

**Assembly of Councillors****Section 76AA and Section 80A of Local Government Act**

<b>Date</b>	<b>Names of all Councillors and Council Staff attending</b>	<b>The matters considered</b>	<b>Conflict of interest disclosures made by a Councillor</b>	<b>Did disclosing Councillor leave the assembly?</b>
3 July 2018	Cr Aaron Scales Cr Jennie Star Cr Peter Tolsher Cr Andrew Whitehead Ms J Phelps Ms J Shannon Ms T Farrant Mr S Taylor	Council Workshop – see attached	Yes	Yes
17 July 2018	Cr Aaron Scales Cr David Wortmann Cr Jennie Star Cr Peter Tolsher Cr Andrew Whitehead Ms J Phelps Ms J Shannon Mr J Heritage	Council Workshop – see attached	Yes	Yes

# Meeting Record

## Councillor Workshop

Tuesday 3 Jul 2018

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**Present:** Crs Scales, Whitehead, Star and Tolsher  
Juliana Phelps (CEO) and staff as listed below

**Apologies:** Cr Wortmann (Leave of Absence)

**9.00am Councillor feedback/issues/questions**

**Cr Scales:** Rural Spaces Plan (Kelly)  
Narrows Survey

**Cr Star:** Corryong Connected Community group  
Country Tractor Service Walwa

**Cr Tolsher:** Totally Sustainable Tallangatta (Minty)  
Suggested improvements for Day Care and Kindergarten at TICC

**Cr Whitehead:** Whitely Permit application

**Cr Wortmann:** Leave of Absence granted for meeting.

**9.45am Director Community and Corporate Services (Jo Shannon)**

General Revaluation 2018  
Tallangatta Community Noticeboard  
Berringa Community Centre  
Pool review

**10.30am Council Meeting**

**12.30pm Lunch**

**1.00pm Planning update** (Scott Taylor)

**1.30pm Social Media Training** (Tracey Farrant)

**2.00pm Mitta Mountain Bike proposal** - Scott Gigliotti and Leigh Hollands (Terrain Trail Constructions)

**2.45 Chief Executive Officer** (Juliana Phelps)

Business Continuity Plan

C25

TICC entry

Tourism Operators – Digital upskilling

Staff matters

RDA Committee

Walwa Community Car launch (5 July 2018 10.30am)

Ombudsman training

Enterprise Agreement

Office furniture – Executive Services section

**3.30pm Close**

### **Items for future Workshops**

~~Mitta mountain bike proposal – Scott Gigliotti (3 July 2018 2pm)~~

TLAG – invite to Workshop (17 July 2018)

Corryong Connected Community group – Staff member allocated (17 July 2018)

Meeting with Jacqui Hawkins – Independent for Benambra (17 July 2018)

CCTV Cameras

TICC Childcare and Kindergarten – Review financial performance, marketing, etc

Snowy Hydro General Manager – invite to Workshop

Arts Upper Murray

Building code overregulation (increased costs) for Builders designs vs Prefab design

Local Law #1 Meeting Procedure

Domestic Wastewater Management Plan

Meeting with Tallangatta Health Service Chair and CEO

Meeting with Regional Engagement Officer MDBA (Cr Wortmann)

# Meeting Record

## Councillor Workshop

Tuesday 17 July 2018

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**Attendees:** Crs Scales, Wortmann, Whitehead, Star and Tolsher  
Juliana Phelps (CEO) and officers as listed below

**Apologies:** Nil

**12.15pm**      **Lunch available**

**12.30pm**      **Councillor feedback/issues/questions**

**Cr Scales:** Defibrillator funding request (Corryong Lions)  
Legal matter

**Cr Star:** Official name of Benambra -Corryong Road  
Countrywide Tractors (objection update)  
Enforcement matter - Land Cudgewa

**Cr Tolsher:**

**Cr Whitehead:**

**Cr: Wortmann:**

**1.00pm**      **Special Council Meeting**

See separate agenda

**1.30pm**      **Independent for Benambra Jacqui Hawkins - confirmed**

See separate agenda

**2.30pm Tallangatta Lake Action Group**

Garry Johnson, Robert McFarlane, Tony Lock and Vicky McCartney

**3.00pm Totally Sustainable Tallangatta**

Ted Minty (and maybe others?)

**3.30pm Director Technical Services (Jamie Heritage)**

Council Plan Priorities update - Asset Management  
NE Regional Floodplain Management Strategy

**4.00pm Director Community and Corporate Services (Jo Shannon)**

Upper Murray Community Connections committee  
Municipal Health and Well-being Plan  
Finance system upgrade  
Ordinary Returns Key Management Personnel declarations  
VAGO external auditor proposal

**4.30pm Chief Executive Officer (Juliana Phelps)**

Allegations re: behaviour of Mayor  
Police advice – Ratepayer threats  
Business Continuity Plan  
Building Better Regions  
Bulk Water Extraction – GC Planning Amendment  
Davis Cottage Business Plan  
Benambra Corryong Road Business Case  
Council meeting actions – update  
Planning update - Burgess  
- Farming Zone planning matter – legal advice  
- Enforcement matter (Land)  
- Martins Road  
- Countrywide Tractor Service  
Notes from Bill Tilley meeting

5.30pm      Close

### **Items for future Workshops**

~~FLAG – invite to Workshop (17 July 2018)~~

~~Corryong Connected Community group – Staff member allocated (17 July 2018)~~

~~Meeting with Jacqui Hawkins – Independent for Benambra (17 July 2018)~~

Snowy Hydro 2.0 – Dean Lynch (1.30pm Tuesday 7 August 2018)

TICC Childcare and Kindergarten – Review financial performance, marketing, etc. (7 August 2018)

Pool review

CCTV Cameras

Arts Upper Murray

Building code overregulation (increased costs) for Builders designs vs Prefab design

Local Law #1 Meeting Procedure

Domestic Wastewater Management Plan

Meeting with Tallangatta Health Service Chair and CEO

Meeting with Regional Engagement Officer MDBA (Cr Wortmann)

# CARS Actions Report for the period 3/07/2018 to 31/07/2018

31/07/2018

Complete

<b>Request ID :</b> 27192	<b>Request Date :</b> 06/07/2018 <b>Request Type :</b> Planning for the Future	<b>Responsible Officer :</b> Scott Taylor <b>Request Details :</b> Item 12.1 from the 3 July 2018 Council Meeting: Planning Application 2018/027 – Issue Notice of Decision to Issue a Planning Permit to the applicant, copy to be provided to the objectors.	<b>Status:</b> Complete <b>Status Date:</b> 06/07/2018
0	<b>Action Date :</b> 06/07/18	<b>Action Details :</b> The Notice was prepared and forwarded via email and post to the applicant and email to the objectors on July 2018.	
<b>Request ID :</b> 27193	<b>Request Date :</b> 06/07/2018 <b>Request Type :</b> Governance and Decision Making	<b>Responsible Officer :</b> Diana Snaith <b>Request Details :</b> Item 19 from the 3 July 2018 Council Meeting: Council Policies Circulate the following policies for review <ul style="list-style-type: none"><li>• Disabled Access Funding (DCCS)</li><li>• Disability Access (DTS)</li><li>• Employee Recognition (DCCS)</li><li>• Flexi Time (DCCS)</li></ul> Update and prepare the following policies for the policy book, Recfind and circulation <ul style="list-style-type: none"><li>• Access to Waste Disposal and Recycling Outlets</li><li>• Healthy Eating</li><li>• Tree</li><li>• Young Person Award</li></ul>	<b>Status:</b> Complete <b>Status Date:</b> 06/07/2018
0	<b>Action Date :</b> 06/07/18	<b>Action Details :</b> All policies for review and those adopted have been circulated to staff and the policy book updated.	
<b>Request ID :</b> 27240	<b>Request Date :</b> 18/07/2018 <b>Request Type :</b> Our Community's Wellbeing	<b>Responsible Officer :</b> Juliana Phelps <b>Request Details :</b> Item 5.1 from the Special Council Meeting of 17 July 2018: MEMP Plan – <ul style="list-style-type: none"><li>• Sign the Plan</li></ul>	<b>Status:</b> Complete <b>Status Date:</b> 18/07/2018
0	<b>Action Date :</b> 18/07/18	<b>Action Details :</b> Plan signed.	



<b>Request ID :</b> 27241	<b>Request Date :</b> 18/07/2018	<b>Responsible Officer :</b> Vicki Pitcher	<b>Status:</b> Complete <b>Status Date:</b> 19/07/2018
	<b>Request Type :</b> Our Community's Wellbeing	<b>Request Details :</b> Item 5.1 from the Special Meeting of Council held on 17 July 2018: MEMP Plan – • Lodge with State Library when signed	
0	<b>Action Date :</b> 18/07/18	<b>Action Details :</b> The Plan has been signed and arrangements are being made to lodge with the State Library.	
1	<b>Action Date :</b> 19/07/18	<b>Action Details :</b> Plan lodged with State Library	

## In Progress

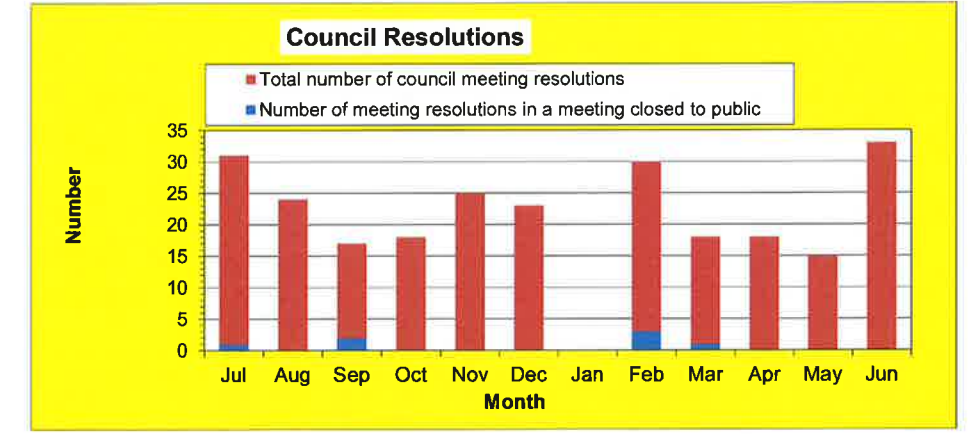
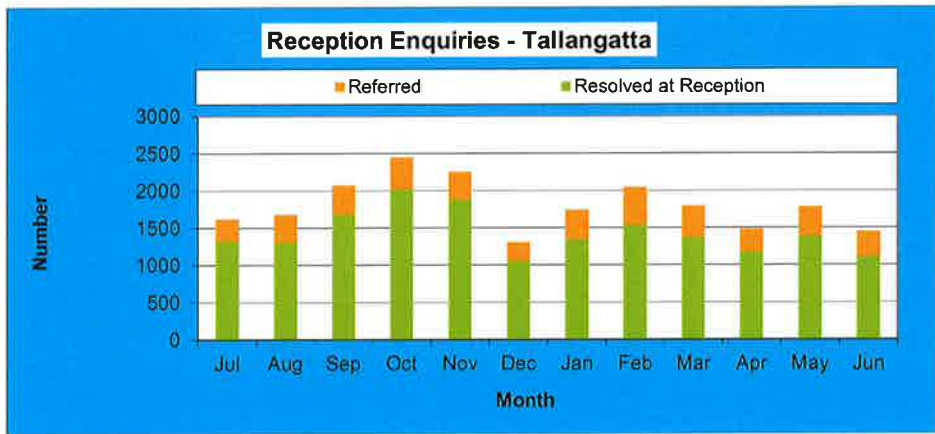
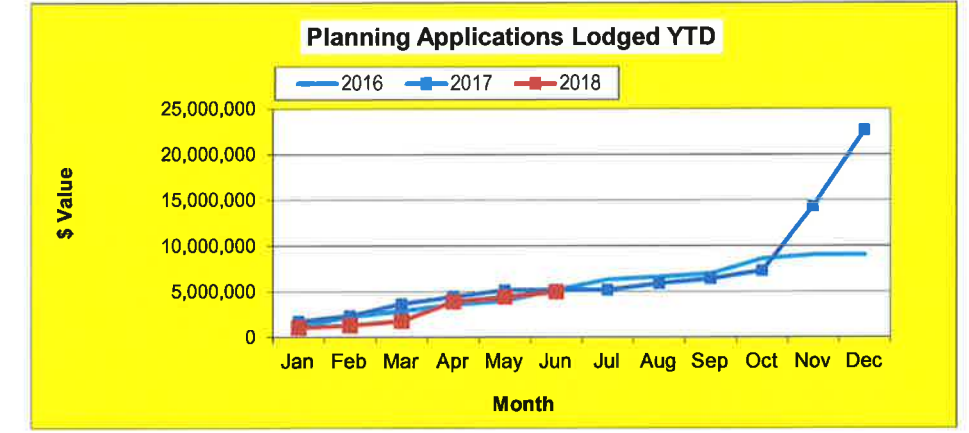
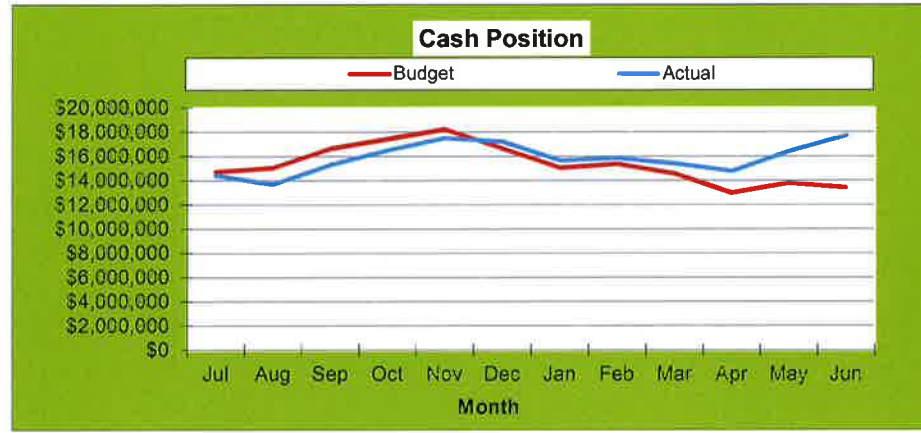
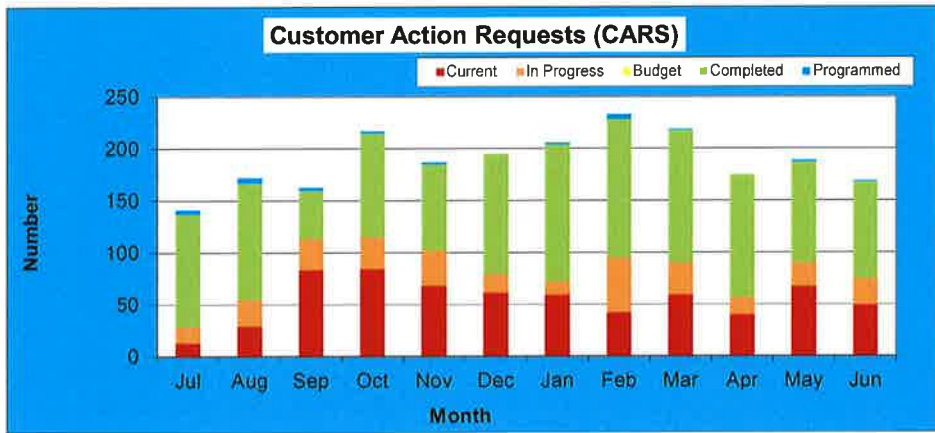
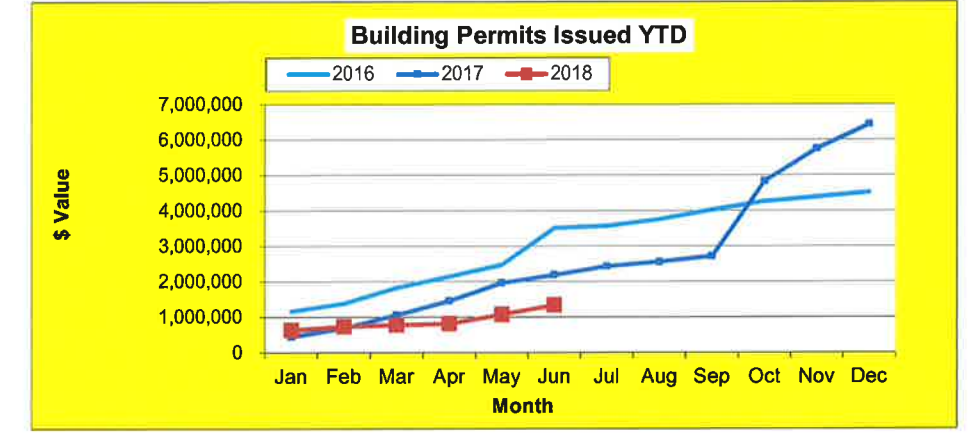
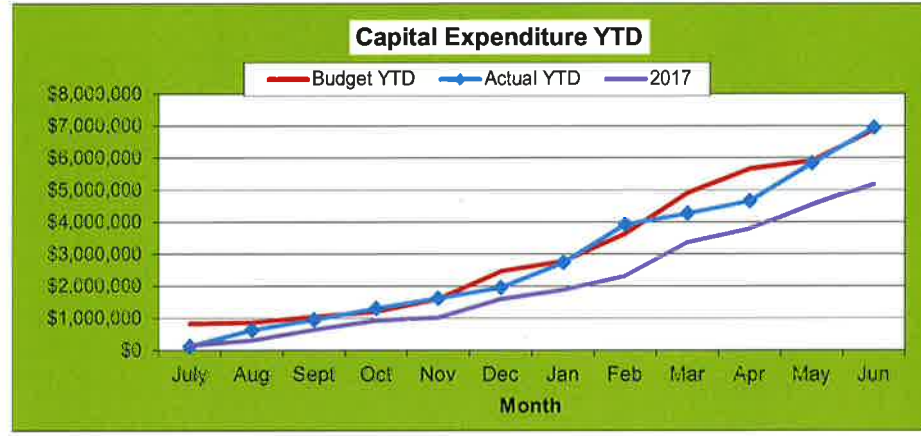
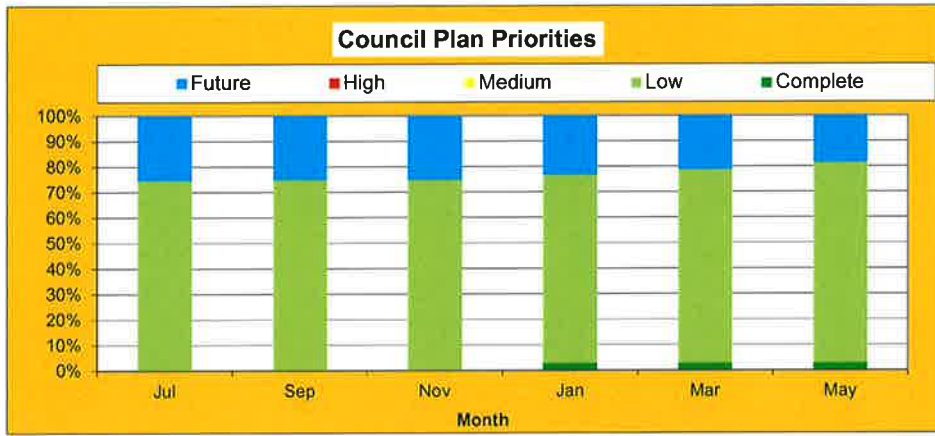
<b>Request ID :</b> 27189	<b>Request Date :</b> 06/07/2018	<b>Responsible Officer :</b> Jo Shannon	<b>Status:</b> In Progress <b>Status Date:</b> 23/07/2018
	<b>Request Type :</b> Governance and Decision Making	<b>Request Details :</b> Item 9.1 from the 3 July 2018 Council Meeting: Finance Report – report to next Council meeting regarding Debtors 19755 and 20210 with a view to writing off the debt.	
17	<b>Action Date :</b> 23/07/18	<b>Action Details :</b> Referred to Manager Finance for actioning	

<b>Request ID :</b> 27190	<b>Request Date :</b> 06/07/2018	<b>Responsible Officer :</b> Blair Phillips	<b>Status:</b> In Progress <b>Status Date:</b> 19/07/2018
	<b>Request Type :</b> Governance and Decision Making	<b>Request Details :</b> Item 9.2 from the 3 July 2018 Council meeting: Adopted Budget – Amendment 1. Apply rates as per recommendation. 2. Give public notice of adoption of the 2018/19 budget and add to website. 3. Forward a copy to the Minister for Local Government.	
13	<b>Action Date :</b> 19/07/18	<b>Action Details :</b> Public Notice has been given, the Budget is on the website.	

<b>Request ID :</b> 27191	<b>Request Date :</b> 06/07/2018	<b>Responsible Officer :</b> Jo Shannon	<b>Status:</b> In Progress <b>Status Date:</b> 23/07/2018
	<b>Request Type :</b> Our Community's Wellbeing	<b>Request Details :</b> Item 10.2 from the 3 July 2018 Council Meeting: Tallangatta Library Hours – Media/Advertise changes to the Tallangatta Library opening hours commencing on 6 August 2018.	
17	<b>Action Date :</b> 23/07/18	<b>Action Details :</b> Communications plan developed. Currently being implemented.	

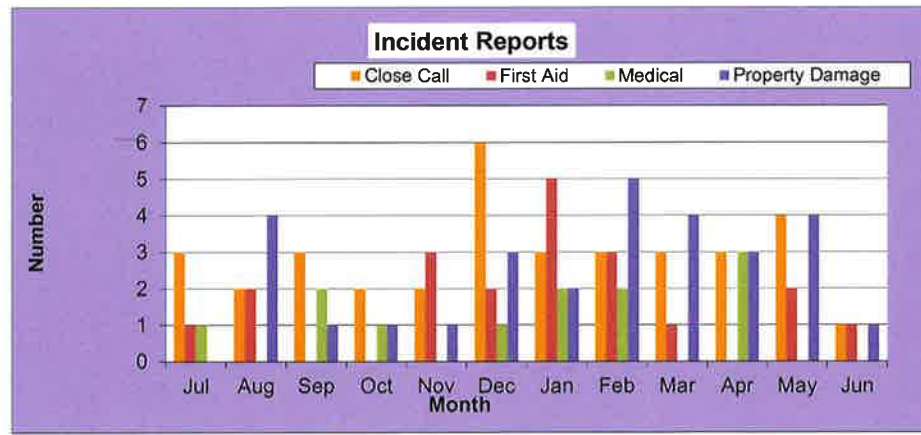
<b>Request ID :</b> 27194	<b>Request Date :</b> 06/07/2018	<b>Responsible Officer :</b> Kerissa Heritage	<b>Status:</b> In Progress <b>Status Date:</b> 19/07/2018
	<b>Request Type :</b> Economic & Tourism Development	<b>Request Details :</b> Item 21.1 from the 3 July 2018 Council Meeting: Tender Assessment – Great River Road Artwork – Proceed as per recommendation.	
13	<b>Action Date :</b> 19/07/18	<b>Action Details :</b> Finalising contract in preparation for presenting to artist week commencing 23/7.	

# 2017/18 Performance Reporting



Note: the 2017/18 rates were struck in Aug-17

Note: No Council meeting in January 2018



Note: The October 2017 and May 2018 inspections were completed on the first day of the next reporting period.

# PLANNING PERMITS & PLANNING SCHEME AMENDMENTS

## FEE SCHEDULE (These fees do not attract GST).

Reference should always be made to the Regulations to obtain the complete wording of individual fee regulations. The Regulations are available at <http://www.legislation.vic.gov.au>

The Regulations set fees in fee units. For ease, those fee units have been converted to a dollar value on the basis of the value of a fee unit as it is set for the 2018/19 financial year. A fee unit value is adjusted each year by the Treasurer and notice under the Monetary Units Act 2004 is published in the Government Gazette.

### APPLICATIONS FOR PERMITS UNDER SECTION 47 (REGULATION 9)

Class	Type of Permit Application	Fee Unit	Fee	
1	Use only	89	\$1286.10	
1 Council variation to fee	Liquor license – new, increase in area, change of class or hours		\$527.40	
To develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:				
2	≤ \$10 000	13.5	\$195.10	
3 Council Variation to fee	> \$10 000 & ≤ \$50 000		\$361.30	
3 Council Variation to fee	> \$50 000 & ≤ \$100 000	42.5	\$614.10	
4	> \$100 000 & ≤ \$500 000	87	\$1257.20	
5	> \$500 000 & ≤ \$1 000 000	94	\$1358.30	
6	> \$1 000 000 & ≤ \$2 000 000	101	\$1459.50	
VicSmart application				
7	VicSmart ≤ \$10 000	13.5	195.10	
8	VicSmart > \$10 000	29	\$419.10	
9	VicSmart to subdivide or consolidate land	13.5	\$195.10	
To develop land (other than the above classes or an application to subdivide land) if the estimated cost of development included in the application is:				
10 Council variation to fee	≤ \$10 000		\$108.40	
10 Council variation to fee	> \$10 000 & ≤ \$50 000		\$361.30	
10 Council variation to fee	> \$50 000 & ≤ \$100 000	77.5	\$1119.90	
11	> \$100 000 & ≤ \$1 000 000	104.5	\$1510.00	
12	Includes dwellings over Class 6	> \$1 000 000 & ≤ \$5 000 000	230.5	\$3330.70
13		> \$5 000 000 & ≤ \$15 000 000	587.5	\$8489.40
14		> \$15 000 000 & ≤ \$50 000 000	1732.5	\$25034.60
15		> \$50 000 000	3894	\$56268.30
16	To subdivide an existing building.	89	\$1286.10	
17	To subdivide land into two lots.	89	\$1286.10	
18	To effect a realignment of a common boundary between lots or to consolidate two or more lots.	89	\$1286.10	
19	To subdivide land (other than the above classes).	89/100 lots	\$1286.10 per 100 lots	
20	a) create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b) create or remove a right of way; or c) create, vary or remove an easement; or d) vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant.	89	\$1286.10	
21	A permit not otherwise provided for in the regulation.	89	\$1286.10	



**APPLICATIONS TO AMEND PERMITS UNDER SECTION 72**  
(REGULATION 11)

<b>Class</b>	<b>Type of Permit Application</b>	<b>Fee</b>
<b>Council variation to fee Structure</b>	Approval or amendment of endorsed plans not requiring further inspection or referrals	<b>\$108.40</b>
<b>Council variation to fee Structure</b>	Applications for extensions of time to a permit or for amendments to a permit or approved plans	<b>½ original application fee</b>

**FEES TO AMEND AN APPLICATION FOR A PERMIT OR AN APPLICATION TO AMEND A PERMIT AFTER NOTICE HAS BEEN GIVEN** (REGULATION 12)

A request to <b>amend an application for a permit</b> after notice of the application has been given or a request to <b>amend an application to amend a permit</b> after notice has been given.	<b>\$108.40</b> <b>(Council variation to fee structure)</b>
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**COMBINED PERMIT APPLICATIONS COMPOSITE FEE**  
(REGULATION 10)

Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made.
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**OTHER FEES**

<b>Regulation</b>	<b>Type of Application</b>	<b>Fee unit</b>	<b>Fee</b>
7	For requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act.	<b>270</b>	<b>\$3901.50</b>
8	For requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act.	<b>65</b>	<b>\$939.30</b>
14	For a combined permit and planning scheme amendment. Under section 96A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made		
15	For a certificate of compliance	<b>22</b>	<b>\$317.90</b>
16	For an agreement to a proposal to amend or end an agreement under section 173 of the Act	<b>44.5</b>	<b>\$643.00</b>
18	Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council	<b>22</b>	<b>\$317.90</b>

## AMENDMENTS TO PLANNING SCHEMES (REGULATION 6)

The fees for stages 1, 2 and 3 are paid to the planning authority by the person who requested the amendment. The fee for stage 4 is paid to the Minister by the person who requested the amendment.

Stage	Stage of Amendment	Fee
1	For: a) considering a request to amend a planning scheme; and b) taking action required by Division 1 of Part 3 of the Act; and c) considering any submissions which do not seek a change to the amendment; and d) if applicable, abandoning the amendment	<b>\$2976.70</b> (206 fee units)
2	For: a) considering	
	(i) up to and including 10 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	<b>\$14753.50</b> (1021 fee units); or
	(ii) 11 to (and including) 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	<b>\$29478.00</b> (2040 fee units); or
	(iii) Submissions that exceed 20 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and	<b>\$39405.20</b> (2727 fee units)
	b) providing assistance to a panel in accordance with section 158 of the Act; and c) making a submission to a panel appointed under Part 8 of the Act at a hearing referred to in section 24(b) of the Act; and d) considering the panel's report in accordance with section 27 of the Act; and e) after considering submissions and the panel's report, abandoning the amendment.	
3	For: a) adopting the amendment or part of the amendment in accordance with section 29 of the Act; and b) submitting the amendment for approval by the Minister in accordance with section 31 of the Act; and c) giving the notice of the approval of the amendment required by section 36(2) of the Act.	<b>\$469.60</b> (32.5 fee units) if the Minister is not the planning authority or nil fee if the Minister is the planning authority
4	For: a) consideration by the Minister of a request to approve the amendment in accordance with section 35 of the Act; and b) giving notice of approval of the amendment in accordance with section 36(1) of the Act.	<b>\$469.60</b> (32.5 fee units) if the Minister is not the planning authority or nil fee if the Minister is the planning authority

## TOWONG SHIRE FEES & CHARGES 2018/2019

TYPE OF APPLICATION	FEE
Assessing Development Plans	<b>\$317.90 (Regulation 18)</b>
Assessing Timber Harvesting Plan (per assessment)	<b>\$117.10 (includes GST)</b>
<b>Public Notice Administration charges:</b> a) public notice letters to owners/occupants b) public notice displayed on site (when erected for applicant) c) public notice - display ad in O&M Advertiser d) public notice - display ad in Border Mail	<b>(all charges include GST)</b> <b>(a) \$98.65</b> <b>(b) \$98.65</b> <b>(c) Charges as per newspaper fees plus 10%</b> <b>(d) Charges as per newspaper fees plus 10%</b>
<b>Planning Scheme Amendments</b> - when an independent panel report is required	<b>Full Panel charges for the hearing and panel report</b> <b>Statutory - Cost of independent panel.</b>
<b>Section 173 Agreements</b> – - Preparation fee - Legal review where agreement prepared outside Council - Sealing fee	<b>\$485.15 (includes GST)</b> <b>Actual cost of review</b>  <b>\$99.70 (includes GST)</b>
<b>Request for Planning Information</b> (requiring research of archives)	<b>\$95.60 per hour (includes GST), with minimum 1 hour fee and additional document copying fee</b>

## SUBDIVISION (FEES) REGULATIONS 2018/19

Regulation	Purpose	Fee
6	For certification of a plan of subdivision	<b>\$170.50</b> (11.8 fee units)
7	Alteration of plan under section 10(2) of the Act	<b>\$108.40</b> (7.5 fee units)
8	Amendment of certified plan under section 11(1) of the Act	<b>\$137.30</b> (9.5 fee units)
9	Checking of engineering plans	0.75% of the estimated cost of construction of the works proposed in the engineering plan (maximum fee)
10	Engineering plan prepared by council	3.5% of the cost of works proposed in the engineering plan (maximum fee)
11	Supervision of works	2.5% of the estimated cost of construction of the works (maximum fee)