor
- Development Application T2017-038 - Dwelling (New) – Off Bibaringa Road, Wombat - Keith Eatock

APOLOGIES

Councillor Christopher Manchester

18/01 RESOLVED:

That the apology be accepted.

Moved: Mayor Ingram

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

SYMPATHY EXPRESSIONS

18/02 RESOLVED:

That Council staff and members of the public be upstanding for a minute silence to express our sympathy on the passing of,

Jennifer Ricketts; Thora White; Jennifer Molloy; Edna Nolan; Carol Caldwell; Guyon Sandford; Catherine Vincent; Michael Boyd; William Keen; Ethel Thomas; John Marsh; Jennifer Molloy; Arnold Glanville; Christian Zirkzee; Thora White; Angiolo Logi; Barry Close; Eric Hopwood; Lesley Mason; Nancy Smith; Edna Muir; Marie Donohoe; Wayne Galvin; Pauline Johnson; Patricia Gibson; Colin Chown; Heather Cowden; John Wade; Nick Dewar

Moved: Mayor Ingram

18/03 RESOLVED:

*That the standing order of business be suspended, to deal with:
Item: 18/27 – T2017-038 - Dwelling (New) – Off Bibaringa Road, Wombat*

Moved: Cr Armstrong/Stadtmiller

18/27 – T2017-038 - DWELLING (NEW) – OFF BIBARINGA ROAD, WOMBAT

18/04 RESOLVED:

That Council, approve the Clause 4.6 variation of the development standard contained in Clause 4.2A of the Harden LEP 2011, relating to the minimum lot size for the erection of a dwelling, and approve the following application, subject to the conditions below.

- *Application No.:* T2017-038
- *Property:* Lot 220 DP 753632, Bibaringa Road, Wombat
- *Development:* Dwelling (new) – one (1) bedroom, brick veneer, colourbond roof

General

1. *The development shall be generally in accordance with the supporting documentation, including, but not limited to, the following:*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

<i>Drawing No.</i>	<i>Issue</i>	<i>Detail</i>	<i>Dated</i>	<i>Submitted</i>
-	-	<i>Site plan</i>	-	<i>20/9/2017</i>
-	-	<i>Floor plan</i>	-	<i>20/9/2017</i>
-	-	<i>Elevations (south and north)</i>	-	<i>20/9/2017</i>
-	-	<i>Floor plan (west and east)</i>	-	<i>20/9/2017</i>
<i>BASIX Certificate No 870591S, issued by Angela Bennett, dated 20th October 2017</i>				
<i>Statement of environmental effects including Clause 4.6 variation (39 pages), prepared by SBM Planning, dated July 2017, submitted 20th September 2017</i>				

and as modified by any conditions of this consent.

- 2. No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.*
- 3. The development shall be carried out in conformity with the provisions of the Environmental Planning and Assessment Act, 1979, and the regulations made thereunder, in accordance with the plans and specifications approved by Council.*
- 4. The builder shall maintain on the site, at all times a legible copy of the following:*
 - Development Consent including plans and related documentation;*
 - Construction certificate including plans, specifications and certificates.*

Local Government Act approvals

- 5. The person having the benefit of this consent must obtain all relevant approvals under the Local Government Act 1993, prior to commencing such works, including but not limited to: sewerage works, stormwater drainage works, water supply works, installation and operation of an on-site effluent management system, installation of a solid fuel heating device, etc.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Signs

6. *No more than two signs shall be erected at the front of the site to display the following details. At least one of these signs shall have the following minimum information:*
- *the name of the Principal Certifying Authority, their address and telephone number;*
 - *the name of the person in charge of the work site and telephone number at which that person may be contacted outside working hours;*
 - *that unauthorised entry to the work site is prohibited;*

and both signs shall be maintained to a tidy and legible standard at all times and must be removed when the work has been completed.

Building Code of Australia and Home Building Act

7. *All building work must be carried out:*
- (a) *In accordance with the requirements of the Building Code of Australia. In particular, your attention is directed to the conditions in this consent;*
 - (b) *In addition, in the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, such contract of insurance must be in force before any building work authorised by this consent commences.*
8. *Residential building work within the meaning of the Home Building Act 1989 shall not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being a Council) has given the Council written notice of the following information:*
- (a) *In the case of work for which a principal contractor is required to be appointed, the name, licence number and name of insurer if the principal contractor*
 - (b) *In the case of work to be done by an owner-builder, the name and owner-builder permit number (where required).*

Changes to the residential building work shall not be carried out unless the Principal Certifying Authority has given the Council written notice of the changes. This condition does not apply to Crown building work as defined.

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

9. *The builder or person who does the residential building work must comply with the applicable requirements of Part 6 of the Home Building Act 1989. This requirement may be satisfied by the provision of an owner-builder permit of Home Owners Warranty Insurance.*

Inspection/Certification

10. *Prior to commencement of work, the person having the benefit of the Development Consent:*
- (a) shall appoint a Principal Certifying Authority (PCA); and*
 - (b) shall ensure a Construction Certificate is issued by the PCA;*
 - (c) shall notify Council of their intention to commence the site works (at least 2 days notice is required).*
11. *The Principal Certifying Authority shall determine the inspections and compliance certificate that are required.*
12. *Where Hilltops Council is nominated as the Principal Certifying Authority, the following requirements shall be satisfied before works commence:*
- The Principal Certifying Authority Service Agreement shall be completed and signed by the applicant; and*
 - Terms and conditions of the Principal Certifying Authority Service Agreement shall be satisfied.*
13. *Where Hilltops Council is not the Principal Certifying Authority, the following requirements shall be satisfied before works commence:*
- Principal Certifying Authority name, address and registration details (evidencing registration with the Building Professionals Board) shall be submitted to Council; and*
 - A Construction Certificate shall be registered with Council.*

Occupation Certificate

14. *A Final Occupation Certificate must be issued by the Principal Certifying Authority prior to occupation or use of the development. In issuing an occupation certificate, the Principal Certifying Authority must be satisfied that the requirements of section 109H of the Environmental Planning and Assessment Act 1979 have been satisfied.*
- Note: When all work as indicated on the approved plans/specifications is completed, the applicant shall notify the PCA to arrange for the issue of a final Occupation Certificate.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

SITE PREPARATION

Cut and Fill

15. *The applicant shall ensure that any cut or fill on site is appropriately graded, drained, retained and vegetation commenced.*
16. *Retaining walls greater than 1 metre in height shall be designed by a suitably qualified practising and insured Structural Engineer. The design shall be submitted to and permission to proceed granted by Council prior to work commencing.*
17. *It is a prescribed condition of this consent that if the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the consent shall, at the person's own expense:*
 - *Protect and support the adjoining premises from possible damage from the excavation; and*
 - *Where necessary, underpin the adjoining premises to prevent any such damage;*
 - *This condition does not apply if the person having the benefit of the consent owns the adjoining land or the owner of the adjoining land has given written consent to this condition not applying.*

Erosion Control

18. *Erosion and sedimentation control measures shall be implemented on the site prior to work commencing.*

**NOTE: ENSURE THAT SEDIMENT AND EROSION CONTROL ARE IN PLACE BEFORE EARTHWORKS COMMENCE*

Builders Toilet

19. *The applicant shall ensure that a suitable builders' toilet is situated on the property, prior to commencing construction and is serviced and maintained in clean condition during construction.*

DURING CONSTRUCTION

Kitchen Exhaust

20. *Kitchen exhaust shall discharge externally of the roof covering and not discharge into the roof space. Any ductwork through roof space is to be of non-combustible material.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Smoke Alarms

21. *A smoke alarm system complying with Australian Standard AS3786 Self Contained Smoke Alarms or listed in the Scientific Services Laboratory (SSL) Register of Accredited Products - Fire Protection Equipment shall be installed in suitable locations on or near the ceiling.*
22. *The smoke alarm system must be connected to the mains electrical power supply and must have a standby (battery backup) power supply.*
23. *Prior to issue of the Occupation Certificate, the Licensed Electrician responsible for the smoke alarm installation shall issue a certificate to the Principal Certifying Authority to verify the following:*
 - *To verify the SSL number; and*
 - *To verify that the installation on the site complies with manufacturers specification.*

BASIX Requirements

24. *The requirements of the BASIX Certificate issued in respect of the development shall be satisfied as follows:*
 - *Certification for each element in the above BASIX Certificate shall be provided at the inspection immediately after installation; and*
 - *Certification for each element in the above BASIX Certificate shall be provided prior to issue of the Occupation Certificate.*

Water

25. *In recognition that no reticulated water exists, a 20,000 litre, dedicated water supply tank for fire-fighting purposes shall be provided, and a 65mm Storz fitting installed in the tank.*

Stormwater Drainage

26. *Stormwater from roof and hardstand areas shall be conveyed at least 3m clear of the dwelling, and disposed of without causing erosion or nuisance to adjoining premises. This shall include the stormwater overflow from any tank or collection system.*

Survey

27. *A document from a registered and practising land surveyor shall be submitted to Council at the following stages of construction:*
 - (a) *set out of the development and prior to construction commencing.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Trees

28. *Any trees not approved for removal (on development site or on public footpath) shall be protected from damage during construction. This includes protection from compaction of the ground within the root zone, damage to the trunk or crown of the tree.*

Access

29. *Vehicular access shall be provided to the proposed site off the existing Crown road, and shall be located adjacent the southern boundary of the site, and constructed to Council's specifications, after submitting the attached application form and receiving Council approval of the application.*
30. *The existing access located midway along the eastern boundary of the site shall be permanently closed.*

Roadworks

31. *That section of the Crown Road from Bibaringa Road to a point 10 metres past the access to the lot, shall be upgraded to the following standard:*
- *the formation and gravelling of the road to Council's standards, being a 3.5-metre-wide pavement with 0.5 metre shoulders,*
 - *sealing of the intersection for a length of ten (10) metres.*

NOTE: Council does not maintain public Crown roads.

32. *The developer shall ensure that the consent NSW Department of Industry - Crown Lands is obtained (if required) prior to the works being carried out.*

Works within the road reserve

33. *Any construction works, including accesses, footpaths, or the like on public roads dedicated in the name of Hilltops Council or Crown road reserves, require a road opening permit which will detail Council specifications for the proposed works.*
34. *A Traffic Control Plan (TCP) shall be prepared and submitted to Council for approval, prior to any works on the road reserve commencing. An accredited person shall develop the TCP, and it shall contain their Certification Number and the date of issue.*

Rural addressing

35. *A rural addressing number plate shall be erected on the fence adjacent the property entrance by Council, at full cost to the developer, at the price listed in Council's Management Plan, at the time of payment.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

BUSHFIRE PROTECTION/MITIGATION MEASURES

36. *The owner/occupier of the dwelling house shall establish and maintain a 30-metre-wide Asset Protection Zone (APZ) around the perimeter of the dwelling house, and the fuel height within this APZ shall be maintained below 10 centimetres.*

NUISANCE & AMENITY

Hours of Construction

37. *For reasons of residential amenity in the neighbourhood, work on the project shall be limited to the following hours:*

- (i) Monday to Friday - 7:00 am to 6:00 pm*
- (ii) Saturday - 8:00 am to 5:00 pm*
- (iii) No work to be carried out on Sunday/Public Holidays, without the prior written consent of Council.*

Waste disposal

38. *All construction waste shall be disposed of to a licenced landfill site.*

Councillors: Wallace/Stadtmiller

FOR: Councillors: Ingram, Armstrong, Flanery, Horton, O'Connor, Roles, Stadtmiller, Tuckerman Walker, Wallace

AGAINST: Councillors: Nil

ABSENT: Councillors: Manchester

18/05 RESOLVED:

That the meeting resume standing orders as listed in the agenda.

Moved: Mayor Ingram

CONFIRMATION OF MINUTES

18/06 RESOLVED:

That the minutes of the Ordinary Meeting of Council held on 20 December 2017, be confirmed as a true and accurate record.

Councillors: O'Connor/Tuckerman

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

BUSINESS ARISING – MINUTES

Nil

DECLARATIONS OF INTEREST - CONFLICT OF INTEREST

Nil

COUNCILLOR REPORT'S

BRIAN INGRAM

12 January	Meeting Australia Day Committee
16 January	Meeting - Ratepayer
17 January	Radio
18 January	Meeting – Business Owner
19 January	Meeting – Ratepayer
22 January	Meeting – Lee Furness
24 January	Radio Meeting – Parris's
26 January	Australia Day – Young/Wombat/Boorowa
29 January	Young Showground Trust Meeting
31 January	Radio – Council Workshop
1 February	Meeting – D Evans
6 February	Meeting – Wombat Progress Association
7 February	Radio – Mayor's Round Table
8 February	Meeting – Ratepayer
9 February	Win TV Carrington Park
12 February	Meeting – Transport Group – Harden Sports Advisory Council
13 February	Hilltops Forum Community Strategic Plan
14 February	Radio – Meeting Kruger Trust
16 February	Meeting – General Manager
17 February	Morning Meeting – Library. Afternoon Meeting – Grenfell Aquatic Centre Opening
19 February	Meeting – Rye Park
20 February	2LF – Meeting Community Transport
21 February	Carrington Park, Prime Interview, Radio
22 February	CBRJO – Meeting and Dinner
23 February	CBRJO – Meeting
26 February	State of the Electorate – Rotary Harden
27 February	Meeting – Medical Group
28 February	Meeting – Melinda Pavey – Council Minister for Roads Maritime and Freight – Harden

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

WENDY TUCKERMAN

January – February 2018

Australia Day Dinner with Ambassador - Boorowa
Australia Day Celebrations – Boorowa
Community Strategic Plan Stakeholder Meeting -
Young
Community Transport Meeting
Rotary Club – Op Shop - cheque presentation to
various organisations

RITA O’CONNOR

January – February 2018

Australia Day Celebrations - Harden and Wombat
Jugiong Advancement Group
Harden Community Business Meeting
Boorowa Community Garden Committee
Individual meetings with community members
Trinity Catholic School opening
Rotary first 100 days

JOHN WALKER

January – February 2018

Meetings as minuted
Meetings with Constituents

TONY FLANERY

January – February 2018

Four meetings with Harden Regional Development
Corporation
Concerns - Condition Rye Park Road
Boorowa residents mains flushing concerns

JOHN HORTON

January – February 2018

Destination Canberra - 2 Day Conference - Tourism
Lachlan Regional Transport Committee Meeting
Wollondilly Council - Picton
Jugiong Advancement Group Meeting
Two meetings of Murrumbidgee Local Health Advisory
Committee - Young
Cash and Community Transport Services Meeting -
Young
Community Meeting – RE: Library Carrington Park

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Progress Association – Galong
Two Healthy Harden Meetings - Harden
Australia Day Dinner with Ambassador
Australia Day Celebrations - Harden
Visit with Rotary members to Harden Railway Station

GREG ARMSTRONG

January – February 2018

Committee Meetings as minuted
Library information session – Carrington Park
Australia Day Celebrations
Community Strategic Plan Stakeholder Meeting -
Young
Constituent interviews

MARGARET ROLES

January – February 2018

Australia Day Dinner – Harden
Grants Committee Meeting
Community Transport Meeting
Hilltops Connect – Wombat
Community Strategic Plan Stakeholder Meeting -
Young
Working with elderly connecting with committees -
with enquiries and complaints emails etc

MATTHEW STADTMILLER

January – February 2018

Australia Day - Harden
Country Rugby League
Fielding concerns/complaints/confusion – Harden
and Young
Harden Police Station announcement new officer in
charge

ANTONY WALLACE

January – February 2018

Meetings as minuted
Community Strategic Plan and Stakeholder Meeting –
Young

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/07 RESOLVED:

That the Closed Late Report 18/36 – Sewer Loan Extension or Repayment be considered by Council as a late report after the General Manager’s Closed Reports in Closed Council.

Councillors: Walker/Flanery

GENERAL MANAGER’S REPORT

18/01 – VILLAGE WORKSHOP PROPOSAL

Motion: That Council;

1. Endorse the list of village workshop dates;

Village	Proposed Date
Bendick Murrell	21 March 2018
Bribbaree	11 April 2018
Frogmore	9 May 2018
Galong	13 June 2018
Jugiong	18 July 2018
Kingsvale	15 August 2018
Koorawatha	12 September 2018
Maimuru	17 October 2018
Milvale	14 November 2018
Monteagle	13 February 2019
Murringo	13 March 2019
Reids Flat	17 April 2019
Rugby	15 May 2019
Rye Park	12 June 2019
Wombat	17 July 2019

and

2. Delegate the General Manager to facilitate the organisation of each workshop.

Councillors: Walker/Wallace

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Amendment to the motion

That the meetings held be condensed from 16 months to 8 months.

Councillors: Horton/Armstrong

Amendment put and lost.

18/08 RESOLVED: That Council;

1. *Endorse the list of village workshop dates;*

<i>Village</i>	<i>Proposed Date</i>
<i>Bendick Murrell</i>	<i>21 March 2018</i>
<i>Bribbaree</i>	<i>11 April 2018</i>
<i>Frogmore</i>	<i>9 May 2018</i>
<i>Galong</i>	<i>13 June 2018</i>
<i>Jugiong</i>	<i>18 July 2018</i>
<i>Kingsvale</i>	<i>15 August 2018</i>
<i>Koorawatha</i>	<i>12 September 2018</i>
<i>Maimuru</i>	<i>17 October 2018</i>
<i>Milvale</i>	<i>14 November 2018</i>
<i>Monteagle</i>	<i>13 February 2019</i>
<i>Murringo</i>	<i>13 March 2019</i>
<i>Reids Flat</i>	<i>17 April 2019</i>
<i>Rugby</i>	<i>15 May 2019</i>
<i>Rye Park</i>	<i>12 June 2019</i>
<i>Wombat</i>	<i>17 July 2019</i>

and

2. *Delegate the General Manager to facilitate the organisation of each workshop.*

Councillors: Walker/Wallace

18/02 – DRAFT COMMUNITY STRATEGIC PLAN – (CSP)

18/09 RESOLVED: That Council;

1. *accept the proposed changes; and*
2. *the Community Strategic Plan be adopted.*

Councillors: Walker/Roles

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/10 RESOLVED:

That Council; review the Community Strategic Plan annually with all stakeholders.

Councillors; Horton/Roles

18/03 – GOLDENFIELDS WATER – VOLUNTARY PLANNING AGREEMENTS

18/11 RESOLVED:

That Council, delegate the General Manager to execute the Goldenfields Water Voluntary Planning Agreements Memorandum of Understanding with suggested revisions included, on behalf of Hilltops Council.

Councillors: O'Connor/Tuckerman

18/04 – SPECIALIST TOURISM RESOURCE

18/12 RESOLVED:

That Council, allocate a budget of \$20,000.00 for a dedicated Chinese Tourism Resource for a 12- month trial period with the role to also include development of a comprehensive sister city relationship strategy.

Councillors: Horton/Roles

18/05 – OFF LEASH DOG PARK

18/13 RESOLVED:

That Council, endorse the Young Showground be the preferred site for an off-leash dog area in Young.

Councillors: Wallace/Armstrong

18/06 – COMBINED BOOROWA RURAL FIRE STATION SERVICE PROPOSAL

18/14 RESOLVED:

That Council, endorse the commencement of the planning phase for a combined Boorowa Rural Fire Service Station.

Councillors: Tuckerman/O'Connor

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/07 – WASTE FACILITY OPERATING HOURS

18/15 RESOLVED:

That the operating hours at the Red Hill site be 8am to 4pm with a 2-hour closure 12 noon to 2.00pm.

Councillors: Armstrong/Horton

18/08 – SPECIAL EVENT – LAMBING FLAT CHINESE FESTIVAL, BOOROWA STREET (BETWEEN MAIN STREET and CLARKE STREET) YOUNG, SATURDAY, 24 MARCH 2018. Applicant: Hilltops Council

18/16 RESOLVED:

That; approval is granted for the Lambing Flat Chinese Festival Special Event to be held on Saturday, 24 March 2018 as follows;

- 1. The temporary road closure of Boorowa Street (between Main Street and Clarke Street) from 1:00pm to 11:00pm;*
- 2. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;*
- 3. Business operators are to be kept informed of the Special Event arrangements;*
- 4. A media release is to be undertaken by Councils Communication Manager notifying of the events details;*
- 5. Roads and Maritime Services and NSW Police Force approval being granted, and specific conditions form part of the approval and be adhered to;*
- 6. Any directions given by NSW Police Force be adhered to; and*
- 7. The area shall be kept clean and tidy during the event and at its completion.*

Councillors: Walker/O'Connor

18/09 – FORMATION OF THE HILLTOPS CULTURAL, COMMUNITY AND EDUCATION PRECINCT COMMUNITY PROJECT STEERING COMMITTEE

18/17 RESOLVED:

That Council, accept all nominations as members of the Community Project Steering Committee.

Councillors: Tuckerman/O'Connor

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/10 – ECONOMIC ACTION PLAN

18/18 RESOLVED:

That Council; adopt the revised Hilltops Economic Action Plan.

Councillors: Tuckerman/O'Connor

18/11 – ACTION SUMMARY REPORT

18/19 RESOLVED: That Council;

- 1. note the status of Council resolutions from the Action Plan; and*
- 2. endorse the removal of completed items from the Action Plan*

Councillors: Flanery/Horton

18/12 – COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT

18/20 RESOLVED: That Council;

- 1. Note the report and Councillors provide feedback on the guidelines so a submission can be prepared; and*
- 2. If no feedback is given, then Council write to the Office of Local Government, saying it is in broad agreement with the content of the Councillor Induction and Professional Development Guidelines, Consultation Draft, December 2017.*

Councillors: Stadtmiller/O'Connor

18/13 – MODEL CODE OF MEETING PRACTICE

18/21 RESOLVED: That Council;

- 1. Note the report and ask Councillors provide feedback on the guidelines so a submission can be prepared; and*
- 2. If no feedback is given, then the Council write to the Office of Local Government, saying it is in broad agreement with the content of the Draft Code of Meeting Practice, Consultation Draft, December 2017.*

Councillors: Tuckerman/Roles

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/14 – RE-ENDORSEMENT OF SECTION 355 COMMITTEES

18/22 RESOLVED: That Council;

- 1. Keep the Section 355 Committees of Galong Progress Association, Wombat Progress Association, Jugiong Advancement Group, Murringo Community Association be kept in place until their next Annual General Meetings (AGM) at which time they will elect new members. These newly elected members will form the Section 355 Committee.*
- 2. Forward the nominations received for the Jugiong Advancement Group to the AGM which will be held on 22 March 2018.*
- 3. Accept the late applications to the Boorowa Showground Committee and endorse the recent community nominations.*
- 4. The Events Management Staff continue to coordinate Seniors Week events and Young and Harden Australia Day events with targeted community consultation and assistance.*
- 5. The Boorowa Australia Day Committee will continue to function as per previous committee arrangements, and it is recommended that Council endorses the recent community nominations.*
- 6. Endorse the Family Adventure Playground as an advisory Committee which meets when required with Council staff.*
- 7. Consideration of the Young Sports Advisory Committee nominations be deferred pending advice from the current members of the Advisory Committee.*
- 8. Council holds an annual sports forum inviting representatives from all sports clubs to attend in place of a Regional Sports Committee.*
- 9. Hold a 6-monthly facilitated forum for youth in place of a Regional Youth Committee and include those people who nominated for the Youth Committee.*
- 10. Endorse the Regional Weeds Committee, Hilltops Health Advisory, Galong Progress Association as nominated and undertake targeted advertising for further nominations to ensure better representation.*
- 11. Split the Traffic Committee (as per regulations contained in the Local Government Act) and the Access Committee. All nominations received for this committee be endorsed for the Access Committee.*
- 12. Further consider a group to advise on region wide traffic and transport issues.*
- 13. Forward the nominations to the Sibelco Liaison Committee to Sibelco.*
- 14. Appoint 2 Councillors to the Sibelco Liaison committee.*
- 15. Further discussions be undertaken with the Young Healthy Shires Committee in regard to its scope and name.*
- 16. Council staff formalise arrangements for all other yet to be formed committees.*
- 17. Endorse all other committees as recommended by Attachment 1.*

Councillors: Horton/O'Connor

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/15 – PROPOSAL TO ALLOW WINGECARIBEE SHIRE COUNCIL TO JOIN CANBERRA REGION JOINT ORGANISATION

18/23 RESOLVED: That Council;

- 1. For the purposes of the resolution passed by this council on 20 December 2017, concerning the approval of council's area being included in the joint organisation's area, that – in addition to those council areas prescribed in the previous resolution – council endorses the area of the Wingecaribee being included in the area of the joint organisation."*

Councillors: Armstrong/Horton

18/16 – DISTRIBUTION REMAINING COUNCIL'S SPONSORSHIP FUND

18/24 RESOLVED: that Council;

- 1. provide \$1750 to Young Community Transport out of the sponsorship fund; and*
- 2. note that the sponsorship fund is now exhausted and therefore no new sponsorships will be considered until the new financial year.*

Councillors: Armstrong/O'Connor

18/17 – DRAFT CONTAMINATION POLICY

18/25 RESOLVED:

That Council defer the Hilltops Draft Contamination Policy for further consideration.

Councillors: Horton/O'Connor

18/18 – DRAFT INTERNET, EMAIL AND COMPUTER USAGE POLICY

18/26 RESOLVED: That Council;

- 1. endorse the Hilltops Draft Internet, Email and Computer Usage Policy to be placed on public exhibition calling for submissions for 28 days;*
- 2. if there are substantial changes proposed for any reasons, a report be submitted to Council for consideration detailing the public exhibition outcomes and with further recommendations regarding adoption; and*
- 3. if there are no submissions received proposing changes, or there are no changes proposed for any other reasons, Council adopt the Hilltops Draft Internet, Email and Computer Usage Policy.*

Councillors: Flanery/Horton

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/19 – FINANCIAL STATEMENTS FOR PERIOD 13/5/2016 TO 30/6/2017

18/27 RESOLVED:

That Council, note the report.

Councillors: Tuckerman/O'Connor

18/20 – CASH AND INVESTMENTS AS AT 30 NOVEMBER 2017

18/28 RESOLVED:

That the Statement of cash and investments as at 30 November 2017 be received.

Councillors: Flanery/Armstrong

18/21 – CASH AND INVESTMENTS AS AT 31 DECEMBER 2017

18/29 RESOLVED:

That the Statement of cash and investments as at 31 December 2017 be received.

Councillors: Horton/Wallace

18/22 – QUARTERLY BUDGET REVIEW STATEMENT (QBRS)

18/30 RESOLVED:

- 1. That the December quarterly budget review be received and noted; and*
- 2. That the budget recommendations detailed within the December quarterly budget review be adopted.*

Councillors: Horton/Roles

18/23 – CASH AND INVESTMENTS AS AT 31 JANUARY 2018

18/31 RESOLVED:

That the Statement of cash and investments as at 31 January 2018 be received.

Councillors: Tuckerman/O'Connor

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/24 – JOINT REGIONAL PLANNING PANEL NOMINATIONS

Motion

That Council endorse Penny Day and Craig Filmer be members for the Southern Regional Joint Planning Panel from the nominations of expressions of interest.

Alternates: Jim Ryan and John White

Councillors: Ingram/Wallace

Amendment

That Council members for the Southern Regional Joint Planning Panel from the nominations of expressions of interest are: Penny Day and Jim Ryan

Councillors: O' Connor/Roles

Amendment put and lost.

Amendment

That Council members for the Southern Regional Joint Planning Panel from the nominations of expressions of interest are: Craig Filmer and Jim Ryan.

Councillors: Tuckerman/O' Connor

Amendment put and lost

18/32 RESOLVED:

That Council endorse Penny Day and Craig Filmer be members for the Southern Regional Joint Planning Panel from the nominations of expressions of interest.

Alternates: Jim Ryan and John White

Councillors: Ingram/Wallace

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/25 – BANGO WINDFARM VOLUNTARY PLANNING AGREEMENT

18/33 RESOLVED: That Council;

- 1. Place the attached voluntary planning agreement, and explanatory note, between Hilltops Council and Bango Wind Pty Ltd on exhibition for a period of not less than 28 days; and*
- 2. Providing no substantial objections are received as a result of public exhibition, the General Manager and Mayor be authorised to sign the voluntary planning agreement on behalf of Hilltops Council.*

Councillors: Tuckerman/O'Connor

18/26 – SALE OF LAND AT STAPLYTON STREET JUGIONG

18/34 RESOLVED: That Council;

- 1. agree to the sale of the property known as Lot 3 Section 23 DP758547 Staplyton Street, Jugiong, in accordance with the conditions of the contract for sale and purchase signed in May 2016; and*
- 2. seek an independent valuation on the property prior to the commencement of negotiations regarding the sale.*

Councillors: Flanery/O'Connor

18/28 – T2017-030 - DWELLING (NEW) – LOT 239, ARALUEN RD, MURRUMBURRAH

18/35 RESOLVED:

It is recommended that Council, approve the Clause 4.6 variation of the development standard contained in Clause 4.2A of the Harden LEP 2011, relating to the minimum lot size for the erection of a dwelling, and approve the following application, subject to the conditions below.

- Application No.: T2017-030*
- Property: Lot 239 DP 753624, Araluen Road, Murrumburrah*
- Development: Dwelling (new) – four (4) bedroom, brick veneer, colourbond roof*

General

- 1. The development shall be generally in accordance with the supporting documentation, including, but not limited to, the following:*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

<i>Drawing No.</i>	<i>Issue</i>	<i>Detail</i>	<i>Dated</i>	<i>Submitted</i>
1/8	-	Site	4/2017	22/8/2017
2/8	-	Proposed plan	4/2017	22/8/2017
3/8	-	Elevations (north and east)	4/2017	22/8/2017
4/8	-	Elevations (west and south)	4/2017	22/8/2017
<i>BASIX Certificate No 818576S issued by Andy's Design and Drafting Workshop, dated 14th August 2017, submitted 22nd August 2017</i>				
<i>Statement of environmental effects (2 pages), prepared by Andy's Design and Drafting Workshop, undated, submitted 22nd August 2017</i>				
<i>Clause 4.6 variation report (9 pages), prepared by DA Busters Pty Ltd, dated 15th October 2017, submitted 16th October 2017</i>				

and as modified by any conditions of this consent.

2. *No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.*
3. *The development shall be carried out in conformity with the provisions of the Environmental Planning and Assessment Act, 1979, and the regulations made thereunder, in accordance with the plans and specifications approved by Council.*
4. *The builder shall maintain on the site, at all times a legible copy of the following:*
 - *Development Consent including plans and related documentation;*
 - *Construction certificate including plans, specifications and certificates.*

Local Government Act approvals

5. *The person having the benefit of this consent must obtain all relevant approvals under the Local Government Act 1993, prior to commencing such works, including but not limited to: sewerage works, stormwater drainage works, water supply works, installation and operation of an on-site effluent management system, installation of a solid fuel heating device, etc.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Signs

6. *No more than two signs shall be erected at the front of the site to display the following details. At least one of these signs shall have the following minimum information:*
- *the name of the Principal Certifying Authority, their address and telephone number;*
 - *the name of the person in charge of the work site and telephone number at which that person may be contacted outside working hours;*
 - *that unauthorised entry to the work site is prohibited;*

and both signs shall be maintained to a tidy and legible standard at all times and must be removed when the work has been completed.

Building Code of Australia and Home Building Act

7. *All building work must be carried out:*
- (a) *In accordance with the requirements of the Building Code of Australia. In particular, your attention is directed to the conditions in this consent;*
 - (b) *In addition, in the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, such contract of insurance must be in force before any building work authorised by this consent commences.*
8. *Residential building work within the meaning of the Home Building Act 1989 shall not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being a Council) has given the Council written notice of the following information:*
- (a) *In the case of work for which a principal contractor is required to be appointed, the name, licence number and name of insurer if the principal contractor*
 - (b) *In the case of work to be done by an owner-builder, the name and owner-builder permit number (where required).*

Changes to the residential building work shall not be carried out unless the Principal Certifying Authority has given the Council written notice of the changes. This condition does not apply to Crown building work as defined.

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

9. *The builder or person who does the residential building work must comply with the applicable requirements of Part 6 of the Home Building Act 1989. This requirement may be satisfied by the provision of an owner-builder permit of Home Owners Warranty Insurance.*

Inspection/Certification

10. *Prior to commencement of work, the person having the benefit of the Development Consent:*
- (a) shall appoint a Principal Certifying Authority (PCA); and*
 - (b) shall ensure a Construction Certificate is issued by the PCA;*
 - (c) shall notify Council of their intention to commence the site works (at least 2 days notice is required).*
11. *The Principal Certifying Authority shall determine the inspections and compliance certificate that are required.*
12. *Where Hilltops Council is nominated as the Principal Certifying Authority, the following requirements shall be satisfied before works commence:*
- The Principal Certifying Authority Service Agreement shall be completed and signed by the applicant; and*
 - Terms and conditions of the Principal Certifying Authority Service Agreement shall be satisfied.*
13. *Where Hilltops Council is not the Principal Certifying Authority, the following requirements shall be satisfied before works commence:*
- Principal Certifying Authority name, address and registration details (evidencing registration with the Building Professionals Board) shall be submitted to Council; and*
 - A Construction Certificate shall be registered with Council.*

Occupation Certificate

14. *A Final Occupation Certificate must be issued by the Principal Certifying Authority prior to occupation or use of the development. In issuing an occupation certificate, the Principal Certifying Authority must be satisfied that the requirements of section 109H of the Environmental Planning and Assessment Act 1979 have been satisfied.*

Note: When all work as indicated on the approved plans/specifications is completed, the applicant shall notify the PCA to arrange for the issue of a final Occupation Certificate.

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

SITE PREPARATION

Cut and Fill

15. *The applicant shall ensure that any cut or fill on site is appropriately graded, drained, retained and vegetation commenced.*
16. *Retaining walls greater than 1 metre in height shall be designed by a suitably qualified practising and insured Structural Engineer. The design shall be submitted to and permission to proceed granted by Council prior to work commencing.*
17. *It is a prescribed condition of this consent that if the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the consent shall, at the person's own expense:*
 - *Protect and support the adjoining premises from possible damage from the excavation; and*
 - *Where necessary, underpin the adjoining premises to prevent any such damage;*
 - *This condition does not apply if the person having the benefit of the consent owns the adjoining land or the owner of the adjoining land has given written consent to this condition not applying.*

Erosion Control

18. *Erosion and sedimentation control measures shall be implemented on the site prior to work commencing.*

**NOTE: ENSURE THAT SEDIMENT AND EROSION CONTROL ARE IN PLACE BEFORE EARTHWORKS COMMENCE DURING CONSTRUCTION*

Builders Toilet

19. *The applicant shall ensure that a suitable builders' toilet is situated on the property, prior to commencing construction and is serviced and maintained in clean condition during construction.*

Kitchen Exhaust

20. *Kitchen exhaust shall discharge externally of the roof covering and not discharge into the roof space. Any ductwork through roof space is to be of non-combustible material.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Smoke Alarms

21. *A smoke alarm system complying with Australian Standard AS3786 Self Contained Smoke Alarms or listed in the Scientific Services Laboratory (SSL) Register of Accredited Products - Fire Protection Equipment shall be installed in suitable locations on or near the ceiling.*
22. *The smoke alarm system must be connected to the mains electrical power supply and must have a standby (battery backup) power supply.*
23. *Prior to issue of the Occupation Certificate, the Licensed Electrician responsible for the smoke alarm installation shall issue a certificate to the Principal Certifying Authority to verify the following:*
 - *To verify the SSL number; and*
 - *To verify that the installation on the site complies with manufacturers specification.*

BASIX Requirements

24. *The requirements of the BASIX Certificate issued in respect of the development shall be satisfied as follows:*
 - *Certification for each element in the above BASIX Certificate shall be provided at the inspection immediately after installation; and*
 - *Certification for each element in the above BASIX Certificate shall be provided prior to issue of the Occupation Certificate.*

Stormwater Drainage

25. *Stormwater from roof and hardstand areas shall be conveyed at least 3m clear of the dwelling, and disposed of without causing erosion or nuisance to adjoining premises. This shall include the stormwater overflow from any tank or collection system.*

Survey

26. *A document from a registered and practising land surveyor shall be submitted to Council at the following stages of construction:*
 - (a) *Set out of the development and prior to construction commencing.*

Trees

27. *Any trees not approved for removal (on development site or on public footpath) shall be protected from damage during construction. This includes protection from compaction of the ground within the root zone, damage to the trunk or crown of the tree.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Access

28. *Vehicular access shall be provided to the proposed site off West Street and shall be located and constructed to Council's specifications, after submitting the attached application form and receiving Council approval of the application.*

NOTE: West Street is Crown road that is not maintained by Council.

29. *The existing access off Araluen Road shall be permanently closed.*

Works within the road reserve

30. *Any construction works, including accesses, footpaths, or the like on public roads dedicated in the name of Hilltops Council or Crown road reserves, require a road opening permit which will detail Council specifications for the proposed works.*
31. *A Traffic Control Plan (TCP) shall be prepared and submitted to Council for approval, prior to any works on the road reserve commencing. An accredited person shall develop the TCP, and it shall contain their Certification Number and the date of issue.*

Rural addressing

32. *A rural addressing number plate shall be erected on the fence adjacent the property entrance by Council, at full cost to the developer, at the price listed in Council's Management Plan, at the time of payment.*

Consolidation of land

33. *Lot 2 DP 1171462 and Lot 239 DP 753624, shall be consolidated into a single allotment of land to ensure that legal and physical access to the house lot is provided and maintained. The plan of consolidation facilitating, this shall be prepared by a registered surveyor, and lodged and registered with the Land Titles Office, prior to the occupation certificate being issued for the dwelling.*

BUSHFIRE PROTECTION/MITIGATION MEASURES

34. *The owner/occupier of the dwelling house shall establish and maintain a 30-metre-wide Asset Protection Zone (APZ) around the perimeter of the dwelling house, and the fuel height within this APZ shall be maintained below 10 centimetres.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

NUISANCE & AMENITY

Hours of Construction

35. *For reasons of residential amenity in the neighbourhood, work on the project shall be limited to the following hours:*

- (i) Monday to Friday - 7:00 am to 6:00 pm*
- (ii) Saturday - 8:00 am to 5:00 pm*
- (iii) No work to be carried out on Sunday/Public Holidays, without the prior written consent of Council.*

Waste disposal

36. *All construction waste shall be disposed of to a licenced landfill site.*

Councillors: Horton/Flanery

FOR: Councillors: Ingram, Armstrong, Flanery, Horton, O'Connor, Roles, Stadtmiller, Tuckerman Walker, Wallace

AGAINST: Councillors: Nil

ABSENT: Councillors: Manchester

18/29 – T2017-045 - DWELLING (NEW) – LOT 249, ARALUEN RD, MURRUMBURRAH

18/36 RESOLVED:

That Council approve the Clause 4.6 variation of the development standard contained in Clause 4.2 of the Harden LEP 2011, relating to the minimum lot size for the erection of a dwelling, and approve the following application, subject to the conditions below.

- *Application No.: T2017-045*
- *Property: Lot 249 DP 753624, Araluen Road, Murrumburrah*
- *Development: Dwelling (new) – three (3) bedroom, blue board clad and rendered, colourbond roof*

General

1. *The development shall be generally in accordance with the supporting documentation, including, but not limited to, the following:*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

<i>Drawing No.</i>	<i>Issue</i>	<i>Detail</i>	<i>Dated</i>	<i>Submitted</i>
1/7	-	Site	10/2017	21/12/2017
2/7	-	Proposed plan (floor plan)	10/2017	30/10/2017
3/7	-	Elevations	10/2017	30/10/2017
<i>BASIX Certificate No 660934S, issued by Andy's Design & Drafting Workshop, dated 11th October 2017, submitted 30th October 2017</i>				
<i>Statement of environmental effects (2 pages), prepared by Andy's Design & Drafting Workshop, undated, submitted 30th October 2017</i>				
<i>Clause 4.6 variation report (9 pages), prepared by DA Busters Pty Ltd, dated 18th December 2017, submitted 18th December 2017</i>				

and as modified by any conditions of this consent.

2. *No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.*
3. *The development shall be carried out in conformity with the provisions of the Environmental Planning and Assessment Act, 1979, and the regulations made thereunder, in accordance with the plans and specifications approved by Council.*
4. *The builder shall maintain on the site, at all times a legible copy of the following:*
 - *Development Consent including plans and related documentation;*
 - *Construction certificate including plans, specifications and certificates.*

Local Government Act approvals

5. *The person having the benefit of this consent must obtain all relevant approvals under the Local Government Act 1993, prior to commencing such works, including but not limited to: sewerage works, stormwater drainage works, water supply works, installation and operation of an on-site effluent management system, installation of a solid fuel heating device, etc.*

Signs

6. *No more than two signs shall be erected at the front of the site to display the following details. At least one of these signs shall have the following minimum information:*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

- *the name of the Principal Certifying Authority, their address and telephone number;*
- *the name of the person in charge of the work site and telephone number at which that person may be contacted outside working hours;*
- *that unauthorised entry to the work site is prohibited;*

and both signs shall be maintained to a tidy and legible standard at all times and must be removed when the work has been completed.

Building Code of Australia and Home Building Act

7. *All building work must be carried out:*

- (a) *In accordance with the requirements of the Building Code of Australia. In particular, your attention is directed to the conditions in this consent;*
- (b) *In addition, in the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, such contract of insurance must be in force before any building work authorised by this consent commences.*

8. *Residential building work within the meaning of the Home Building Act 1989 shall not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being a Council) has given the Council written notice of the following information:*

- (a) *In the case of work for which a principal contractor is required to be appointed, the name, licence number and name of insurer if the principal contractor*
- (b) *In the case of work to be done by an owner-builder, the name and owner-builder permit number (where required).*

Changes to the residential building work shall not be carried out unless the Principal Certifying Authority has given the Council written notice of the changes. This condition does not apply to Crown building work as defined.

9. *The builder or person who does the residential building work must comply with the applicable requirements of Part 6 of the Home Building Act 1989. This requirement may be satisfied by the provision of an owner-builder permit of Home Owners Warranty Insurance.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Inspection/Certification

10. *Prior to commencement of work, the person having the benefit of the Development Consent:*
- (a) shall appoint a Principal Certifying Authority (PCA); and*
 - (b) shall ensure a Construction Certificate is issued by the PCA;*
 - (c) shall notify Council of their intention to commence the site works (at least 2 days notice is required).*
11. *The Principal Certifying Authority shall determine the inspections and compliance certificate that are required.*
12. *Where Hilltops Council is nominated as the Principal Certifying Authority, the following requirements shall be satisfied before works commence:*
- The Principal Certifying Authority Service Agreement shall be completed and signed by the applicant; and*
 - Terms and conditions of the Principal Certifying Authority Service Agreement shall be satisfied.*
13. *Where Hilltops Council is not the Principal Certifying Authority, the following requirements shall be satisfied before works commence:*
- Principal Certifying Authority name, address and registration details (evidencing registration with the Building Professionals Board) shall be submitted to Council; and*
 - A Construction Certificate shall be registered with Council.*

Occupation Certificate

14. *A Final Occupation Certificate must be issued by the Principal Certifying Authority prior to occupation or use of the development. In issuing an occupation certificate, the Principal Certifying Authority must be satisfied that the requirements of section 109H of the Environmental Planning and Assessment Act 1979 have been satisfied.*

Note: When all work as indicated on the approved plans/specifications is completed, the applicant shall notify the PCA to arrange for the issue of a final Occupation Certificate.

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

SITE PREPARATION

Cut and Fill

15. *The applicant shall ensure that any cut or fill on site is appropriately graded, drained, retained and vegetation commenced.*
16. *Retaining walls greater than 1 metre in height shall be designed by a suitably qualified practising and insured Structural Engineer. The design shall be submitted to and permission to proceed granted by Council prior to work commencing.*
17. *It is a prescribed condition of this consent that if the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the consent shall, at the person's own expense:*
 - *Protect and support the adjoining premises from possible damage from the excavation; and*
 - *Where necessary, underpin the adjoining premises to prevent any such damage;*
 - *This condition does not apply if the person having the benefit of the consent owns the adjoining land or the owner of the adjoining land has given written consent to this condition not applying.*

Erosion Control

18. *Erosion and sedimentation control measures shall be implemented on the site prior to work commencing.*

**NOTE: ENSURE THAT SEDIMENT AND EROSION CONTROL ARE IN PLACE BEFORE EARTHWORKS COMMENCE*

Builders Toilet

19. *The applicant shall ensure that a suitable builders' toilet is situated on the property, prior to commencing construction and is serviced and maintained in clean condition during construction.*

DURING CONSTRUCTION

Kitchen Exhaust

20. *Kitchen exhaust shall discharge externally of the roof covering and not discharge into the roof space. Any ductwork through roof space is to be of non-combustible material.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Smoke Alarms

21. *A smoke alarm system complying with Australian Standard AS3786 Self Contained Smoke Alarms or listed in the Scientific Services Laboratory (SSL) Register of Accredited Products - Fire Protection Equipment shall be installed in suitable locations on or near the ceiling.*
22. *The smoke alarm system must be connected to the mains electrical power supply and must have a standby (battery backup) power supply.*
23. *Prior to issue of the Occupation Certificate, the Licensed Electrician responsible for the smoke alarm installation shall issue a certificate to the Principal Certifying Authority to verify the following:*
 - *To verify the SSL number; and*
 - *To verify that the installation on the site complies with manufacturers specification.*

BASIX Requirements

24. *The requirements of the BASIX Certificate issued in respect of the development shall be satisfied as follows:*
 - *Certification for each element in the above BASIX Certificate shall be provided at the inspection immediately after installation; and*
 - *Certification for each element in the above BASIX Certificate shall be provided prior to issue of the Occupation Certificate.*

Stormwater Drainage

25. *Stormwater from roof and hardstand areas shall be conveyed at least 3m clear of the dwelling, and disposed of without causing erosion or nuisance to adjoining premises. This shall include the stormwater overflow from any tank or collection system.*

Survey

26. *A document from a registered and practising land surveyor shall be submitted to Council at the following stages of construction:*
 - (a) *Set out of the development and prior to construction commencing.*

Trees

27. *Any trees not approved for removal (on development site or on public footpath) shall be protected from damage during construction. This includes protection from compaction of the ground within the root zone, damage to the trunk or crown of the tree.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Access

28. *A sealed vehicular access shall be provided to the proposed site off Araluen Road. This will require the removal of the existing gates and construction of an access, further to the north, to achieve stopping sight distance. The access shall be constructed after submitting the attached application form and receiving Council approval of the application.*

Works within the road reserve

29. *Any construction works, including accesses, footpaths, or the like on public roads dedicated in the name of Hilltops Council or Crown road reserves, require a road opening permit which will detail Council specifications for the proposed works.*
30. *A Traffic Control Plan (TCP) shall be prepared and submitted to Council for approval, prior to any works on the road reserve commencing. An accredited person shall develop the TCP, and it shall contain their Certification Number and the date of issue.*

Rural addressing

31. *A rural addressing number plate shall be erected on the fence adjacent the property entrance by Council, at full cost to the developer, at the price listed in Council's Management Plan, at the time of payment.*

BUSHFIRE PROTECTION/MITIGATION MEASURES

32. *The owner/occupier of the dwelling house shall establish and maintain a 30-metre-wide Asset Protection Zone (APZ) around the perimeter of the dwelling house, and the fuel height within this APZ shall be maintained below 10 centimetres.*

NUISANCE & AMENITY

Hours of Construction

33. *For reasons of residential amenity in the neighbourhood, work on the project shall be limited to the following hours:*
- (i) Monday to Friday - 7:00 am to 6:00 pm*
 - (ii) Saturday - 8:00 am to 5:00 pm*
 - (iii) No work to be carried out on Sunday/Public Holidays, without the prior written consent of Council.*

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

Waste disposal

34. *All construction waste shall be disposed of to a licenced landfill site.*

Councillors: Flanery/O'Connor

FOR: Councillors: Ingram, Armstrong, Flanery, Horton, O'Connor, Roles, Stadtmiller, Tuckerman Walker, Wallace

AGAINST: Councillors: Nil

ABSENT: Councillors: Manchester

18/30 – DEVELOPMENT APPLICATION STATISTICS FOR DECEMBER 2017 AND JANUARY 2018

18/37 RESOLVED:

That Council; receive and note the status and processing times for development applications, as at 31 January 2018.

Councillors: O'Connor/Stadtmiller

18/31 – HILLTOPS WORKS REPORT

18/38 RESOLVED:

That Council; receive and note the information provided on works completed and works planned.

Councillors: Horton/Wallace

CORRESPONDENCE FOR ATTENTION

ACTION

The Hon Melinda Pavey MP – Minister for Roads, Maritime and Freight – response to introducing 40 km/h speed limit when passing emergency vehicles in NSW

18/39 RESOLVED:

That Council; provide a letter of support to a relaunch of the 'Slow Down Give Us Space' video campaign.

Councillors: O'Connor/Horton

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

18/40 RESOLVED:

That the balance of correspondence be noted.

Councillors: Armstrong/Stadtmiller

COUNCIL COMMITTEE REPORTS

FOR ACTION

◆ Murringo Community Association Inc – 11 December 2017

18/41 RESOLVED:

That Council; adopt the recommendations of the committee:

- 1. To have Murringo Village weed spraying and spraying of footpaths undertaken on a regular basis;*
- 2. Look into installation of air conditioner in super room at Murringo;*
- 3. Supply a timetable for parking bay and bus shelter installation Well Padding in Murringo;*
- 4. Murringo Cemetery Columbarium – commencement of works; and*
- 5. Employment of consultant for Murringo Tip – Transfer Station*

Councillors: Wallace/Roles

18/42 RESOLVED:

That the balance of the committee reports be noted.

Councillors: Tuckerman/O'Connor

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

CLOSED COUNCIL

18/32 – EXCLUSION OF THE PRESS AND PUBLIC

18/43 RESOLVED:

1. That Council resolve into Closed Council to consider business identified, together with any late reports tabled at the meeting.
2. That pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.
3. That the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

Councillors: Wallace/Horton

ITEM 1: RATEPAYER MATTER

This item is classified CONFIDENTIAL under section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege

ITEM 2: COMMERCIAL MATTER

This item is classified CONFIDENTIAL under section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it.

ITEM 3: PERSONNEL MATTER

This item is classified CONFIDENTIAL under section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (a) personnel matters concerning individuals (other than Councillors)

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

ITEM 4: COMMERCIAL MATTER

This item is classified CONFIDENTIAL under section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it.

GENERAL MANAGER'S – CLOSED REPORT

18/33 – UPDATE ON COSTS ASSOCIATED WITH RATEPAYER

18/44 RESOLVED:

That Council; pursue the monies still outstanding to a sum of \$40,000.00.

Councillors: Wallace/Armstrong

18/34 – COMMERCIAL PROPERTY YOUNG

18/45 RESOLVED:

That Council; endorse further investigation on the property with further report be brought back to Council.

Councillors: Horton/Wallace

GENERAL MANAGER'S LATE - CLOSED REPORT

18/36 – SEWER LOAN EXTENSION OR REPAYMENT

18/46 RESOLVED: That Council;

- 1. repay the current Commonwealth Bank loan of \$4,361,354.63 on 5 March 2018; and*
- 2. Determine the need for further funding in the 2018/2019 Budget.*

Councillors: Wallace/Armstrong

Councillor Flanery leaves the meeting at 9.30pm

General Manager

Mayor

HILLTOPS COUNCIL ORDINARY MEETING MINUTES

28 February 2018, commencing at 5.30 PM

Held in the Hilltops Council, Boorowa Chamber, 6-8 Market Street, Boorowa

CLOSED MAYORAL REPORT

18/35 – GENERAL MANAGERS CONTRACT

Motion:

That Council offer a 4 year extension to the current General Manager

Councillors: Wallace/Tuckerman

18/47 RESOLVED:

That Council move into the committee of the whole

Councillors: Tuckerman/Wallace

18/48 RESOLVED:

That Council move out of the committee of the whole

Councillors: Tuckerman/Wallace

Motion of Tuckerman/Wallace was put and lost

18/49 RESOLVED:

That Council; respond to the General Manager's request and inform him Council has declined his request for an extension of his contract and that Council proposes to go to the market to fill the position.

Councillors: Ingram/Armstrong

Councillors: Tuckerman; Wallace; O'Connor and Roles asked to be recorded against the motion.

18/50 RESOLVED:

That Council move out of closed meeting.

Moved: Mayor Ingram

NEXT MEETING

The next ordinary meeting of Council is scheduled to be on Wednesday, 28 March 2018, Harden Chambers, commencing at 5.30pm.

TERMINATION

There being no further business the meeting closed 10.27pm.

General Manager

Mayor