

Agenda

Ordinary Meeting of Council

Tallangatta Council Chamber

Wednesday 31 May 2023

Our Community Vision

Towong Shire will be the ideal place to be: welcoming, vibrant and diverse communities with quality facilities and services.

This information is available in alternative formats on request

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT
TOWONG SHIRE COUNCIL TALLANGATTA OFFICE
ON WEDNESDAY 31 MAY 2023 COMMENCING AT 10.30AM.**

Commonly Used Acronyms

ABBREVIATION	TITLE
Council Officers	
SAE	Senior Asset Engineer
CEO	Chief Executive Officer
DIE	Director Infrastructure and Environment
DCP	Director Community and Planning
DCOD	Director Corporate and Organisational Development
MF	Manager Finance
Government/Organisation	
ACSUM	Alliance of Councils and Shires of the Upper Murray
CH	Corryong Health (formerly Upper Murray Health and Community Services)
DJSIR	Department of Jobs, Skills, Industry and Regions
DTP	Department of Transport and Planning
DEECA	Department of Energy, Environment and Climate Action
GMW	Goulburn Murray Water
HRGLN	Hume Region Local Government Network
MAV	Municipal Association of Victoria
NECMA	North East Catchment Management Authority
NERPEN	North East Regional Procurement Excellence Network
NEW	North East Water
NEWRRG	North East Waste and Resource Recovery Group
RCV	Rural Councils Victoria
RDA	Regional Development Australia
RDV	Regional Development Victoria
THS	Tallangatta Health Service
VGC	Victorian Grants Commission

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1 Opening Prayer

"Almighty God, we ask that you be present at this meeting to assist us in our service to the Community through Local Government.

We pray that our decisions will be wise and taken with goodwill and clear conscience.

Amen."

2 Councillor and Officer Presence at the Meeting

Crs Whitehead, Wortmann, Scales, Anderson and Dikschei

In Attendance:	Title:
Ms Phelps	Chief Executive Officer
Ms Gadd	Director Infrastructure and Environment
Ms Pagan	Director Community and Planning

3 Apologies and Granting of Leave of Absence

4 Disclosure of Conflicts of Interest

Section 130 of the Act requires that a 'Relevant person' (which means a person who is a Councillor, a member of a delegated committee who is not a Councillor or a member of Council staff) disclose any conflict of interest in the manner required by Council's *Governance Rules* and exclude themselves from the decision making process in relation to the matter including any discussion or vote on the matter at any Council meeting.

Council's *Governance Rules* state as follows:

A2 Obligations with regards to conflict of interest

Councillors, members of delegated committee, and Council staff are required to:

- a. Avoid all situations which may give rise to conflicts of interest;*
- b. Identify any conflicts of interest; and*
- c. Disclose or declare all conflicts of interest.*

A3 Disclosure of a conflict of interest at a Council meeting

A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which he or she:

A3.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Council meeting immediately before the matter is considered; or

A3.2 intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice:

A3.2.1 advising of the conflict of interest;

A3.2.2 explaining the nature of the conflict of interest; and

A3.2.3 detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

- a. name of the other person;*
- b. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and*
- c. nature of that other person's interest in the matter, and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub-Rule.*

The Councillor must, in either event, leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

5 Confirmation of Minutes

Ordinary Council Meeting held on 26 April 2023.

The minutes were circulated following the meetings.

Recommendation:

That the Minutes as circulated be confirmed for the Ordinary Council Meeting held on the 26 April 2023.

Council Resolution:

To be resolved at the Council meeting.

6 Petitions and Joint Letters

Nil

7 Public Question Time

Public Question Time has now replaced the Open Forum section of the Council meeting.

In accordance with Council's *Governance Rules*, all questions must be submitted to Council in writing by 2.00pm on the day prior to the Council meeting.

An online form is available on Council's website, and a hard copy of the form is available at both the Tallangatta and Corryong Council offices.

Public Notice of Public Question Time was included in the advertisement for the Council meeting.

At the time of preparing the agenda there was one submission for Public Question Time. The submitter has met all requirements for their questions to be considered during Public Question Time.

7.1 Submitter: Ms. Debbie Monteny

Questions:

1. Why on the Sandy Horse event was a school bus parked in the skatepark side road taking up maybe 3 car spots? Parking was at a premium that day and yet once again this business takes up public land space when a lot of businesses gave up their parking that day to ensure tourists had access. Same issue when the CWA fair was on - public land should be made available for all. On that note can council please stop the illegal over the 2P every Sunday and some Saturdays in Banool? Parking signs are clearly displayed and yet some business owners feel they have the right to flaunt the parking restrictions. I have raised this with council and it is still not addressed (after how many years?). I have meet the timeline for this question so in the spirit of transparency and communication can the responses please be read out like my questions are.

2. Can council please advise why the pub still has rubbish out in the alley way - it has been 6 months now. Can council please address the bins being left out all the time - rubbish not being picked up by the respective business owner if it blows out. What measures are council going to bring in to ensure that rubbish is not stockpiled as was in the alley way. Can council please consider skips on wheels so that they do not have to be left in the alleyway with lids open and rubbish blowing out. A big thank you for the clean up so far - but i would like to have this matter wound up. I, like the council have other issues i need to move on to. I have meet the timeline for this question so in the spirit of transparency and communication can the responses please be read out like my questions are.

Council Resolution:

To be resolved at the Council meeting.

8 Informal Meetings of Councillors

In accordance with Council's *Governance Rules*, a written summary of the matters discussed at each informal meeting of Councillors is to be tabled at the next convenient Council meeting and recorded in the minutes of that meeting.

The Meeting Records from the Informal Meeting of Councillors held on the following dates are attached at [Appendix 1](#):

- 26 April 2023

Recommendation:

That the information be noted.

Council Resolution:

To be resolved at the Council meeting.

DRAFT

9 Organisational Improvement

9.1 Quarterly Budget Report (06/02/0021-DCOD)

Disclosure of Interests (S.130):

This report was prepared by Mr Dylan Howard, Manager Finance.

At the time of preparation of this report, the officers did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

To present the Quarterly Budget Report in accordance with the requirements of the *Local Government Act 2020*.

Summary:

At 31 March 2023, Council's financial position was \$10.380 million ahead of budget, primarily due to:

- \$5.4 million in grant income being carried forward from 2021/22 due to multi-year projects and COVID-19 related delays to capital works projects;
- \$1.8 million in funding for Resilience & Recovery that was not anticipated at the time of the budget;
- \$0.5 million in funding for Bushfire Recovery that was not anticipated at the time of the budget;
- \$0.5 million in flood support funding that was not anticipated at the time of the budget;
- \$0.7 million in planned operational expenditure not yet spent; and
- \$0.4 million in wages savings due to unfilled positions.

Recommendation:

That:

1. The report be noted; and
2. It be noted that the Chief Executive Officer has advised that a revised budget is not required.

Attachment:

Appendix 2 – Quarterly Budget Report as at 31 March 2023.

Background/History:

This report provides a quarterly update on the financial performance of the organisation.

Relevant Law (s.9(2)(a)):

Section 97 of the *Local Government Act 2020* requires the following:

- (1) *As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.*
- (2) *A quarterly budget report must include –*
 - (a) *a comparison of the actual and budgeted results to date; and*
 - (b) *an explanation of any material variations; and*
 - (c) *any other matters prescribed by the regulations.*
- (3) *In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.*

This report meets the requirements of the *Act*.

The Chief Executive Officer has determined that a revised budget is not required.

Options – Best Outcomes for the Community (s.9(2)(b)):

Not applicable.

Sustainability Implications (s.9(2)(c)):

The year-to-date position is significantly ahead of budget, primarily due to the carry forward of selected one-off grant funds from the prior financial year, as well as additional one-off grant funds not anticipated at the time that the budget was adopted. It is expected that these funds will be expended as the relevant work being funded by the grants is progressed. Longer term financial sustainability is dependent on the ongoing receipt of grants to fund renewal of Council's aging infrastructure.

Community Engagement (s.9(2)(d)):

Not applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

The Budget Report reflects a significant amount of one-off grant funding which is being spent on improvements in services and infrastructure for the benefit of the community.

Collaboration (s.9(2)(f)):

Not applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Council has achieved a net budget position that is higher than anticipated primarily due to the carry forward of selected grant funds from 2021/22.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies:

Council has prioritised grant applications and expenditure against the objectives outlined in the *Council Plan 2021-2025*.

Transparency of Decision (s.9(2)(i)) :

It is the officers' view that it is appropriate to consider this matter in a Council Meeting that is open to the public.

Risk Assessment:

A substantial amount of grant funding has been secured to support various projects across the municipality, some of which has been carried forward from the prior year due to COVID-19 related delays. Additional resources have been recruited to ensure that these projects can be delivered.

Officer's View:

The financial position of the organisation remains strong particularly given the amount of one-off competitive grant funding secured to support project delivery over the next 12 months. Council remains dependent on the receipt of one-off grant funding to support renewal of its aging infrastructure into the future.

Council Resolution:

To be resolved at the Council Meeting.

DRAFT

9.2 Action Sheet Report (06/06/0010-CEO)

Disclosure of Interests (S.130):

This report was prepared by Ms Alison Noonan, Executive Assistant.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide monthly updates to Council on the progress of the action items from the previous Council meeting.

Summary:

At the Ordinary Council meeting held on 26 April 2023, a number of resolutions were passed requiring action by Council officers. This report is provided to Council as an update on the progress of these actions.

Recommendation:

That the report be noted.

Attachment:

Appendix 3 – Datascape Action Reports from the April 2023 Council Meeting.

Background/History:

Not applicable.

Relevant Law:

Not applicable.

Options – Best Outcomes for the Community (s.9(2)(b)):

Not applicable.

Sustainability Implications (s.9(2)(c)):

Not applicable.

Community Engagement (s.9(2)(d)):

Not applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

Not applicable.

Collaboration (s.9(2)(f)):

Not applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Not applicable.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies/Related Council Decisions:

Not applicable.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Not applicable.

Officer's View:

It is the officer's view that good progress has been made in relation to the actions arising from the April 2023 Ordinary Council Meeting.

Council Resolution:

To be resolved at the Council Meeting.

10 Bushfire Relief and Recovery

10.1 Bushfire Relief and Recovery Budget Proposal (02/02/0013-DCP)

Disclosure of Interests (S.130):

This report was prepared by Ms Amanda Pagan, Director Community and Planning.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to seek approval for the allocation of the new Bushfire Resilience and Recovery Fund (\$3.672m) for recovery projects.

Summary:

Following the Black Summer Bushfires 2019-2020, we have been advised we have been allocated a final tranche of funding through the Resilience and Recovery Fund Program, through Emergency Recovery Victoria, of (\$3.672m) for recovery projects.

The proposed distribution of the Resilience and Recovery Fund provides significant investment to better prepare communities for future risks, particularly given the significant risk and impact of events resulting from climate change on our communities.

Achieving the outcomes articulated in the *Municipal Recovery Plan* and the *Upper Murray Community Recovery Committee Plan*, as well as providing assistance to all parts of the municipality to improve their resilience to future climate risks and emergencies, were key considerations in putting together the proposed allocations.

Recommendation:

That the proposed allocation of the \$3.672m Resilience and Recovery Fund as presented be adopted.

Attachments:

Appendix 4 – Proposed allocation of the Resilience and Recovery Fund

Background/History:

The Resilience and Recovery Fund was established to deliver the following outcomes:

- Communities' recover and build resilience together;
- Recovery and resilience of the whole community is strengthened through Aboriginal culture, knowledge, traditions and connection to country;
- Recovery of industries and businesses through leveraging economic strengths and opportunities;
- Local economies have increased capacity to respond and adapt to future disasters;
- Recovery responses strengthen community capability to manage their own recovery and resilience to future disasters; and
- The recovery workforce has the capabilities and support needed to respond to community needs.

Council has been advised that \$3.672m will be available for use across Towong Shire.

The funding does not cover any operational costs associated with the recovery hub as this will be funded through the existing Council Support Fund program.

Relevant Law (s.9(2)(a)):

The role of Local Government in relation to emergency management and community recovery following a disastrous event such as the 2019/2020 bushfires is outlined in the *Victorian Emergency Management Act 2013*.

Options – Best Outcomes for the Community (s.9(2)(b)):

Consistent with Section 9 of the *Local Government Act 2020*, bushfire recovery activities undertaken across the Shire are underpinned by the following principles:

- Community is at the centre and are the leader of what we do;
- We value the history and dynamics of each of the Upper Murray communities across the shire;
- Successful recovery builds on and supports the communities' strengths and resilience; and

- Community ownership of recovery strategies and actions depends on effective and inclusive engagement.

Sustainability Implications (s.9(2)(c)):

Council's community recovery approach is structured around the five pillars of recovery as identified in the *State Recovery Framework*. These are:

- People and Wellbeing
- Aboriginal Culture and Healing
- Environment and Biodiversity
- Business and Economy
- Buildings and Infrastructure

This provides a comprehensive and sustainable approach to building and renewing community resilience into the future.

Community Engagement (s.9(2)(d)):

The proposed allocation of the Resilience and Recovery Fund provides significant investment to prepare communities for future risks better. The proposed allocations have also been designed to achieve the outcomes articulated in the *Municipal Recovery Plan, Upper Murray Community Recovery Committee Plan* and ensure all parts of the municipality improve their resilience to future climate risks and emergencies. These plans were the result of extensive community and stakeholder consultation.

Collaboration (s.9(2)(f)):

The nature of recovery work is highly collaborative and officers continue to collaborate with relevant agencies and community groups to support recovery plans and activities.

Financial Viability/Budget Impact (s.9(2)(g)):

The additional funding under the Resilience and Recovery Fund will provide additional financial support for Council to continue to undertake much-needed recovery activities and projects.

Regional, State and National Plans and Policies (s.9(2)(h)):

The role of Local Government in community recovery is outlined in the *Victorian Emergency Management Act 2013*. Council has a *Municipal Emergency Management Plan* and a *Municipal Recovery Plan* which outline the priorities and directions for emergency management and in particular, community recovery following the Upper Murray bushfires. These are consistent with the *National Community Recovery Plan* and the Victorian Government *State Recovery Plan*.

Council Plans and Policies:

Council's approach to recovery is guided by the *Towong Municipal Recovery Plan*.

Activities are also conducted in alignment with the following *Council Plan 2021-2025* priority:

2.14 Support our communities to drive their recovery from bushfires and the COVID-19 pandemic and improve their mitigation of and resilience to future adverse events.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

No risk assessment has been undertaken in relation to the proposed allocation of the funds.

Officer's View:

The proposed allocation of the Resilience and Recovery Fund provides significant investment to prepare communities for future risks better. The proposed allocations have been designed to achieve the outcomes articulated in the *Municipal Recovery Plan*, *Upper Murray Community Recovery Committee Plan* and ensuring all parts of the municipality to improve their resilience to future climate risks and emergencies.

Council Resolution:

To be resolved at the Council meeting.

11 Community Wellbeing

11.1 Community Services Report (04/07/0055-DCP)

Disclosure of Interests (S.130):

This report was prepared by Mr Mark Florence, Deputy Director Community.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of the report is to provide an update on the activities of the Community Services team under the Community and Planning Directorate for September 2022 to March 2023.

Summary:

Throughout the six months, the following successful events were delivered:

- Blue Earth Program at Bellbridge Kindergarten and Child Care Centre;
- ANZAC Day excursion and activities in kindergartens;
- Speech Pathologist observations in Kindergartens and Child Care Centres
- Parent information session in Corryong;
- Professional development program for staff, including: Body Safe Superstars, Carers Victoria – Carer Friendly Places, and Cultural Awareness Training;
- Broad range of workshops, courses, and events delivered through the Tallangatta Neighbourhood House totalling 700 attendees, with notable events including Women’s Wellness Weekend, Sounds Like Spring Concert, and Christmas Celebrations;
- Continuation of Supported Playgroup programs; and
- Re-introduction of Story Time programs in Council Libraries.

The delivery of Youth Services has been impacted by the Youth Officer position being vacant for much of the reporting period. Although, a range of activities were provided through the recovery team.

Recommendation:

That the report be noted.

Attachment:

Appendix 5 – Community Services Report September 2022 to March 2023.

Background/History:

This report is provided bi-annually.

Relevant Law (s.9(2)(a)):

All community services activities are undertaken in accordance with the service performance principles outlined in the *Local Government Act 2020*. In addition, children's services are conducted in accordance with relevant legislation including the *Children's Services Act 1996* and the *Children's Services Regulations 2020*.

Options – Best Outcomes for the Community (s.9(2)(b)):

The Community Services area provides services to improve wellbeing outcomes for community members of all ages and life stages.

Sustainability Implications (s.9(2)(c)):

Not applicable.

Community Engagement (s.9(2)(d)):

There were several key community engagement activities throughout the six months including:

- Delivery of a variety of neighbourhood house programming in Tallangatta;
- Delivery of a range of youth-focused community activities; and
- Delivery of required Early Years and Maternal Child Health services.

Innovation and Continuous Improvement (s.9(2)(e)):

Child Safety Standards training and incorporating associated policy changes into our services remained a focus for the six months

Collaboration (s.9(2)(f)):

The team continued to participate in key collaborations, including:

- In the Family Violence networks in Corryong and Tallangatta;
- The delivery of youth projects with Youth Affairs Council Victoria (YACVIC) and local schools;
- Delivery of professional development for educators and teachers across the municipality with the Department of Education (through School Readiness Funding); and
- Delivery of Early Years projects and parenting programs with the Australian Childhood Foundation, Tallangatta Health, Gateway Health and the Department of Education and Training.

Financial Viability/Budget Impact (s.9(2)(g)):

Budget requirements and availability have been confirmed, grant funding has been sought where possible, and all expenditure is being monitored and managed within agreed budget allocations.

Regional, State and National Plans and Policies (s.9(2)(h)):

Community services activities have been conducted in accordance with relevant state and national plans, including:

- The Australian Children's Education and Care Quality Authority's *National Quality Framework*;
- The Victorian State Government's *Victorian Early Years Learning and Development Framework*;
- The Victorian State Government's *Education State Early Childhood Reform Plan*; and
- The Victorian State Government's *Building stronger youth engagement in Victoria*.

Council Plans and Policies:

Community Services activities progressed the following *Council Plan 2021-2025* priorities:

- 2.5 *Review opportunities for communities to access library resources and connect through libraries;*

- 2.7 *Expand and improve early years services across the Shire to support young families;*
- 2.11 *Support communities to ensure the Shire places are welcoming to culturally and linguistically diverse (CALD) and LGBTIQ+ communities and are inclusive and connected;*
- 2.13 *Participate in key networks to support communities and critical stakeholders on solutions to address family violence, suicide and mental health;*
- 5.14 *Invest in community education programs and a waste services survey to improve waste and recycling separation;*
- 6.1 *Continue to improve awareness, engagement and involvement of the community about matters that affect them;*
- 6.7 *Provide a safe and healthy workplace for all councillors and staff in a continually evolving environment;*
- 6.8 *Continue to seek opportunities to improve service delivery and achieve the best value, including further investigation of shared services;*
- 6.9 *Continue to advocate for increased government funding support to ensure long-term sustainability;*
- 6.10 *Investigate alternative revenue streams; and*
- 6.13 *Continually improve risk management and governance frameworks and practices.*

Activities were also aligned with the *Municipal Recovery Plan, Health and Wellbeing Plan 2021-2025* and *Youth Plan 2019-2023*.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council Meeting that is open to the public.

Risk Assessment:

Not applicable.

Officer's view:

The team is progressing well with the priorities outlined in the *Council Plan 2021-2025*.

Council Resolution:

To be resolved at the Council Meeting.

12 Asset Management

12.1 Asset Management Report (01/07/0004-DIE)

Disclosure of Interests (S.130):

This report was prepared by Mr Matthew Fleet, Senior Asset Engineer.

At the time of preparation of the report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide an overview of Asset Management activities throughout the Shire for the period of 1 February 2023 to 30 April 2023. It is provided for information only.

Summary:

This report presents the overall status of the active capital works program.

Recommendation:

That the report be noted.

Attachment:

Appendix 6 - Capital Projects Dashboard – April 2023.

Background/History:

This report is produced by the Infrastructure and Environment team on a bi-monthly basis to provide a progress overview of asset management activities. It provides information on the capital works program and key deliverables of the *Council Plan 2021-2025*.

Relevant Law (s.9(2)(a)):

All activities are conducted in accordance with the service performance principles as outlined by section 106 of the *Local Government Act 2020*.

Options – Best Outcomes for the Community (s.9(2)(b)):

Not applicable.

Sustainability Implications (s.9(2)(c)):

Economic

Works within the capital works program provides local economic stimulus through the employment of local contractors.

Social

Projects within the capital works program are prioritised in line with the *Council Plan 2021-2025* to improve social amenities and economic outcomes across the Shire.

Environmental

The continued wet weather has led to delays in delivering some projects.

Community Engagement (s.9(2)(d)):

Community engagement for capital projects has continued over this period with community feedback sought regarding the Corryong Streetscape, Bellbridge Walking Track and the Playles Hill upgrade project.

Innovation and Continuous Improvement (s.9(2)(e)):

The capital works program provides for the continuous improvement of assets across the Shire.

Collaboration (s.9(2)(f)):

Not applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

**Quarterly Financial Reporting for Council Reports
Asset Management**

		Apr 2023 YTD (Actual) \$	Apr 2023 YTD (Budget) \$	Apr 2023 YTD (Variance) \$	Apr 2023 YTD (Variance) %	2022/23 Full Year (Budget) \$
	Note					
Income						
Building services	1	77,773	112,917	(35,144)	(31%)	135,500
Engineering/Technical services	1	4,238	5,000	(762)	(15%)	6,000
Environmental health	2	45,960	42,500	3,460	8%	51,000
Total Income		127,970	160,417	(32,447)	(20%)	192,500
Expenditure						
Building services		140,307	141,667	1,360	1%	170,000
Engineering/Technical services	3	2,249,302	2,864,212	614,910	21%	3,437,054
Environmental health		159,530	162,018	2,488	2%	194,422
Parks and gardens		522,719	568,745	46,026	8%	682,494
Plant items (fuel and maintenance)	4	529,686	756,698	227,012	30%	908,037
Road maintenance (including bridges)	5	1,147,757	1,444,828	297,071	21%	1,733,793
Total Expenditure		4,749,300	5,938,167	1,188,867	20%	7,125,800
Net Income / (Expenditure)		(4,621,330)	(5,777,750)	1,156,420	(20%)	(6,933,300)

1. Somewhat lower than anticipated permit application volumes.
2. Higher than anticipated permit volumes resulting in increased permit fees.
3. Vacant staff positions, lower than anticipated maintenance and contractor expenditure.
4. Timing of fuel journals from stores to maintenance account TBC
5. Grading activities delayed by wet weather, staff vacancies.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies:

The report provides an overview of progress in delivering the following *Council Plan 2021-2025* priority:

1.1 Deliver 100% of the annual capital works program and bushfire recovery projects.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this report in a Council Meeting that is open to the public.

Risk Assessment:

The ongoing unpredictable COVID-19 restrictions are still affecting some contractors' availability and causing an increased cost of materials. Significant past rain events continue to cause delays on road construction projects.

Officers View:

The capital works program is progressing as follows:

- Number of projects carried forward from previous financial years: 40
- Number of new projects in 2022/23: 24
- Number of projects in progress: 48
- Number of projects complete to 30 April 2023: 15

Recent additional project management resources are expected to assist with project delivery timeframes.

Council Resolution:

To be resolved at the Council meeting.

12.2 Naming and Registration of Unnamed Roads - Paton Lane, Thowgla Valley (01/01/0449-DIE)

Disclosure of Interests (S.130):

This report was prepared by Mr Matthew Fleet, Senior Asset Engineer.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of the report is to provide information to support the naming and registration of an unnamed road in Thowgla Valley.

Summary:

The naming process for roads is set out in the *Naming rules for places in Victoria 2022*. Council's endorsement of the proposed road name in Thowgla Valley is required prior to referral to Geographic Names Victoria for registration.

Recommendation:

That the proposed road name listed below is endorsed for registration with Geographic Names Victoria:

Thowgla Valley: Laneway 1 – Paton Lane

Attachments:

Appendix 7 - Location map of unnamed road in Thowgla Valley

Background/History:

Council has received requests to name an unnamed road in the Thowgla Valley. Council officers have also undertaken the community consultation and name checking processes required under the *Naming rules for places in Victoria 2022* relating to the naming of unnamed roads. The recommended road name now requires Council endorsement in order to be registered.

Relevant Law (s.9(2)(a)):

The recommendation is made in accordance with the requirements of:

Geographic Place Names Act, 1998
Naming Rules for Places in Victoria 2022

Options – Best Outcomes for the Community (s.9(2)(b)):

Option 1

Endorse the proposed road names to facilitate improved emergency service and natural disaster relief response; or

Option 2

Do not endorse the proposed road name, leaving the listed road unnamed.

Sustainability Implications (s.9(2)(c)):

Economic

The naming of the road does not trigger a change of road management responsibilities. This process is not expected to have any economic impact on Council's ongoing operations.

Social

The naming of these roads will facilitate improved emergency service and natural disaster relief access. Emergency services maps will be updated enabling Ambulance, Country Fire Authority and the State Emergency Services to locate properties with more efficiency.

Environmental/Climate Change

The use of paper has been reduced in the road naming process by encouraging the community to engage via email.

Community Engagement (s.9(2)(d)):

Council has initiated the process to name an unnamed road in the Thowgla Valley that is positioned between 922 & 1016 Thowgla Road in line with the requirements

of the *Naming rules for places in Victoria 2022*. A series of letters were sent to properties in the surrounding area of Thowgla Valley requesting suggested names for the road. The proposed road name 'Paton Lane' is to align with the long term landowners 'The Paton Family' who have owned the land surrounding the existing lane since the 1890s. No further suggestions or objections were received in the engagement process.

Innovation and Continuous Improvement (s.9(2)(e)):

Not applicable.

Collaboration (s.9(2)(f)):

Council officers have worked collaboratively with the community to request the suggested road name.

Financial Viability/Budget Impact (s.9(2)(g)):

Council is responsible for managing the road naming process along with providing and maintaining the road signs for the newly named road. The costs involved are adequately covered within Council's operating budget.

Regional, State and National Plans and Policies (s.9(2)(h)):

Naming Rules for Places in Victoria 2022

Council Plans and Policies:

Not applicable.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Not applicable.

Officer's View:

It is the officer's view that the correct process has been followed in accordance with the *Naming rules for places in Victoria 2022*. It is recommended that the road name proposed in this report is endorsed by Council to progress the official road naming process.

Council Resolution:

To be resolved at the Council meeting.

DRAFT

13 Land Use Planning

13.1 Land Use Planning Report (03/02/0003-DCP)

The Land Use Planning Report is presented quarterly and will be provided in June 2023.

14 Environmental Sustainability

14.1 Environmental Sustainability Report – Climate Adaptation Action Plan (01/07/0004-DIE)

Disclosure of Interests (S.130):

This report was prepared by Ms Rachael Gadd, Director Infrastructure and Environment.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of the report is to present the draft Climate Adaptation Action Plan for adoption.

Summary:

Council's environmental sustainability activities have included the delivery of the Climate Adaptation Action Plan, which includes several recommendations for further investment to reduce Council's carbon emissions over the next 10 years.

Recommendation:

That the Climate Adaptation Action Plan and key recommendations be adopted as presented.

Attachments:

Appendix 8 – Draft Climate Adaptation Action Plan

Background/History:

Iron Bark Sustainability were engaged to develop a climate adaptation action plan for Council's operations. The report includes several recommendations for further investment to reduce Council's carbon emissions over the next 10 years. The plan is attached for Council's consideration and adoption. Council's decision at the March Council meeting to introduce food and organics collection is one of the key recommendations in the report.

The Climate Adaptation Action Plan was originally tabled at the April 2023 Council Meeting, but deferred to the May Council Meeting to allow for a briefing session to be conducted.

Relevant Law (s.9(2)(a)):

All environmental sustainability activities have been undertaken in accordance with the service performance principles outlined in the *Local Government Act 2020* and the *Environmental Protection Act 2017*.

Options – Best Outcomes for the Community (s.9(2)(b)):

Not applicable.

Sustainability Implications (s.9(2)(c)):

Economic

The investment in future climate change actions will require an additional budget allocation. Further investigation is required in preparation for the 2024/2025 budget.

Social

The separation of glass will provide opportunities for community groups to use the 10c deposit scheme for fundraising.

Environmental

Actions undertaken to improve the recycling practices will mitigate the impact on the environment and the amount of material that goes to landfill.

Community Engagement (s.9(2)(d)):

The community education process for waste and recycling will engage all community members to help improve general knowledge of recycling separation. This is a new direction for waste services delivery in Towong Shire.

Innovation and Continuous Improvement (s.9 (2) (e)):

The Climate Adaptation Action Plan charts a pathway for Towong Shire Council to reduce its emissions over the next decade. Landfill is the greatest source of emissions within Council's corporate inventory, accounting for 75% of total emissions. The diversion of FOGO from landfill through a dedicated collection service has been estimated to achieve a 30% reduction in Council's waste emissions.

Collaboration (s.9 (2) (f)):

Officers are continuing to work with the Goulburn Murray Climate Alliance in relation to environmental and sustainability activities.

Financial Viability/Budget Impact (s.9(2)(g)):

The investment in future climate change actions will require an additional budget allocation. Further investigation is required in preparation for the 2024/2025 budget.

Regional, State and National Plans and Policies (s.9(2)(h)):

Waste management activities are undertaken in accordance with the following regional and state plans:

- *Recycling Victoria - A New Economy 2020*
- *Regional waste and resource recovery implementation North East Plan 2017*

Council Plans and Policies:

All environmental sustainability activities are undertaken in accordance with the Environmental Sustainability objectives of the *Council Plan 2021-2025* including:

5.12 Develop a climate change action plan (including actions to reduce carbon emissions, electric vehicle charging, etc).

5.13 *Transition waste and recycling services operations as per Victorian Government Circular Economy Strategy to deliver a four bin system for waste and recycling collection including separation of glass, green waste and organics.*

5.14 *Invest in community education programs and a waste services survey to improve waste and recycling separation.*

5.15 *Investigate options for hardwaste, greenwaste and agricultural waste management e.g silage wrap.*

Transparency of Decision (s.9(2)(I)):

It is the officer's view that it is appropriate to consider this report in a Council meeting that is open to the public.

Risk Assessment:

Not Applicable.

Officer's View:

Good progress continues to be made in relation to the Environmental Sustainability priorities of the *Council Plan 2021-2025*.

Council Resolution:

To be resolved at the Council meeting.

15 Economic and Tourism Development

15.1 Recreation, Arts and Culture Report (04/01/0006-DCP)

The Recreation, Arts and Culture Report has been deferred and will be presented at the June Council Meeting.

16 Councillor Reports

Nil

17 Urgent Business

Nil

18 Committee Minutes

The unconfirmed minutes of the Occupational Health and Safety Committee meeting held on 10 May 2023 have been provided to Councillors prior to the meeting.

Recommendation:

That the unconfirmed Occupational Health and Safety Committee Minutes be noted.

Council Resolution:

To be resolved at the Council meeting.

19 Council Policies (10/01/0007-CEO)

19.1 Policies for Review and Adoption

The following policies are tabled for review at [Appendix 9](#). Comments should be provided to the nominated Council officer by 28 June 2023:

- Privacy
- Fraud and Corrupt Conduct
- Fraud and Corrupt Conduct Procedure for Reporting

The following policies were tabled for review at the April Council Meeting, with feedback to be provided to the nominated officers. The reviewed policies are due to be tabled for adoption at the June Council Meeting:

- Local Law No 1 – Common Seal and Miscellaneous Penalties
- Councillor Code of Conduct
- Community and Engagement
- Debt Collection Policy
- COVID-19 Financial Hardship Policy

Recommendation:

That the information be noted.

Council Resolution:

To be resolved at the Council meeting.

DRAFT

20 Sealing of Documents

Nil

21 Confidential

Section 66 of the *Local Government Act 2020* declares that meetings are to be open to the public unless the following specified circumstances apply:

- (1) *A Council or delegated committee must keep a meeting open to the public unless the Council or delegated committee considers it necessary to close the meeting to the public because a circumstance specified in subsection (2) applies.*
- (2) *The circumstances are –*
 - (a) *the meeting is to consider confidential information; or*
 - (b) *security reasons; or*
 - (c) *it is necessary to do so to enable the meeting to proceed in an orderly manner.*
- (3) *If the circumstance specified in subsection (2)(b) or (2)(c) applies, the meeting can only be closed to the public if the Council or delegated committee has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.*
- (4) *For the purposes of subsection (3), the arrangements may include provision to view the proceedings on the Internet or on closed circuit television.*
- (5) *If a Council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection –*
 - (a) *the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of confidential information in section 3(1); and*
 - (b) *an explanation of why the specified ground or grounds applied.*

As defined in section 3(1) of the *Local Government Act 2020* "confidential information" means the following information –

- (a) *Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;*

- (b) *Security information, being information that if released is likely to endanger the security of Council property or the safety of any person;*
- (c) *Land use planning information, being information that if prematurely released is likely to encourage speculation in land values;*
- (d) *Law enforcement information, being information which if released would be reasonably likely to prejudice the investigation in an alleged breach of the law or the fair trial or hearing of any person;*
- (e) *Legal privileged information, being information to which legal professional privilege or client legal privilege applies;*
- (f) *Personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;*
- (g) *Private commercial information, being information provided by a business, commercial or financial undertaking that –*
 - (i) *relates to trade secrets; or*
 - (ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;*
- (h) *Confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);*
- (i) *Internal arbitration information, being information specified in section 145;*
- (j) *Councillor Conduct Panel confidential information, being information specified in section 169;*
- (k) *Information prescribed by the regulations to be confidential information for the purposes of this definition; and*

Information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

There are no confidential items for consideration.

Informal Meetings of Councillors

Chapter 8 Section A1 of Towong Shire Council Governance Rules

Date	Names of all Councillors and Council Staff attending	Matters considered	Conflict of Interest disclosures made by a Councillor	Did disclosing Councillor leave the meeting?
26 April 2023	Cr Whitehead Cr Wortmann Cr Anderson Cr Scales Cr Dikschei Ms Phelps Mr Heiner Ms Pagan	Councillor Workshop See attached	No	N/A

Agenda

Councillor Workshop

Wednesday 26 April 2023 - Corryong

Attendees: Crs Whitehead, Wortmann, Anderson, Scales and Dikschei
Juliana Phelps (Chief Executive Officer) and officers as listed below.

Apologies: Nil

Disclosures of Conflicts of Interest:

Nil

9.30am Update on matters raised previously/Councillor questions

10.30am Ordinary Council Meeting

12:30pm Working Lunch

Chief Executive Officer (*Juliana Phelps*)

Recruitment: Deputy Director Community and Planning

Director Corporate and Organisational Development

Colac Colac Caravan Park

1.00pm Activating Lake Hume Masterplan update

Meeting with Urban Enterprise on Mount Elliot Masterplan project and the Bellbridge Boathouse project

1.40pm Interim Director Corporate and Organisational Development

(*Craig Heiner*)

AGL Payment in lieu

Cudgewa Tree Removal

Internal review – payroll and superannuation

Legal matter update

CEO Performance Review – approach and timing

CEO Contract

Our Community Vision

Towong Shire will be the ideal place to be: Welcoming, vibrant and diverse communities with quality facilities and services.

2.30pm Councillor feedback/issues/questions (spreadsheet):

Cr Whitehead:

Cr Wortmann:

- 27 Mar – Granya Hall shelter and table/seating
- 30 Mar – Contact Regional Roads re Shelley Walwa Rd
- 5 Apr – Floods grants available for non-Primary Producers

Cr Anderson:

- 25 Mar – Exercise equipment on Bellbridge Walking Track
- 27 Mar – Peninsula Market 23/4
- 30 Mar – Bellbridge Walking Track update
- 30 Mar – Rail Trail and Tallangatta Creek bridge update
- 19 Apr – Bethanga drainage issues

Cr Dikschei:

- 29 Mar – Towong wetlands 'responsible authority' Towong CRC query
- 17 Apr – Upper Thowgla Rd damage
- 17 Apr – Overview on Mittamatite property situation

Cr Scales:

- 29 Mar – Eskdale culvert flooding and driveway damage
- 17 Apr – Tallangatta back alleyway update and parked bus at skate park
- 17 Apr – Giltraps Rd flood damage
- 17 Apr – Dartmouth Anglers request to fix up old sports pavilion
- 23 Apr – CEO Contract

3.30pm Director Community and Planning (Amanda Pagan)

- Lehmans Road Talgarno
- Planning enforcement complaint(s)
- Cultural Heritage Training update
- Tallangatta Early Years shade sail
- Media – Corryong Childcare
- Bellbridge Structure Plan
- Bethanga Recreation Reserve masterplan
- Mitta Mountain Bike project
- Bushfire Recovery Budget

5.30pm Close

Our Community Vision

Towong Shire will be the ideal place to be: Welcoming, vibrant and diverse communities with quality facilities and services.

Quarterly Budget Report as at 31 March 2023

OPERATING RESULT

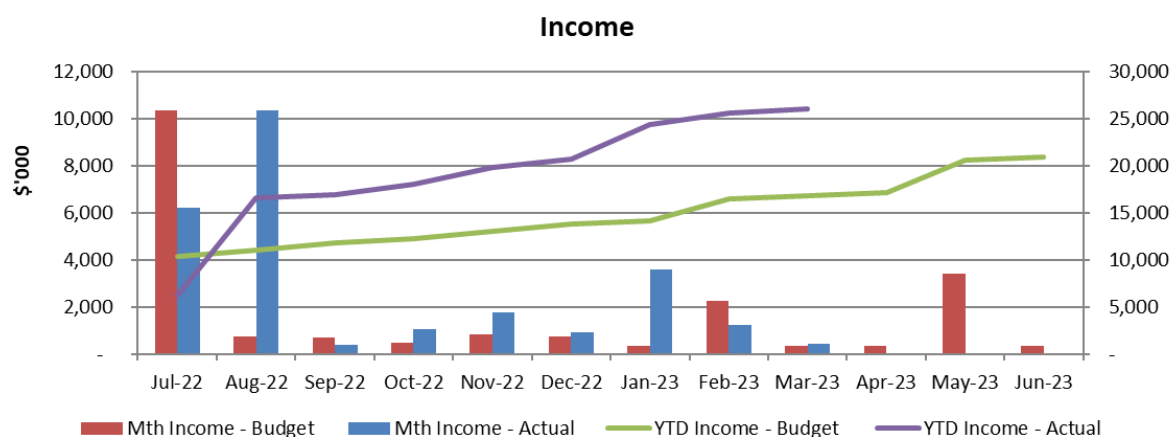
	Note	Mar-23 (Actual) \$'000	Mar-23 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %	2021/22 Full Year (Budget) \$'000	2021/22 Full Year (Achieved) %
Income	1	459	366	25,995	16,800	9,195	55%	20,906	124%
Expenditure	2	1,901	1,532	13,095	14,280	1,185	8%	23,649	55%
Surplus/ (Deficit)		(1,442)	(1,166)	12,900	2,520	10,380	412%	(2,743)	(470%)

Table 1: Operating Result

Note 1:

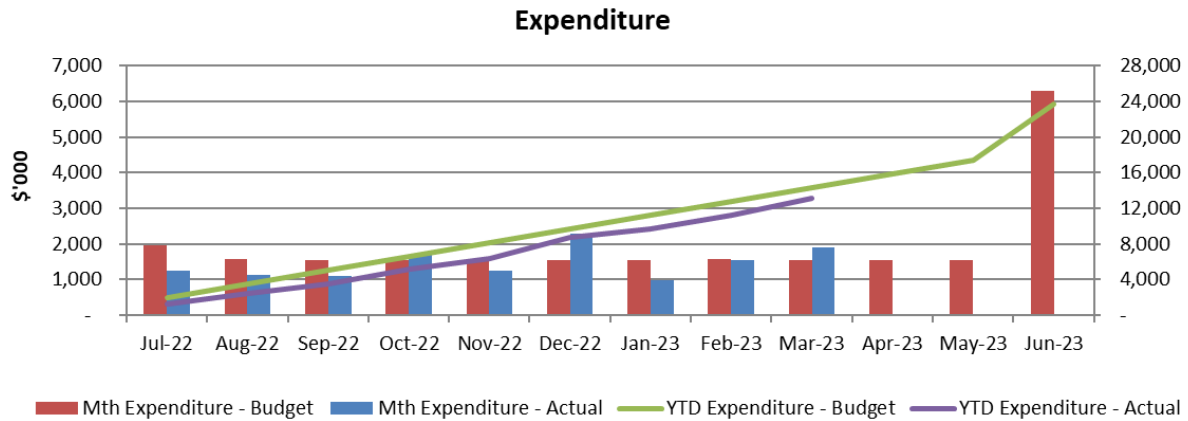
YTD income for the quarter ending 31 March 2023 was \$25.995 million against a budget of \$16.8 million. The major items contributing to the \$9.195 million favourable variance were:

- \$5.351 million grant income deferred from 2021/22 due to COVID-19 related delays in completing grant-funded capital works (as new accounting standards require that grant income is not recognised until the specific performance obligations of the grant are met);
- \$1.828 million Resilience & Recovery funding that was not anticipated;
- \$480,000 in Bushfire Recovery funding that was not anticipated at the time of the budget; and
- \$500,000 in flood support funding that was not anticipated at the time of the budget.



Note 2:

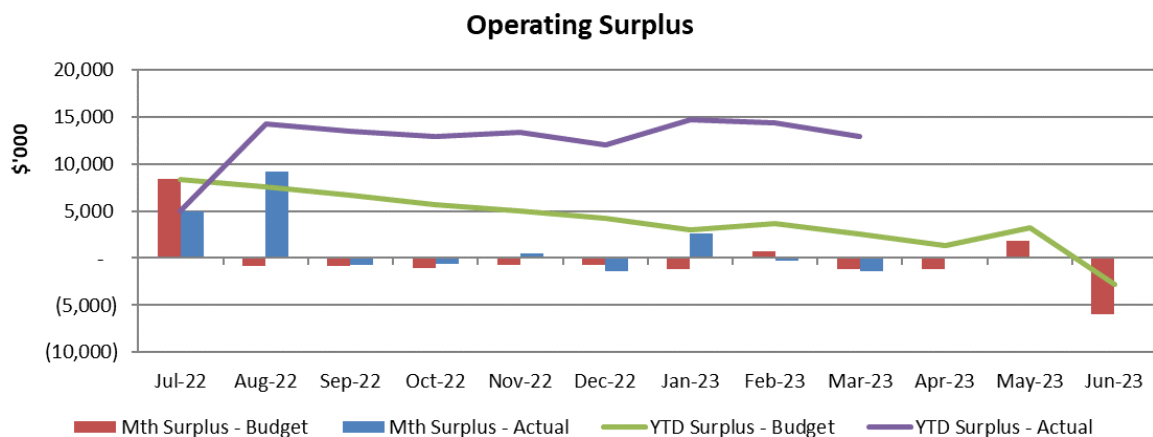
YTD expenditure for the quarter ending 31 March 2023 was \$13.095 million against a budget of \$14.280 million.



Council was operating with 111.7 Full Time Equivalent (FTE) staff at 31 March 2023 against an annual budget of 116.1 FTE. Vacant positions included:

- Coordinator People and Culture
- Educators
- Technical Officer – Design

Positions filled that were previously vacant included the Manager–Finance, Governance Officer, Technical Officer-Maintenance, Ranger / Enforcement Officer, Librarian, Senior Asset Engineer, Customer Service Officer and selected Educator positions.



Grant Income

	Note	Mar-23	YTD	YTD	YTD	YTD	2021/22 Full Year	2021/22 Full Year	2021/22 Full Year
		(Actual) \$'000	(Actual) \$'000	(Budget) \$'000	(Variance) \$'000	(Variance) %	(Budget) \$'000	(Achieved) %	(Forecast) \$'000
Recurrent	1	108	2,156	1,866	290	16%	4,461	48%	4,461
Non-Recurrent	2	57	6,731	2,095	4,636	221%	7,526	89%	16,179
Total		165	8,887	3,961	4,926	124%	11,987	74%	20,640

Table 2: Grant Income

Note 1:

YTD recurrent grant income as at 31 March 2023 was \$2.156 million against a budget of \$1.866 million with contributing factors including the receipt of higher than anticipated Victorian Grants Commission funding and child care subsidies.

Note 2:

YTD non-recurrent grant income as at 31 March 2023 was \$6.731 million against a budget of \$2.095 million. The major items contributing to the \$4.636 million favourable variance included:

- \$5.351 million grant income deferred from 2021/22 due to COVID-19 related delays in completing grant-funded capital works (as new accounting standards require that grant income is not recognised until the specific performance obligations of the grant are met);
- \$480,000 in Bushfire Recovery funding that was not anticipated at the time of the budget; and
- \$1.828 million Resilience & Recovery funding that was not anticipated at the time of the budget; and
- \$500,000 in flood support funding that was not anticipated at the time of the budget.

Grants received Year-to-Date (YTD) excluding grants carried forward from the prior year are as follows:

Recurrent Grants	\$'000
Financial Assistance Grants - General Purpose	816
Financial Assistance Grants - Local Roads Funding	433
Kindergarten - Corryong (Early Childhood teacher supplement)	184
Maternal and Child Health Enhancement	159
Kindergarten - Tallangatta	159
Public Libraries funding program 2022-2023	120
Kindergarten - Bellbridge	104
Maternal and Child Health	67
Municipal Emergency Resourcing Program	60
Kindergarten Cluster	30
School Crossing Supervisor Program Funding 2022-23	15
Kindergarten Enrolment	9
Kindergarten Early Start Program	0
Total Recurrent Grants	2,156

Table 3: Recurrent Grant Income received

Non-Recurrent Grants	\$'000
Resilience and Recovery Grant - OPP 505	1,829
Great River Road (Stage 2)	1,250
Council Flood Support	500
Bushfire Financial Support (Commonwealth)	480
Colac Colac Caravan Park	364
Cudgewa Walking Track	350
Walwa Recreation Reserve	300
Local Roads and Community Infrastructure - Phase 2	276
Bellbridge Boathouse	195
Community Child Care Fund (Special circumstances - Bellbridge)	156
Regional Airports Program	124
High Country Rail Trail (Regional Tourism Bushfire Recovery)	110
Neighbourhood House - Tallangatta	96
Supported Parent and Playgroup	92
Kindergarten Three Year Old	75
Future Proof: Young People	68
Bushfire Recovery Grant	63
Bridges Renewal Program - Mitchells Bridge	45
Transforming Tintalra	41
Weed Project	37
Corryong and Bellbridge Structure plans	36
Rural Roads Support Program	35
Council COVID-19 Rapid Antigen Test Program	30
Visit Victoria - Upper Murray Comes Together - RECF final instalment	28
Bellbridge - Playground Project stages 1A, 1B & 2 - Building Blocks	19
Immunisation services - school and adult	18
Kindergarten School Readiness	18
Kindergarten Early Start Program	15
FReeZA	15
Mitta Valley Gravel Grinder (Regional Tourism Bushfire Recovery)	10
Enabling Inclusive Outdoor Participation - Tallangatta Early Years	10
Kindergarten Support - COVID-19	9
Health Admin (Vulnerable persons - HACC)	9
Kindergarten Cluster	7
Premier's Reading Challenge	6
Kindergarten Inclusion	5
Upper Murray Victorian Open Road Series Stage	5
Tabacco 2023	3
Kindergarten Free - Inter-grated Long Day Care	2
Workforce Support	1
Tabacco 2022	1
Community Health and Wellbeing	0
Sleep and Settling Initiative	0
Total Non-Recurrent Grants	6,733

Table 4: Non-Recurrent Grant Income received

CASH POSITION

Total cash and investments as at 31 March 2023 was \$37,959,048. Investments were made up of the following:

Date	Product	Institution	Principal	Yield	Term	Rating	Maturity
14/06/2022	Term Deposit	Macquarie Bank Limited	1,000,000	2.85%	300 Days	A1	11/04/2023
15/06/2022	Term Deposit	ME Bank (BOQ)	1,000,000	3.70%	306 Days	A2	17/04/2023
18/07/2022	Term Deposit	Bendigo and Adelaide Bank Ltd	1,000,000	3.65%	274 Days	A2	18/04/2023
20/06/2022	Term Deposit	National Australia Bank	1,000,000	3.71%	303 Days	A1+	19/04/2023
02/08/2022	Term Deposit	National Australia Bank	1,000,000	3.45%	273 Days	A1+	02/05/2023
05/05/2022	Term Deposit	ME Bank (BOQ)	1,000,000	2.90%	365 Days	A2	05/05/2023
06/05/2022	Term Deposit	WAW Bank	500,000	1.10%	365 Days		06/05/2023
20/06/2022	Term Deposit	AMP	1,000,000	2.85%	336 Days	A2	22/05/2023
18/05/2022	Term Deposit	Bank of Queensland	1,000,000	3.10%	365 Days	A2	18/05/2023
02/09/2022	Term Deposit	AMP	1,039,312	3.90%	270 Days	A2	30/05/2023
03/06/2022	Term Deposit	Bendigo and Adelaide Bank Ltd	1,000,000	2.85%	364 Days	A2	02/06/2023
05/12/2022	Term Deposit	Defence Bank	1,000,000	4.40%	182 Days	A2	05/06/2023
09/12/2022	Term Deposit	Bank Vic (Police Financial Services)	1,000,000	4.35%	180 Days	A2	07/06/2023
12/12/2022	Term Deposit	AMP	1,000,000	4.30%	183 Days	A2	13/06/2023
09/01/2023	Term Deposit	ME Bank (BOQ)	1,000,000	4.40%	182 Days	A2	10/07/2023
18/10/2022	Term Deposit	Macquarie Bank Limited	1,000,000	3.99%	272 Days	A1	17/07/2023
28/10/2022	Term Deposit	Bank of Queensland	1,000,000	4.30%	273 Days	A2	28/07/2023
06/09/2022	Term Deposit	National Australia Bank	1,000,000	3.93%	330 Days	A1+	02/08/2023
08/11/2022	Term Deposit	AMP	1,000,000	4.65%	272 Days	A2	07/08/2023
21/11/2022	Term Deposit	Bendigo and Adelaide Bank Ltd	1,000,000	4.15%	270 Days	A2	18/08/2023
29/08/2022	Term Deposit	Westpac	1,000,000	4.16%	365 Days	A1+	29/08/2023
08/11/2022	Term Deposit	Bank of Queensland	1,000,000	4.40%	306 Days	A2	11/09/2023
12/12/2022	Term Deposit	Westpac	1,000,000	4.17%	274 Days	A1+	12/09/2023
19/12/2022	Term Deposit	Bank of Queensland	1,000,000	4.30%	270 Days	A2	15/09/2023
17/11/2022	Term Deposit	Police Bank	1,000,000	4.35%	330 Days	A2	13/10/2023
05/05/2022	Term Deposit	ME Bank (BOQ)	1,000,000	4.40%	270 Days	A2	30/10/2023
01/12/2022	Term Deposit	Westpac	1,000,000	4.24%	335 Days	A1+	01/11/2023
15/02/2023	Term Deposit	Bank of Queensland	1,000,000	4.65%	276 Days	A2	16/11/2023
18/05/2022	Term Deposit	Bank of Queensland	1,000,000	4.65%	278 Days	A2	20/11/2023
25/05/2022	Term Deposit	Bendigo and Adelaide Bank Ltd	1,000,000	4.55%	276 Days	A2	20/11/2023
08/03/2023	Term Deposit	Macquarie Bank Limited	1,000,000	4.77%	277 Days	A1+	04/12/2023
20/03/2023	Term Deposit	National Australia Bank	1,000,000	4.40%	275 Days	A1+	20/12/2023
22/02/2023	Term Deposit	Westpac	1,000,000	5.02%	365 Days	A1+	22/02/2024
22/02/2023	Term Deposit	Westpac	1,000,000	5.02%	365 Days	A1+	22/02/2024
15/03/2023	Term Deposit	Westpac	1,000,000	4.54%	365 Days	A1+	15/03/2024
15/03/2023	Term Deposit	Macquarie Bank Limited	1,000,000	4.69%	365 Days	A1	15/03/2024
27/03/2023	Term Deposit	AMP	1,000,000	4.90%	365 Days	A2	26/03/2024
N/A	Cash Management	Westpac	1,251,991	3.55%	On Call	A1+	N/A
N/A	S86 Committee	Various	167,745		N/A		N/A
Total Investments			37,959,048				

Table 5: Investments at month end

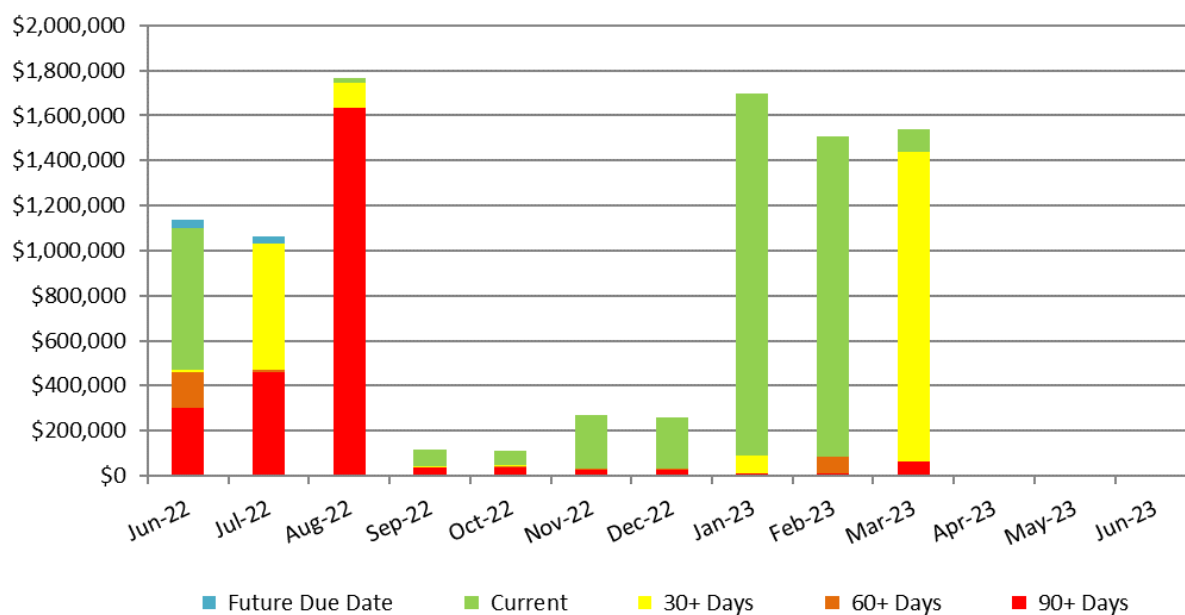
RECEIVABLES

Sundry Debtors

The Sundry Debtors outstanding at month end, and the movement from the prior month is shown below:

Sundry Debtors	Future Due Date	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
March 2023	-	102,337	1,375,000	482	62,315	1,540,134
February 2023	-	1,419,506	482	75,865	8,991	1,504,843
Movement	-	(1,317,169)	1,374,518	(75,383)	53,325	35,291

Table 6: Sundry Debtors



Significant debtors (>\$1,000) with ageing of greater than 90 days as at 31 March are as follows:

Reference	Amount	Description	RO	Notes
284711	\$5,000	Unspent grant	Hume Boat Club	Unspent community Recovery grant owed to Council
3823879	\$2,000	Grant Funding – OPP49081	Dept of Sports & Rec	Funds were received April 2023
4053302	\$1,067	Costs for clean-up of illegally dumped waste	DIE	Debtor is on a monthly payment plan

CAPITAL WORKS

Total expenditure allocated against capital works accounts for the financial year was \$6.694 million against a full year budget of \$31.471 million, with wet weather and shortages of contractors and materials causing delays across a number of projects.

The table below reports capital expenditure incurred for all capital projects with a project budget greater than \$100,000 for the 2022/23 financial year.

Capital Works - 2022/23	No	YTD Actual	Budget
WIP - Storm damage betterment allowance		\$ 446,263	\$ -
WIP - Corryong landfill		\$ 3,500	\$ -
WIP - Weighbridge Corryong		\$ 660,302	\$ 374,666
WIP - Pavement construction - Wisers Creek Road (Talgarno)		\$ 1,006,945	\$ 580,000
WIP - Cudgewa toilet block		\$ 170,039	\$ 142,802
WIP - Digouts/major patching		\$ 806,201	\$ 693,169
WIP - Generator renewal - Tallangatta Office		\$ 34,818	\$ 35,000
WIP - Walwa toilet block		\$ 51,437	\$ 56,091
Carry Forward CAPEX - Finance system upgrade		\$ 72,538	\$ 83,400
WIP - Library resources		\$ 25,857	\$ 30,000
WIP - Playground equipment		\$ 50,116	\$ 60,000
WIP - Playles Hill		\$ 367,654	\$ 500,000
WIP - Corryong Airport		\$ 363,818	\$ 523,693
WIP - Towong Street East (LRCl phase1)		\$ 483,173	\$ 863,173
WIP - Circuit Trail - Corryong (LRCl#1)		\$ 448,212	\$ 946,682
WIP - Plant replacement		\$ 432,910	\$ 985,233
WIP - Colac Colac Caravan Park (Kiosk)		\$ 53,294	\$ 130,100
WIP - IT Equipment		\$ 11,013	\$ 30,000
WIP - Outdoor Dining Bethanga Playground		\$ 71,531	\$ 200,000
WIP - Landfill cell #3		\$ 13,290	\$ 54,301
WIP - Tintalra Boat Ramp		\$ 8,076	\$ 37,040
WIP - Tallangatta office		\$ 28,453	\$ 137,870
WIP - Cudgewa Avenue of Honour		\$ 97,226	\$ 500,000
WIP - Georges Creek Road (Stage 6) - Section 3		\$ 170,821	\$ 911,664
WIP - Colac Colac Caravan Park (Amenities block upgrade)		\$ 105,413	\$ 706,909
WIP - Upper Murray Road upgrade		\$ 54,146	\$ 380,000
WIP - Great River Road (Stage 2)		\$ 315,701	\$ 2,215,698
WIP - Shade structure (Bellbridge Fish)		\$ 3,000	\$ 29,218
WIP - Shade structure (Pelican at Tallangatta Foreshore)		\$ 3,000	\$ 29,218
WIP - Roy Williams Park (Stage 2)		\$ 3,376	\$ 50,000
WIP - Yabba Road upgrade		\$ 19,000	\$ 319,880
WIP - Triangles Irrigation System		\$ 7,044	\$ 120,000
WIP - Bellbridge Walking Path upgrade and Exercise Equipment		\$ 27,564	\$ 484,787
WIP - Stock route		\$ 130,187	\$ 2,646,109
WIP - Bridge replacement - Little Snowy Creek Road		\$ 25,560	\$ 527,049
WIP - Bridge replacement - Smythes Road		\$ 18,455	\$ 394,262
WIP - Corryong Saleyards		\$ 19,110	\$ 436,042
WIP - Triangles toilet block		\$ 9,492	\$ 218,055
WIP - Walwa Recreation Reserve Resilience Enhancements Project		\$ 17,188	\$ 571,000
WIP - ICT Infrastructure Program (IT equip)		\$ 9,412	\$ 487,000
WIP - Footpath replacement		\$ 950	\$ 60,000
WIP - Mitta Streetscape		\$ 5,404	\$ 420,050
WIP - Corryong CBD Revitalisation		\$ 33,164	\$ 2,985,744
WIP - Retaining wall (Tallangatta Transfer Station)		\$ 2,340	\$ 249,100
WIP - Talgarno Toilet Block		\$ 2,268	\$ 250,000
WIP - Bridge replacement - Burrowye Koetong Road South		\$ 2,100	\$ 234,426
WIP - Bridge replacement - Burrowye Koetong Road North		\$ 1,400	\$ 394,262
WIP - Building Demolition Works		\$ 212	\$ 80,000
WIP - Fixing Country Roads (Hanson Street Development) (550069)		\$ 1,500	\$ 3,406,881
Bellbridge Early Years Playground			\$ 188,995
Carpark and Shelter Works, Talgarno Recreation Reserve			\$ 180,000
Dartmouth Splash Park and Pump Track			\$ 350,000
Street Furniture renewal			\$ 30,000
Talgarno tennis court			\$ 469,272
Town entry/ locality signage			\$ 459,967

WIP - Bethanga streetscape - Bethanga Bay Reserve (550077)		\$	33,365
WIP - Blackspot Program (Lake Road and Murray Valley Highway - Old Tallangatta)		\$	239,000
WIP - Building Renewal		\$	360,000
WIP - Corryong Skate Park		\$	932,000
WIP - Dartmouth Streetscape		\$	100,000
WIP - Drainage renewal		\$	100,000
WIP - Dust strips		\$	60,000
WIP - Eskdale Walking Path upgrade		\$	267,458
WIP - Guardrail		\$	60,000
WIP - Kerb and channel - Hanson Street (2017/18)		\$	40,575
WIP - Kerb and channel replacement		\$	119,076
WIP - Lake Road Upgrade and sealing		\$	428,232
WIP - Minor Tools (over \$1,000)		\$	30,000
WIP - Pavement renewal		\$	200,000
WIP - Reseal program (550001)		\$	550,000
WIP - Resheeting (550003)		\$	180,000
WIP - Sandy The Warhorse		\$	80,000
WIP - Tallangatta Holiday Park (Stage 2)		\$	142,571
WIP - Upper Murray 2030 projects (2016/17) (550048)		\$	150,000
WIP - Walwa Walking Track		\$	150,000
Wises Creek road		\$	701,000
		\$	6,694,473
		\$	31,471,085

Table 7: Capital Works year ending 31 March 2023

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**DATASCAPE ACTION SHEET
FROM 26 APRIL 2023 COUNCIL MEETING - CORRYONG**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER	DATASCAPE/ COMPLETE
5	<p>CONFIRMATION OF MINUTES</p> <p>Ordinary Council Meeting held on 22 March 2023.</p> <p>Special Council Meeting held on 29 March 2023.</p>	EA	No SR required
7	<p>PUBLIC QUESTION TIME Submitter: Ms Debbie Monteny</p> <p>1. I thought we all agreed that the buses would not be parked in the town on weekends and school holidays and yet this was not the case over the last holidays. Parking in and around where children are encouraged to use the sporting facilities (especially on holidays) puts them in danger as it reduces drivers visibility. Add that to the very huge trucks parked around the motel last week and we drivers cant see those kids. The kids have to walk out on the road to see if its clear to cross. It is the bus owners responsibility to have a commercial property that can house their assets especially during these times, not council to provide public land to the detriment of all other town residents. This issue cant wait until this parking forum the CEO has mentioned in the past. I can understand through the week - (dont like it but understand) but weekends and holidays is an issue that needs to be addressed more sooner than later as there have been some near misses. What do I need to do to get implemented and we all agree to this matter once and for all?</p> <p>2. Why is there not a pedestrian crossing on Akuna for people to use safely to cross to access schools and/or the sporting facilities. We have them on Towong Street but an area that is used a lot by Children - usually unaccompanied (who we cant see - refer point 1) are left to fend for themselves when crossing the road. Please advise when this can be impemented, especally if we have to put up with trucks and buses parking in Akuna at these</p>	CEO	No SR required

**DATASCAPE ACTION SHEET
FROM 26 APRIL 2023 COUNCIL MEETING - CORRYONG**

	<p>very places where kids are encouraged to use the facilities. Please note that I am deferring any query re the cleaning up of the alley. I am hoping that after 4 months the alley will be clean and we can then discuss council's reponse to making sure people are not allowed to stockpile rubbish again as its in direct contrast to EPA guidelines</p>		
8	<p>INFORMAL MEETINGS OF COUNCILLORS The Meeting Records from the Informal Meeting of Councillors held on</p> <ul style="list-style-type: none"> • 1 February 2023 • 8 February 2023 • 22 February 2023 • 8 March 2023 • 15 March 2023 • 22 March 2023 were noted 	EA	No SR required
9.2	<p>Annual Report 2021/22 (07/07/0001-CEO/Mayor)</p> <p>That:</p> <ol style="list-style-type: none"> 1. The Mayor be thanked for his presentation of the Annual Report 2021/22; and 2. The Annual Report 2021/22 as presented be approved and made available to residents, ratepayers and the general public. 	CEO	<p>Annual report to be made available on approval from VAGO</p> <p style="text-align: center;">SR 28139 Completed</p>
9.3	<p>Leave Request Chief Executive Officer (CEO-Mayor)</p> <p>That:</p> <ol style="list-style-type: none"> 1. The Chief Executive Officer's request for Annual Leave for the period 3 May – 12 May 2023 inclusive be approved; and 		No SR required

**DATASCAPE ACTION SHEET
FROM 26 APRIL 2023 COUNCIL MEETING - CORRYONG**

	<p>2. The appointment of Ms Amanda Pagan, Director Community and Planning, to the position of Acting Chief Executive Officer for the period stated be approved.</p>		
11	<p>Gender Equality Action Plan – LGBTIQA + Actions (07/05/0007-DCP)</p> <p>That we take the following actions:</p> <ol style="list-style-type: none"> 1. We celebrate IDAHOBIT day on 17 May 2023 this year through talks, flying the rainbow flag and other relevant community events; 2. Develop a framework for a community driven LGBTIQA+ community advisory group to be presented at the June council meeting; and 3. Officers provide a report in October 2023 regarding progress against these actions and consider possible further actions. 	DCP	<p>DCP has convened the internal working group to coordinate the celebration of IDAHOBIT.</p> <p>SR 28137</p>
20.1	<p>Section 173 Agreement – Towong Shire Council and Trevor W Jones & Family Pty Ltd and Samsons Gully Pty Ltd (DCP)</p> <p>That the use of the Common Seal be authorised in accordance with <i>Local Law 1 – Common Seal and Miscellaneous Penalties</i> for the purpose of signing the Section 173 Agreement, relating to the land described as Lot 1 TP848660N (Volume 08853 Folio 601), CA 6 Section D Parish of Berringa (Volume 04581 Folio 004), CA 7 Section D Parish of Berringa (Volume 04177 Folio 229), CA 8 Section D Parish of Berringa (Volume 04251 Folio 031) Trewella Road Talgarno has been drafted in accordance with the requirements of Planning Permit 2021/023.</p>	DCP	<p>Agreement has been prepared for signing.</p> <p>SR 28138</p>

Proposed allocation of the Resilience and Recovery Fund

During the period, additional funding was secured, including an additional \$480,000 to continue operation of the Recovery Hub and \$3.672m for bushfire recovery projects (Resilience and Recovery Fund).

The Resilience and Recovery Fund was established by Emergency Recovery Victoria to deliver the following outcomes:

- Communities' recover and build resilience together;
- Recovery and resilience of the whole community is strengthened through Aboriginal culture, knowledge, traditions and connection to country;
- Recovery of industries and businesses through leveraging economic strengths and opportunities;
- Local economies have increased capacity to respond and adapt to future disasters;
- Recovery responses strengthen community capacity to manage their own recovery and resilience to future disasters; and
- The recovery workforce has the capabilities and support needed to respond to community needs.

The following cannot be expended as part of the fund:

- Projects that may have a negative impact on the environment, heritage, existing businesses, services and/or communities;
- Repair works or activities that are otherwise covered by insurance;
- Political and/or fundraising activities (including gifts or prizes);
- Asset purchases benefiting individuals (as opposed to those owned by an organisation for community benefit);
- The purchase of land or buildings;
- Activities outside of the funded period, including retrospective funding for projects that have commenced or are completed before funding is approved;
- Projects that require ongoing or recurrent funding to succeed or deliver benefit;
- Projects that are within the responsibility of another State, Federal or Local Government program and/or are more suitably funded under another program;

- Activities that will break any Federal, State or local laws (including any current coronavirus restrictions or health directions);
- Offsetting of salaries, operating costs for existing staff or contractors;
- Feasibility studies, business plans, cost-benefit analysis and economic impact studies;
- Native vegetation and threatened species offsets or offsetting activities (such as a condition of a permit) and non-indigenous vegetation;
- Boundary fencing or property subdivision fencing without a demonstrated public benefit (barbed wire fencing will not be supported); or
- Pest animal (non-native) control, including the use of funds to engage an authorised contractor to undertake these activities (e.g., baiting, shooting, trapping, tranquilisers, explosive or fumigation).

The proposed allocation of the Resilience and Recovery Fund, detailed in the table below, provides significant investment to better prepare communities for future risks, including significant climate risks to our communities. The proposed allocation of funds has also been designed to achieve the outcomes articulated in the *Municipal Recovery Plan*, and the *Upper Murray Community Recovery Committee Plan* and ensure all parts of the municipality can access funds to improve their resilience to future climate risks and emergencies.

Key Activity / Delivery Area	Proposed allocation
Recovery and resilience through culture	\$425,000.00
Economic recovery and recovery project delivery (excludes recovery team and hub operations)	\$1,553,000.00
Building community resilience	\$684,000.00
Capacity to respond and adapt to future disasters	\$865,000.00
Strengthen community capacity to manage recovery and resilience to future disasters	\$145,000.00
TOTAL (\$):	\$3,672,500

Community Services Report – September 2022 – March 2023

Maternal and Child Health Services (MCH) and Family Support Services.

The MCH service operated across the municipality and continued to support families, offering core services including:

- Sleep and settling training;
- Enhanced maternal child health support;
- Key ages and stages development milestone checks;
- Family violence interventions, early trauma and grief services; and
- Neonatal resuscitation and choking training.

Other support included the provision of cots, car seats, linen, books, clothing and food for families requiring assistance.

Bellbridge, Corryong, Mitta Mitta and Tallangatta MCH clinics continued offering their First Time Parents Group (FTPG) this quarter. The Mother Goose program has also continued in Corryong and Tallangatta, with good attendance across all areas.

The Family Support Officers continued their work with families to improve parenting capacity. Staff continue to work closely with various health and family violence organisations, including our ongoing relationship with child protection to ensure the most vulnerable families receive the support needed.

The supported playgroup program continued to operate in Corryong, Mitta and Tallangatta. All programs are well attended with 8 to 12 attendees most weeks.

The Bringing Up Great Kids program is also being run in Tallangatta and Corryong.

Child Care

Childcare services continued in Tallangatta, Bellbridge and Walwa. Events held at the centres during the period included:

- Blue Earth Program at Bellbridge Kindergarten and Child Care Centre;
- ANZAC Day excursion and activities in kindergartens;
- Speech Pathologist observations in Kindergartens and Child Care Centres;
- Parent information session in Corryong; and

- Professional development for staff including CCCFR Communities of Practice, Body Safe Superstars, Carers Victoria – Carer Friendly Places, and Cultural Awareness Training.

Childcare in Corryong is still being delivered via the Peekaboo service.

Kindergarten

The three and four-year-old kindergarten programs operated in Corryong, Tallangatta, Bellbridge and Walwa throughout the quarter.

The Department of Education and Training, Quality Assessment and Regulation Division completed the assessment and rating process for Tallangatta and Bellbridge Early Learning Centres. This process is completed on a three to five-year interval. The last assessment of Tallangatta was conducted in 2018 and Bellbridge was conducted in 2016.

The assessment confirmed that both Centres are meeting all the National Quality Standards. Tallangatta notably received one 'exceeding' in Quality Area 6: Collaborative partnerships with families and communities.

Kindergarten held the following events:

- Accounts and enrolments moved to OWNA for a more streamlined process with all systems in the one place;
- Children from all centres participated in ANZAC DAY celebrations and experiences. Experiences included creating wreaths, excursions to the war memorials in towns, reading stories such as ANZAC TED and Corryong had one of the staff members come dressed in her army uniform and have a discussion with the children;
- Easter craft and activities, including children creating Easter baskets and participating in Easter Egg hunts;
- Tallangatta had its first Parent Committee working bee conducted on 23 April. Three families turned out but were able to put together raised garden beds for the outdoor vegetable and sustainability area, as well as erecting a shed for additional storage; and
- The Early Years staff had a Professional Development day at Tallangatta on the issue of Body Safety (Consent/Privacy for children, etc.).

Early Years Developments

The Bellbridge Early Years Centre Yard upgrade works have commenced with a contractor shortlisted for the upgrades. It is expected the work will finish by late 2023.

Council has been provided access to state government funding to undertake the required planning for facility developments required as part of the forthcoming introduction of 30 hours per week of Kindergarten for four year olds in 2028.

This change will require most existing facilities to be extended or modified and the planning process will the scale and scope of changes is understood and ready for infrastructure grant funding.

Youth

The *Youth Plan 2019-2023* provides strategic direction for Council's youth services. The plan was developed in consultation with key stakeholders and is evidence-based.

The following five key themes were identified as priority areas for delivery by Council in consultation with young people and key stakeholders:

1. Community Connectedness
2. Health and Wellbeing
3. Recreation
4. Educational Pathways
5. Collaborative Partnerships

The service delivery and programs are prioritised to best meet the needs of young people.

During the period the team delivered a series of successful events including:

- Playles Hill Mountain Bike Course in February 2023
- School Holiday Program in February 2023
- School Holiday Program in January 2023
- School Holiday Program in December 2022
- VicSwim Program in December 2022
- Evolve Fet
- Family Wellness Festival in November 2022

Neighbourhood House

The objective of the Tallangatta Neighbourhood House (TNH) is to support and engage the community of Tallangatta and surrounds through a broad range of social, learning and recreational opportunities. TNH aims to improve mental health and well-being, build resilience and foster a sense of connectedness within the community.

Throughout the reporting period, the Neighbourhood House has undertaken activities in the following four key service delivery areas:

Support to Tallangatta Community Groups

- Chairing of Tallangatta Mens Shed meeting to establish future direction for the group and planning of workshops to build membership;
- Promotion and event planning guidance to Tallangatta Girl Guides for 100th birthday celebration community event;
- Promotion, event planning and delivery support to Tallangatta & District Senior Citizens for music concert and health information events;
- Event coordination support and promotion to Rotary Club of Tallangatta for Australia Day event;
- Chairing of Tallangatta Community Share Garden meeting to rejuvenate community interest in garden and activate a volunteer roster; and
- Guidance to group of community members looking to re-establish monthly community markets in Tallangatta.

Collaboration with Organisations and Services

- Meeting with Tallangatta Health Service to identify 2023 events for combined delivery including RUOK Day, Women's and Men's Health weeks;
- Attendance at Upper Murray Regional Neighbourhood House Network - Committee of Governance meetings;
- Participation in Towong Shire Council Reconciliation Action Plan Committee;
- Meeting with Wodonga TAFE Skills & Jobs team to rejuvenate monthly career advice visits to Tallangatta;
- Various meetings with external providers about potential partnering and delivery of services in Tallangatta including Elders Rights Advocacy; Wellways New Access Program and Hume Riverina Community Legal Service;
- Attendance at Asset Based Community Development training and MAV Insurance: Event Risk Management Workshop; and
- Attendance at Upper Murray Region Neighbourhood House Network Managers Forum.

Activation of Neighbourhood House in Old Kindergarten building

- The Old Kindergarten has now been cleared of Council files and is now being prepared for the approved 12 month pilot period where the Neighbourhood House will

Programs, Activities and Events

- Regular email communications promoting upcoming House and broader community activities to 510 individuals on the Neighbourhood House mailing list;
- Promotion of upcoming House activities and outcomes on the House Facebook page with 911 followers; and

Neighbourhood House worked collaboratively with organisations and the community to deliver the following activities:

Activity	Attendees
First Aid Course	7
Mosaics workshop	8
Womens Wellbeing Weekend	120
Hume Riverina Community Legal	2
Halloween Trick or Treat	70 (children)
Sounds Like Spring Concert	100
Christmas Baking	8
Kids Cooking – Gingerbread House	24
Christmas Wreath workshop	24
Christmas Celebration	230 (children)
AUSLAN	23
Skills & Jobs Centre – Career Changers	1
Kids Cooking - Biscuits	8
Kids Craft – Lanterns	13
Kids Sewing – Potholders	6
Block printing	10
Resin Cheeseboards	15
Tribal Grooves	7
Kids Craft – Keyrings	12
Skills & Jobs Centre – Over 45s	1

Women's Wellbeing Weekend – 22 & 23 October 2022

120 women gathered in Tallangatta for this event coordinated by Tallangatta Neighbourhood House.

The event's objective was to give women from Towong Shire the opportunity to share a weekend of self-care, connection, fun and learning.

There were 16 workshops on offer including weaving, drawing, aromatherapy, sustainability, cooking, singing, macrame, yoga, cardio drumming and many more. Representatives from women's health and service organisations were also in attendance to provide information.

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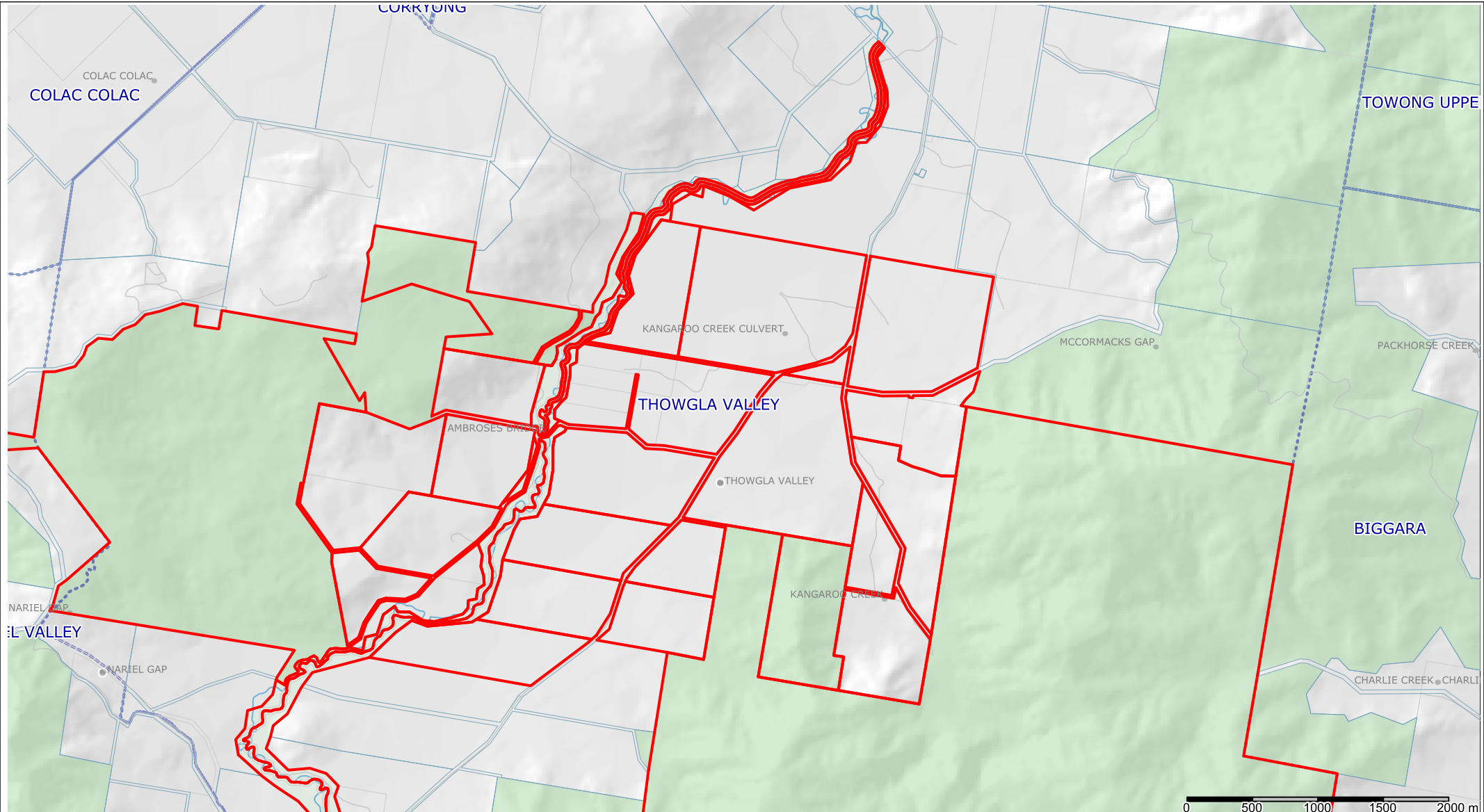
Projects	Comments	Plan	Design	Procure	Build	Finish
1 Talgarno Tennis court	Ongoing	•	•	•	•	
2 Pavement Renewal (Year-4)	Completed as part of Wises Creek Stage 1	•	•	•	•	•
3 Annual resheeting program (Year-1)	Procurement complete for contractors	•	•	•		
4 Major patching and road reconstruction program	Contract renewal complete. Construction ongoing.	•	•	•	•	
5 Annual guard rail construction & replacement (Year-1)	Upper Murray Road guardrail installed.	•	•	•	•	
6 Annual Plant Replacement (CF + Year 2022/23)	In procurement stage - Grader delivered. In planning stage - Tractor, water cart, forklift.	•	•	•	•	
7 IT equipment upgrades (Year-1)	Items to be purchased throughout the year.	•	•	•	•	
8 Annual library book renewal (Year4/4 CF)	Items to be purchased throughout the year.	•	•	•	•	
9 Annual Town Beautification/ Tallangatta Service signs	Tallangatta town entrance service signs works programmed for late 2022.	•	•	•		
10 Colac Colac Caravan park upgrade	Camp kitchen and east amenities block construction complete.	•	•	•	•	•
11 Colac Colac Caravan park - Kiosk building	Kiosk now on site, deck under construction.	•	•	•	•	
12 Minor tools (item over \$1000)	Purchases made throughout the year.	•	•	•	•	•
13 Corryong Airport upgrade, fuel	Complete.	•	•	•	•	•

Projects	Comments	Plan	Design	Procure	Build	Finish
14 Hanson St. Corryong (FCRP)-R2	Under construction.	•	•	•	•	
15 Wisers Creek Road	Stage 1 and 2 complete, stage 3 in design phase.	•	•	•	•	
16 Bethanga Streetscape and landscaping	Works completed. Further drainage works included in 23/34 budget.	•	•	•	•	•
17 Upgrade Skate Park- Corryong (Year 1)	Upgrade of existing skate park.	•	•			
18 Roy Williams Park, Bellbridge stage-2	Works ongoing	•	•	•	•	
19 Landfill construction (capping) -Corryong	Design procurment underway	•	•			
20 Tallangatta Toilet Block	Construtcion to commence late May	•	•	•	•	
21 Mitta Streetscape	Construtcion to commence late May	•	•	•	•	
22 Dartmouth splash park and pump track	Budget transferred to pump track and splash park – Dartmouth. In design phase.	•	•			
23 Stock route - Corryong	Construction commenced.	•	•	•	•	
24 Towong Street East Upgrade-Tallangatta	Civil works complete, landscaping in design phase.	•	•	•	•	
25 Annual Kerb and Channel renewal (2022/23) - Towong Street East	Kerb construction completed.	•	•	•	•	•
26 Circuit trail Corryong	Stage 1 complete. Stage 2 pending cultural heritag assessment.	•	•	•	•	

Projects	Comments	Plan	Design	Procure	Build	Finish
27 Weighbridge and truck wash for Corryong	Ongoing.	•	•	•	•	
28 Specific building renewal - including HVAC replacement	Complete.	•	•	•	•	•
29 Refurbishment Walwa toilet block	Complete.	•	•	•	•	•
30 Replacement Cudgewa toilet block	Complete.	•	•	•	•	•
31 Dust strips 2022/2023	No requests received for 2022/2023 to date. Carry forward.					
32 Wises Creek Road - Dust strip	Stage 3 ongoing.	•	•			
33 Vincents Road - dust strip	Complete.	•	•	•	•	•
34 Great River Road Stage 2	Construction ongoing.	•	•	•	•	
35 Bridge replacement - Smythes Rd	Works commenced.	•	•	•	•	
36 Bridge replacement - Little Snowy Creek Rd	Works commenced.	•	•	•	•	
37 Bridge replacement-Burrowye/Koetong Rd East	On hold due to budget.					
38 Bridge replacement- Burrowye/Koetong Rd West	On hold due to budget.					
39 Tallangatta Transfer station - retaining wall	In procurement phase.	•	•	•		

Projects	Comments	Plan	Design	Procure	Build	Finish
40 Yabba Road upgrades	Design complete.	•	•			
41 Upper Murray Road upgrades	Complete.	•	•	•	•	•
42 Lake Road - unsealed section	In design phase.	•	•			
43 Lake Rd / MVH - Old Tallangatta	Further designs requested by Department of Transport	•	•			
44 Georges Creek Road Section 3	Complete.	•	•	•	•	•
45 Shade Sail for the Fish Sculpture on Bellbridge Foreshore	Complete.	•	•	•	•	•
46 Shade Sail for the Pelican Sculpture on Tallangatta Foreshore	Complete.	•	•	•	•	•
47 Bellbridge Walking Track Upgrade and Exercise Equipment	Further funding received. Sealing of section 1 (Boat club to shade shelter) complete. Section 2 upgrade in design phase. Exercise equipment complete.	•	•	•	•	
48 Eskdale Walking Track – Seal Path	Unsealed path construction complete. Storm damage repair pending. Sealing of track scheduled.	•	•	•	•	
49 Corryong CBD streetscape - Kiell St to Donaldson St	Under contract	•	•	•		
50 Playles Hill Upgrades	Toilet block complete, walking path and viewing platform nearing completion, furniture complete.	•	•	•	•	
51 Bethanga Playground - Outdoor dining	Play equipment under construction.	•	•	•	•	
52 Annual drainage asset survey and renewal (2022/23)	Completed as part of Towong St. east project.	•	•	•	•	•

Projects	Comments	Plan	Design	Procure	Build	Finish
53 DWMP for Bethanga - Sewer works	No further progress. Funding received to support review of DWMP and mapping of septic tanks	•	•			
54 Guys Forrest Road re-alignment	In land acquisition phase. Project facing challenges and on hold.	•				
55 Cudgewa Avenue of Honour	Tree works commenced.	•	•	•	•	
56 Generator renewal for Tallangatta Office	Complete.	•	•	•	•	•
57 Sandy The Warhorse	In build phase. Plinth complete.	•	•	•	•	
58 Triangles Irrigation System	Construction programmed for late May.	•	•	•		
59 Street Furniture Renewal	Works undertaken throughout the year.	•	•	•	•	
60 Talgarno Toilet Block	In design phase.	•	•			
61 Storm damage betterment allowance	Bridge replacement Sandy Creek complete.	•	•	•	•	•
62 Building Demolition - Tallangatta depot, toilet block & Walwa old football club change rooms	Under contract. Tallangatta Depot shed and toilet block programmed for May/June. Walwa change rooms on hold	•	•	•		
63 Walwa recreation reserve	In procurement phase.	•	•	•		



Towong Shire Council Climate Adaptation Action Plan



Prepared for

Towong Shire Council

Version	Author	Date	Description of changes
v0a-b	Sophie Beard	16/12/2022	Drafting Process
v0c	Cecilia Hyslop	11/01/2023	Review
v1a	Sophie Beard	13/01/2023	Draft Issue to Council
v1b	Sophie Beard	17/01/2023	Updates following council review
V2	Rachael Gadd	9/05/2023	Updates applied

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About Ironbark Sustainability

Ironbark Sustainability is a specialist consultancy that works with government and business around Australia by assisting them to reduce energy and water usage through sustainable asset and data management and on-the-ground implementation.

Ironbark has been operating since 2005 and brings together a wealth of technical and financial analysis, maintenance and implementation experience in the areas of building energy and water efficiency, public lighting and data management. We pride ourselves on supporting our clients to achieve real action regarding the sustainable management of their operations.

Our Mission

The Ironbark mission is to achieve real action on sustainability for councils and their communities.



Ironbark is a certified B Corporation. We have been independently assessed as meeting the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose

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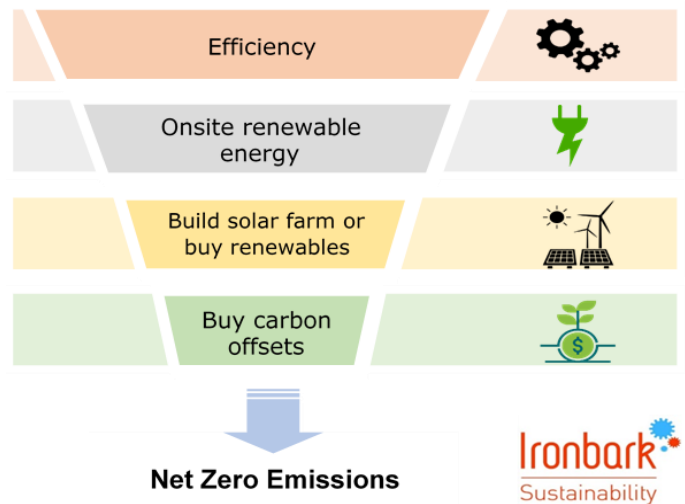
Executive Summary

This Climate Change Action Plan presents Towong Shire Council’s (TSC) progress towards reducing their corporate greenhouse gas emissions and maps out a practical pathway for Council to further reduce their emissions over the next ten years. Emissions from the broader community are excluded from this document.

The plan reviews TSC’s current emissions and actions taken since 2018, based on data collected by Council for FY 2021/22. The action plan sets out emissions reduction and offsetting opportunities for Council utilising the greenhouse gas (GHG) emissions reduction hierarchy (Figure 1) and will result in significant cost savings and emissions reductions over the lifetime of the assets.

It is recommended that this document is reviewed and updated at least every four years to take advantage of the emergence of new technologies and opportunities that may allow for faster and more cost-effective emissions reduction.

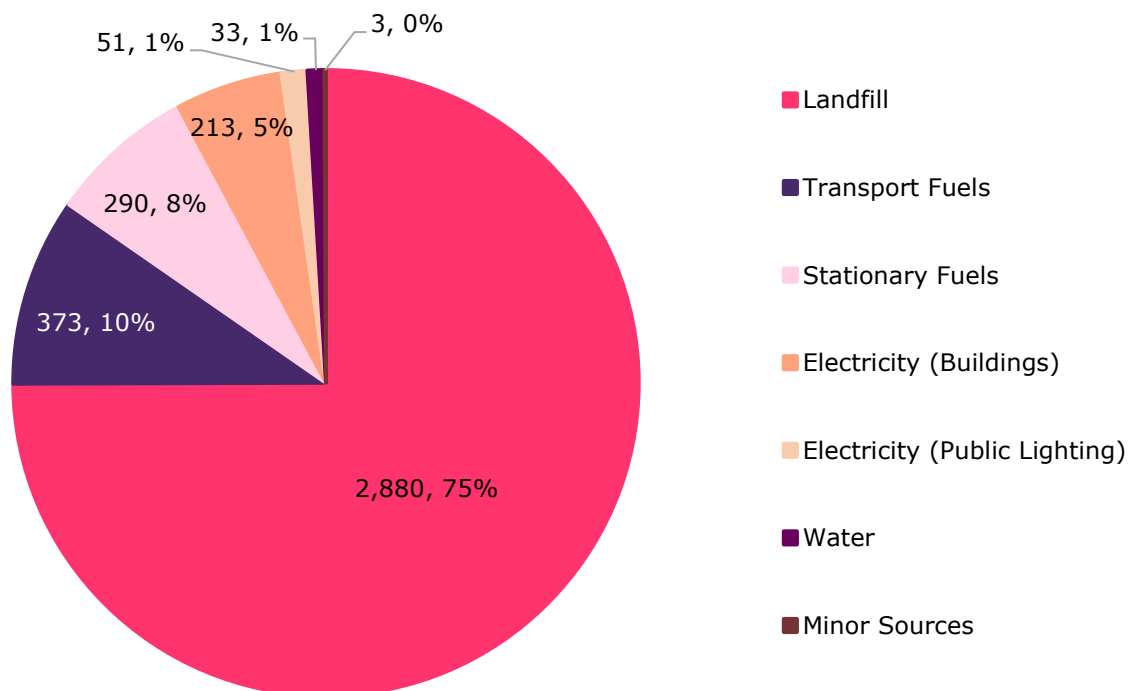
Figure 1: GHG Emission Reduction Hierarchy



Corporate Emissions Summary

Council’s total emissions for the 2021/22 financial year have been calculated to be 3,842 tonnes CO₂-equivalent (tCO₂-e). Emissions reduction measures employed by Council since 2018 include installing behind the meter solar PV systems at 12 Council owned facilities, conducting Type 1 and Type 2 building audits at 15 buildings and upgrading lights to LED bulbs at 10 sites.

Figure 2: TSC Emissions Inventory 2020/21 (tCO₂-e)



Emissions Reduction Pathway






To develop a pathway of emissions reduction for Towong Shire Council, Ironbark analysed opportunities against key emissions sources within Council’s inventory. Opportunities were assessed against total emissions abatement, cost of implementation (above BAU capital expenditure) and potential lifetime savings. Actions were prioritised where a meaningful reduction in emissions could be made at an acceptable return on investment (ROI), typically less than 10 years.


The following actions are proposed for TSC to implement to establish an emissions reduction trajectory:

- Introduce weekly municipal Food Organics and Garden Organics collection
- Procure 100% renewable energy electricity for council facilities and public lighting
- Complete upgrade of all public lighting to LED
- Assess how many building and public BBQ’s have gas supplies and investigate a transition to electric and/or solar boost systems.
- Upgrade gas BBQs to electric (where viable)
- Develop a 5 year Transition Plan for Council adoption to prepare for fleet electrification including charge stations, vehicle options.
- Procure Electric Vehicles (EVs) to replace petrol and diesel passenger vehicles at their end of life
- Procure EVs to replace diesel utility vehicles at their end of life
- Seek funding to install charging infrastructure to support EV procurement
- Monitor emergence of viable electric or hydrogen alternatives for heavy plant
- Investigate the procurement of electric alternatives for stationary plant at end of life (where viable) Update infrastructure specifications to encourage use of recycled and low emissions materials in capital works projects

Table 1 provides the cost-benefit analysis results of several of the recommended actions over the next ten years. The impact of these actions has been modelled to 2032/33. The lifetime savings for each action represents financial savings across the expected lifespan of each action.

Table 1: Cost-Benefit Summary of Recommended Actions

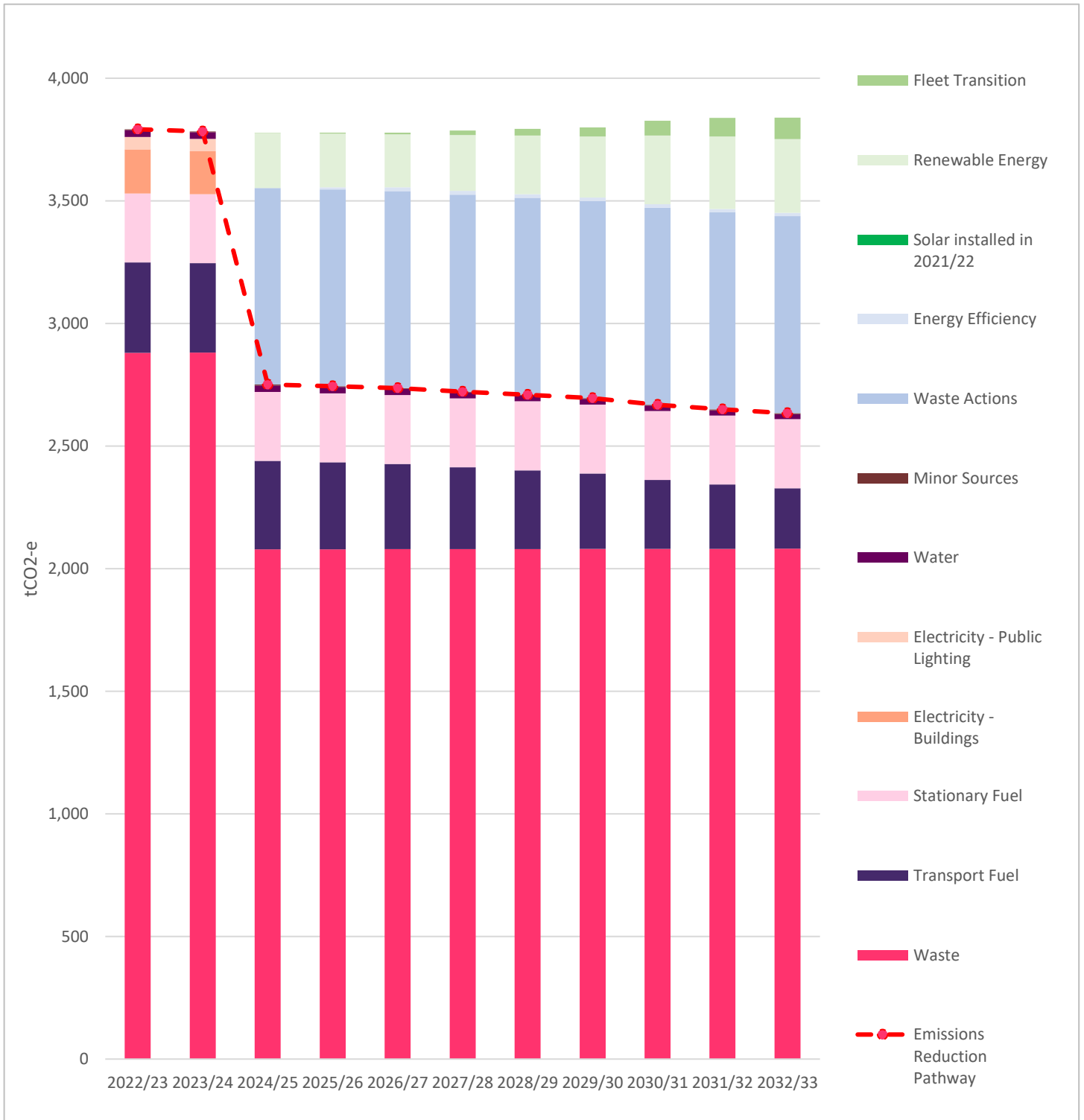
Action	Refer to Section	Start Year	Annual Emissions Abated in 2030/31 (tCO ₂ -e)	Total Cost	Lifetime Savings
 Introduce Food Organics Garden Organics collection	3.2.1	2024/25	900	Not modelled	
 Develop Fleet Transition Plan	3.3.2	2023/24	N/A	\$15,000	Nil
 Transition all passenger vehicles to EVs by 2032/33.	3.3.3	2024/25	100	\$70,500	\$460,000
 Transition all utility vehicles to EVs by 2032/33	3.3.4	2026/27	115	\$18,000	\$570,000
 Install sufficient charging stations for passenger and utility EVs	3.3.5	2024/25	N/A	\$365,000	\$0

Action	Refer to Section	Start Year	Annual Emissions Abated in 2030/31 (tCO ₂ -e)	Total Cost	Lifetime Savings
 Replace all public lights with LED	3.5.3	2025/26	15	\$130,000	\$130,000
Total			1,130	\$598,500	\$1.16 m

If all the actions listed in Table 1 are implemented, Towong Shire Council is estimated to be able to abate 1,130 tCO₂-e per year by 2032/33 compared to BAU emissions projections. A further 300 tCO₂-e can be abated through the procurement of 100% renewable energy.

Taking all of these factors into account, Council's residual emissions in 2032/33 are estimated to be approximately 2,600 tCO₂-e, representing a 31% reduction in GHG emission compared to 2021/22 levels, the trajectory of which is shown in Figure 3.

Figure 3: Emissions Reduction Pathway to 2032/33



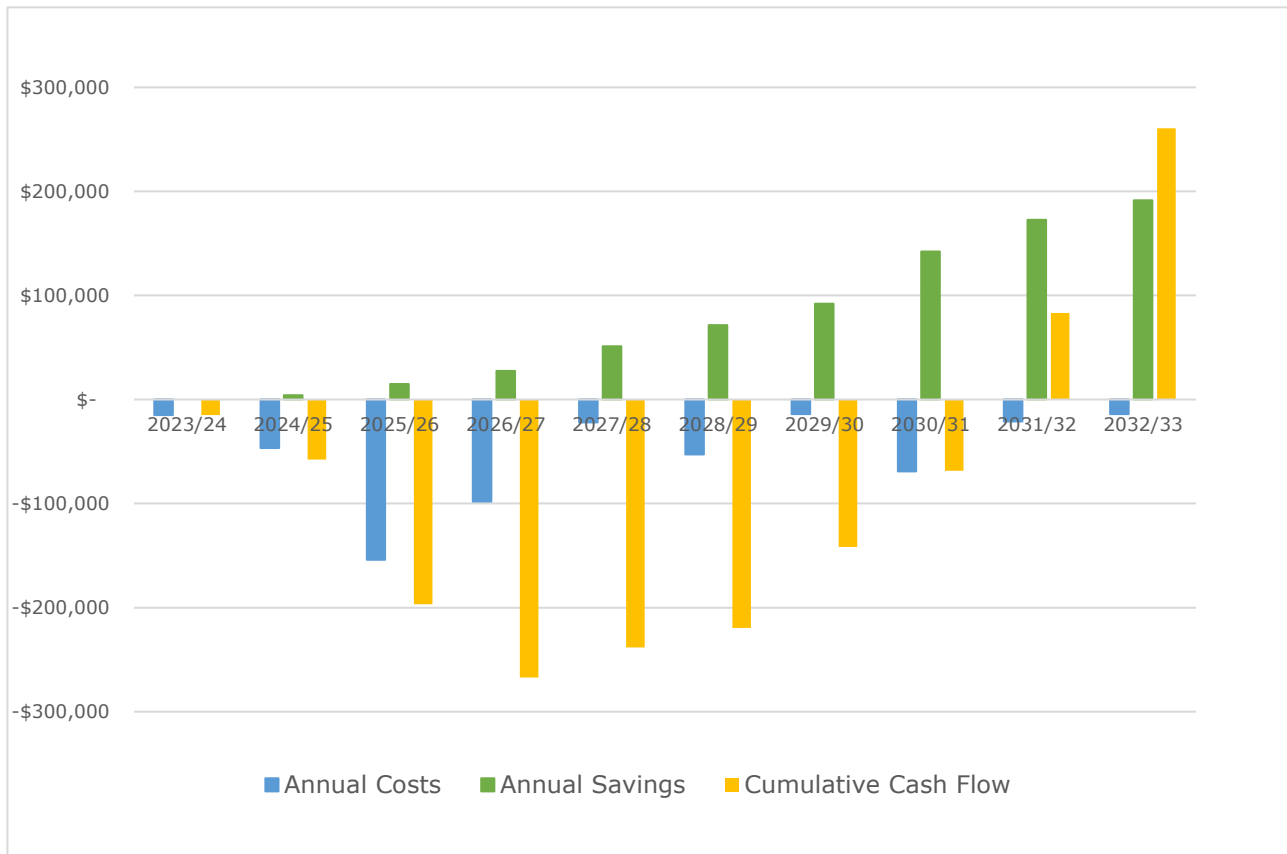
A cash flow analysis has been undertaken, which shows the anticipated cash flow of actions implemented in accordance with the proposed phasing presented in Table 1. Figure 4 shows the results of this analysis, which includes the following key takeaways:

- The cumulative cash flow (yellow bar) in each year is the cumulative savings minus total costs incurred between 2023/24 and that year. A negative cumulative cash flow indicates total costs

to date are greater than savings. A positive cumulative cash flow shows a net saving has been achieved across all implemented actions

- First four to five years of implementation are a period of larger capital expenditure and investment (blue bars, showing negative cash flow)
- Annual savings ramp up as actions are completed, resulting in over \$170,000 saved each year from 2031/32 (green bars, showing positive cash flow)
- High expenditure in the early years results in a cumulative cash flow deficit until 2030/31 (yellow bars, showing negative cash flow)
- As annual savings from emissions reduction actions accumulate, there is an overall plan break-even point in 2031/32 (yellow bars show positive cash flow from this year)
- By 2032/33 the cumulative cash flow shows savings of \$260,000, which will continue to increase into the future

Figure 4: Cash Flow Pathway



1. Introduction

1.1 Background

In early 2018, Ironbark Sustainability developed a Greenhouse Reduction Plan and Inventory for Towong Shire Council (TSC) as part of the Local Government Energy Saver Program. Since then, TSC has implemented several major projects to reduce their corporate emissions. Council’s emissions reducing achievements to date include:

- Installation of 370kW of rooftop solar PV on Council buildings
- Energy efficiency audits
- LED upgrades and equipment optimisation at Council facilities
Urban tree planting strategy

1.2 Climate Change Action Plan

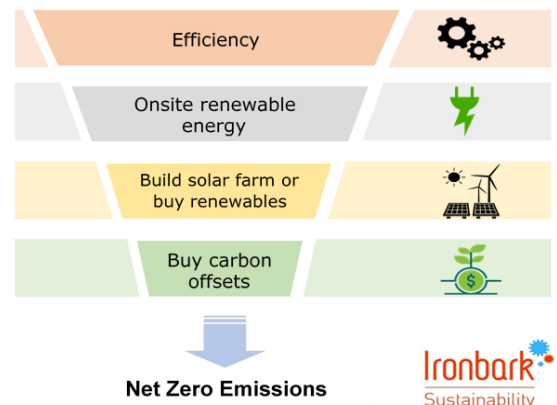
This 10-year Climate Change Action Plan is a continuation of the work commenced in 2018 to reduce TSC’s corporate emissions. The plan charts a pathway for TSC to continue to reduce its emissions over the next decade.

Underlying the action plan is an inventory of Towong Shire Council’s corporate greenhouse (GHG) gas emissions. This has been generated using Council’s operational data of energy and emissions in financial year 2021/22, as collated by reporting software Trellis. This emissions inventory is summarised in Section 2, along with a comparison to Council’s 2016/17 emissions.

Sections 3 and 4 present the emissions reduction and offsetting opportunities for Council to implement over the next ten years and establishes an emissions reduction trajectory for Council. The trajectory is presented as a practical pathway, utilising the greenhouse emissions reduction hierarchy shown in Figure 5 and resulting in net cost savings for Council as well as significant emissions reductions over the lifetime of the investments.

Actions have been included out to 2032/33, however it is recommended that TSC review and update this document at least every four years to ensure ongoing actions are guided by updated information and take advantage of emerging technologies that could accelerate emissions reduction in different areas of council operations.

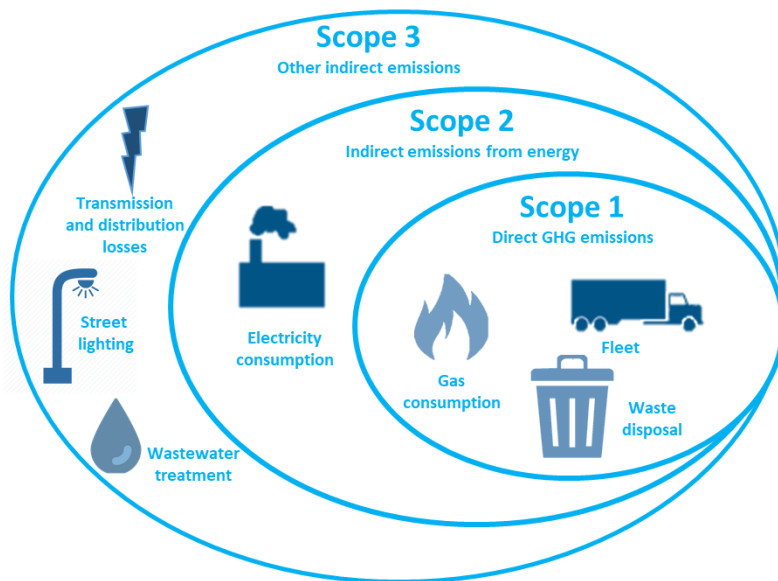
Figure 5: GHG Emission Reduction Hierarchy



2. Council’s Corporate GHG Inventory

As part of this climate change action plan, Ironbark has reviewed TSC’s GHG emissions inventory for Council’s corporate operations for the 2021/22 financial year. This represents the baseline year from which this action plan will determine a pathway of emissions reduction. The operational boundary for TSC was defined using the scopes framework, which divides corporate emissions into three scopes as illustrated in Figure 6.

Figure 6: Emissions scope summary



- **Scope 1** emissions are defined as “direct emissions from owned or controlled sources” and are emissions created when Council burns a fuel in an owned asset such as fleet burning diesel or petrol, or a building using natural gas. Emissions from Council-owned landfill sites also fall into scope 1.
- **Scope 2** emissions are defined as “indirect emissions from the generation of purchased energy” and include electricity purchased for Council-owned and operated assets.
- **Scope 3** emissions are defined as “all indirect emissions (not included in scope 2) that occur in the value chain of the reporting entity (Council)” these include electricity purchased for Council-owned but not occupied buildings, electricity purchased for street lighting, emissions associated with water use and emissions from the extraction and production of fuels (including diesel, E10 or petrol, natural gas and electricity).

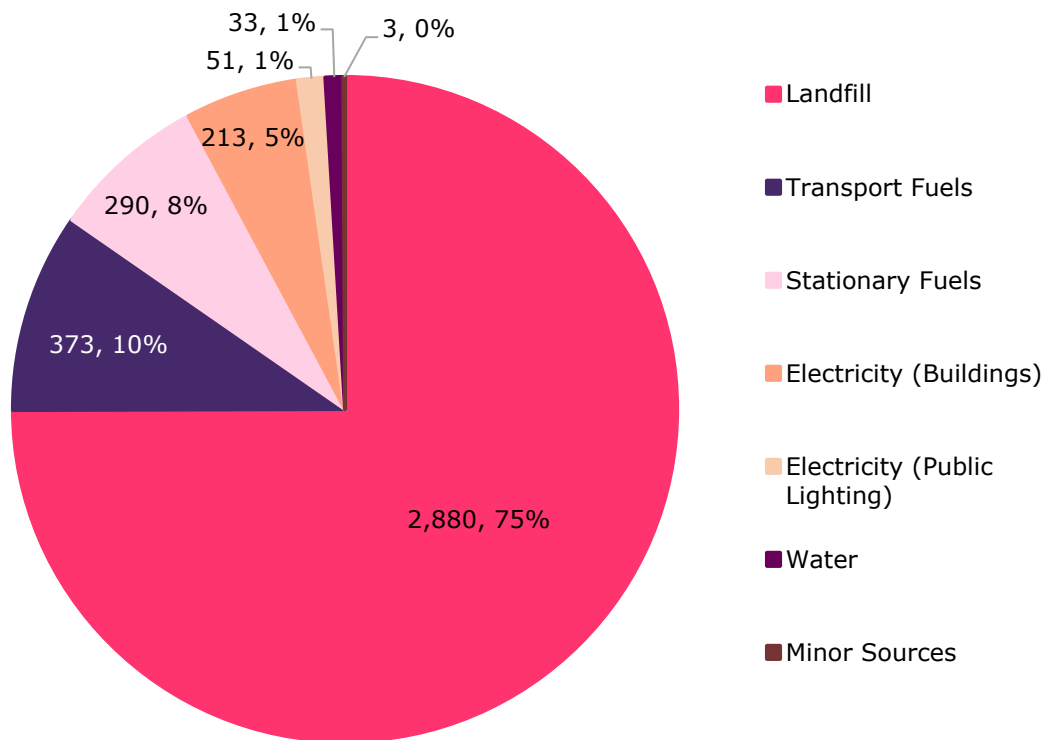
2.1.1 Corporate GHG Inventory - 2021/22

Council’s total emissions (Scope 1+2+3) for the 2021/22 financial year have been calculated to be 3,842 tonnes of CO₂-equivalent (tCO₂-e).

Figure 7 provides an overview of Corporate GHG Emissions for Towong Shire Council by sector. Emissions from Landfill account for the majority of Council’s emissions at 75% or 2,880 tCO₂-e. Transport fuels and stationary fuels are the next most significant sources, contributing 10% and 8% respectively. Electricity usage accounts for 5% or 213 tCO₂-e, with an additional 51 tCO₂-e contribution from Street Lighting. Water accounts for 1%, and minor sources contribute less than 1% in total. Minor sources include office paper and cleaning services.

This inventory is based on a review of Council’s activity data collated by reporting software Trellis over the 2021/22 financial year.

Figure 7: Greenhouse emission profile by sector 2021/22 (tCO₂-e)



2.1.2 Inventory Comparison

Ironbark Sustainability conducted an inventory for TSC in 2018 for their GHG emissions in 2016/2017. The results of this inventory in comparison to the 2021/22 inventory is presented in Table 2. TSC’s total emission for 2016/2017 was 1,214 tCO₂e, based on activity data collected by Council. Although this is just under one third of Council’s current emissions inventory, this does not necessarily mean there has been an increase in emissions in real terms.

The most significant increase in emissions is due to Council’s Corryong Landfill, which is due to be closed in early 2024. The increase in carbon emissions is due to a change of data capture methods between 2016 and 2023. The 2023 data is considered more accurate of the waste

volumes received at the Corryong Landfill. . As landfill emissions only fall within Council’s corporate emissions boundary when Council operates the facility, the closure of the Corryong landfill and sending waste to a non-Council managed facility means will shift these emissions to a Scope 2 emissions source for Council (non direct). The real gains in this area will be the removal of food and garden organics from the waste stream and encouraging high rates of recycling by the community to reduce the volume of waste to landfill.

Most other emissions sources have reduced when compared to 2016/17 levels, including electricity for buildings and public lighting, and stationary fuel. Transport fuel emissions have increased; however this may be due to data gaps in 2016/17.

Table 2: Inventory Comparison 2016/17 and 2021/22 (tCO₂-e)

Sector	2016/17	2021/22
Waste Disposal	105	2880
Transport Fuels	151	373
Stationary Fuels	515	290
Electricity (Buildings)	314	213
Electricity (Public Lighting)	67	51
Water	62	33
Office Paper	-	3
Cleaning and Chemicals	-	0.1
Total	1,214	3,842

2.1.3 Inventory Gaps

In reviewing Council’s current inventory a number of data gaps were identified. Many of these are expected to be minor, including lubricant use, fugitive emissions from HVAC and business travel. Other sources could be significant and should start to be monitored and accounted for in future inventories. The most potentially significant emissions sources that have not been captured are contractor fuel, and concrete and asphalt.

Contractor fuel is the fuel consumption that contractors and service providers utilise when carrying out services paid for by Council and is classified as a scope 3 emissions source. Depending on the level of outsourcing undertaken by Council for service delivery and maintenance of assets, contractor fuel use could be significant. While Council does not control the day-to-day fuel usage, it does have significant scope to set terms of contractual arrangements and make decisions about which services to deliver in house and which to outsource, which can have a significant impact on emissions produced or reduced.

Council maintains a large infrastructure network within the shire. Maintenance of this network and construction of new roads and footpaths to meet the needs of the community requires large volumes of cement and asphalt to be used annually. Cement is one the largest

contributors to greenhouse gas emissions globally, accounting for approximately 8% of global emissions.

Council should continue to improve its data collection processes to ensure the development of more complete emissions inventories in the future.

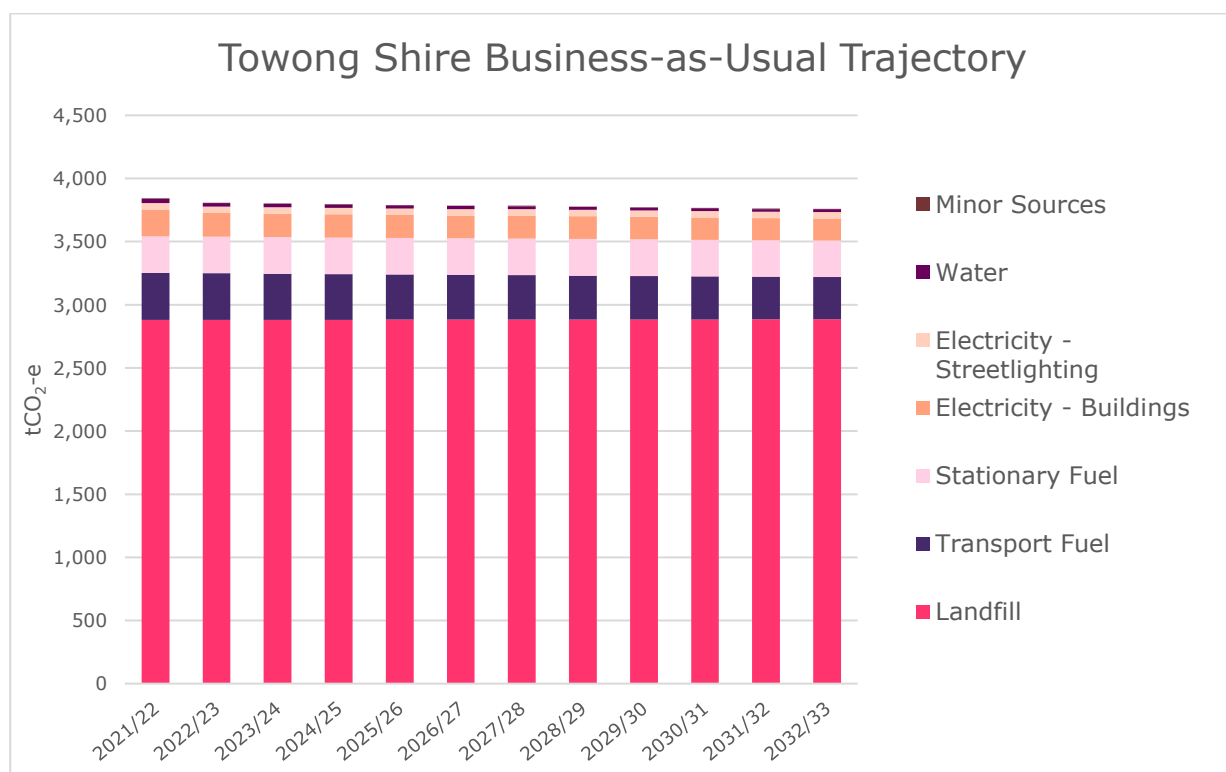
2.1.4 Emissions Projections to 2032/33

The business-as-usual (BAU) trajectory for TSC’s corporate emissions has been modelled in Figure 8 to provide an understanding of Council emissions if no further action is taken to reduce emissions.

With a history of low population growth in the shire, it is not expected that TSC’s provision of services will increase over the next decade, keeping Council’s emissions relatively stable. A reduction in the emissions intensity of grid supplied electricity and standardised improvements to energy efficiency in buildings and vehicle design result in a slight decrease in BAU emissions over this time.

It is important to note that this BAU trajectory does not include the impacts of any actions that have been modelled as part this action plan, even if they have already been confirmed to be implemented.

Figure 8: Business-as-usual trajectory for TSC’s corporate emissions



3. Emissions Reduction Actions and Opportunities

This section outlines the key actions to be undertaken by Council to achieve the goal, targets and objectives outlined in this plan. The actions have been broken down into key sectors, as follows:

- Waste
- Transport Fuels
- Stationary Fuels
- Electricity

A cost-benefit analysis has been prepared that explores the costs, savings and abatement opportunity for the key opportunities outlined in this Plan. The metrics used to analyse the projects are outlined in Table 3.

Table 3: Cost benefit analysis metrics summary

Impact in 2032/33 (tCO ₂ -e)	This is the annual emissions abatement in 2032/33 resulting from implementation of the relevant action.
Total Cost	This is the cost of implementing each action, including capital costs and maintenance costs across the lifetime of the action.
Lifetime Savings	This is the total savings over the lifetime of the investment. Asset lifetimes assume: <ul style="list-style-type: none"> • Buildings: 50 years • Plant and Equipment: 8-15 years • LED lighting: 20 years

3.1 Actions Completed

Implementation of the 2018 Greenhouse Reduction Plan has seen a number of emissions reducing actions implemented by TSC. This has included the installations of 370 kW of solar PV on Council buildings, which reduces Council’s electricity emissions by approximately 400 tCO₂-e per year. Energy efficiency audits have also been undertaken at 15 Council facilities, resulting in LED lighting upgrades and equipment optimisation works.

Council has estimated projects implemented over the past four years have reduced emissions by up to 36% compared to the 2016/17 inventory. This figure excludes the landfill emissions figures.

3.2 Waste

Landfill is the greatest source of emissions within TSC’s corporate inventory with 2,880 tCO₂-e produced in 2021/22; accounting for 75% of total emissions.

3.2.1 Food Organics and Garden Organics Collection

Organic materials have a higher emissions factor than non-organic waste due to the high production of methane as organics decompose. Reducing the volume of organic materials entering landfill can have a very large impact on reducing corporate emissions.

In line with the Victorian Government’s standardisation of household waste and recycling services, TSC is exploring the introduction of dedicated food organics and garden organics (FOGO) collection as part of its kerbside waste services in 2024.

The diversion of FOGO from landfill through a dedicated collection service has been estimated to achieve a 30% reduction in waste emissions for TSC. This equates to nearly 900 tCO₂-e of avoided emissions each year by 2032/33, a significant proportion of Council’s current emissions.

According to a cost-benefit analysis prepared by Bajwa EnviroConsult in 2022, the annual cost to Council of implementing weekly municipal kerbside FOGO collection will be approximately \$100 per household, including a reduced general waste collection service. Implementing FOGO will reduce the quantity of waste entering the Corryong landfill, so construction of new cells will be needed less frequently. As FOGO currently constitutes approximately one third of waste by mass entering the landfill, it is possible a new cell will only be required every three years instead of the current two. This could save Council over \$30,000 per year.



Action	Start Year	Annual Emissions Abated in 2032/33 (tCO ₂ -e)	Annual Cost	Annual Savings
Introduce Food Organics Garden Organics collection	2024/25	900	\$310,000	\$30,000

3.3 Fleet Transition

Transport fuel currently contributes 10% of Council’s total emissions, making it the largest emissions source after landfill. Replacing an internal combustion engine (ICE) vehicle with an electric vehicle (EV) can lead to significant reductions in greenhouse gas emissions and overall operational costs over the course of the vehicle’s lifetime. Due to the advancement in EV technology vehicles can travel up to 500km on a single charge and access to public fast charging infrastructure is growing around the country.

3.3.1 Global and National EV trends

The transition to electric vehicles is gathering momentum around the world. At least 25 countries have introduced future bans on the sale of Internal Combustion Engine Vehicles (ICEV). This includes large economies such as the United Kingdom, Germany and India, all of whom have banned the sale of any ICEVs by 2030.

This economic shift will lead manufacturers to increase production of EVs which may see them cease producing ICEVs altogether. Already 18 of the largest vehicle manufacturers have set targets or committed to increasing the proportion of electric vehicles they produce. Ford and Volvo, for example, have committed to phasing out all ICEV production for the European market by 2026 and 2030, respectively¹. General Motors also announced in January 2021 that it would stop manufacturing petrol and diesel cars by 2035². Figure 9³ shows the rapid increase in global market share of electric vehicles since 2010.

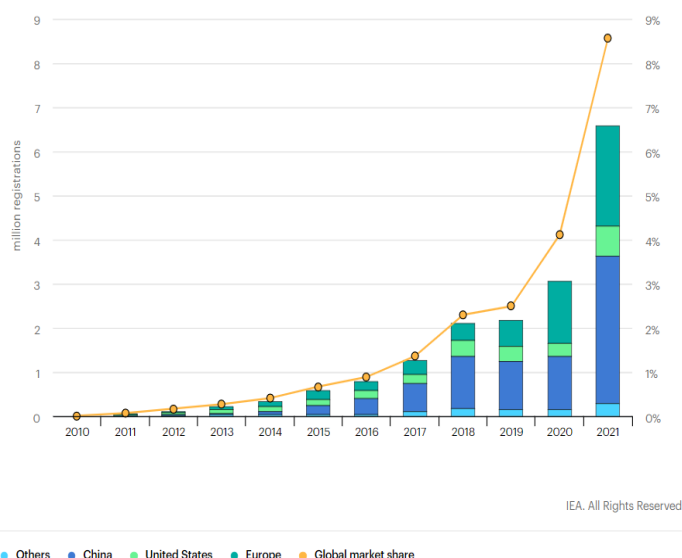


Figure 9: Global sales and market share of electric cars, 2010-21

Governments at the domestic level are also introducing targets for EV sales and commitments to transition their own fleets. The federal government, for example, has introduced a target of 75% of new government fleet to be electric by 2025 and is aiming for 3.8 million EVs on the road by 2030. The government has also committed to build a national charging network with charging stations at least every 150 km across the country.

The global trends in EV production and transition mean that the electrification of local government fleets across Australia is inevitable. To help with this transition there are an array of subsidies and incentives from both state and federal governments. It is important that

¹ <https://www.iea.org/reports/global-ev-outlook-2021/trends-and-developments-in-electric-vehicle-markets>

² <https://www.reuters.com/business/sustainable-business/gm-aims-end-sale-gasoline-diesel-powered-cars-suvs-light-trucks-by-2035-2021-01-28/>

³ https://www.iea.org/data-and-statistics/charts/global-sales-and-sales-market-share-of-electric-cars-2010-2021?mc_cid=4b95980c83&mc_eid=c2e0f870eb

Council acknowledge the implications of these trends and incorporates them into motor vehicle and fleet policies and strategy documents. This will ensure that the transition can occur efficiently and effectively, and that TSC is not left with stranded assets as ICE technology becomes obsolete.

3.3.2 Fleet Transition Plan

The transition to EVs can seem a daunting undertaking to councils unfamiliar with the technology. It will require a raft of changes across Council from staff behaviour and internal corporate policies to the installation of charging infrastructure and development of new maintenance capacity. In addition, some Council sites may need to be upgraded in order to support the required EV charging points.

To begin this process, it is recommended that Council develops and implements a detailed Fleet Transition Plan. A well-developed plan will help TSC to determine a trajectory for its timely transition to EVs by aligning upgrades with the existing asset replacement cycle and in accordance with technical and financial viability. It will also ensure the appropriate supporting infrastructure and policy settings are in place to enable the transition. Council should also review its salary sacrificing scheme to ensure inclusion of electric vehicles as an option for staff.

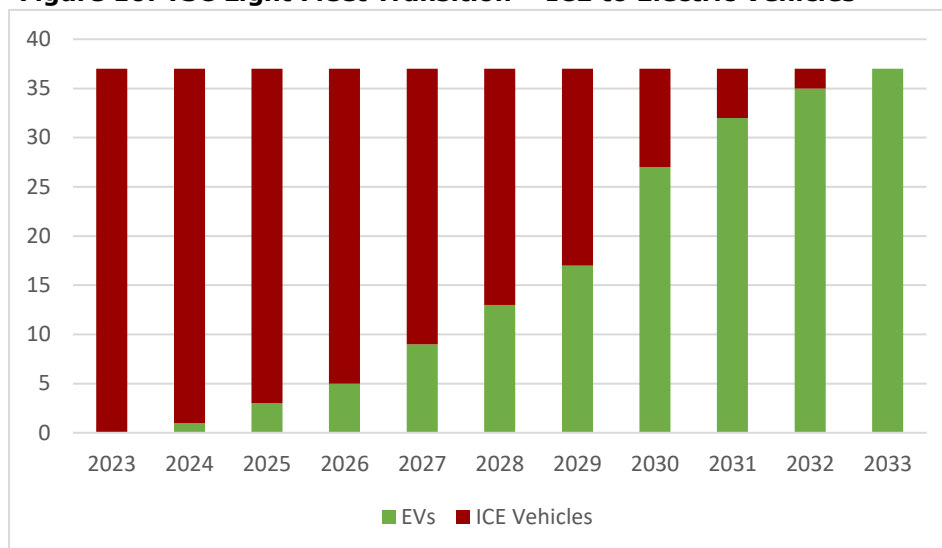
Recommended actions for consideration in the plan include:

- The establishment of a target for the transition of all passenger and utility vehicles to EVs.
- An assessment of the required number and location of charging stations for each vehicle asset class.
- Development of a phased EV charging station installation plan for each site, correlating to the planned uptake of EVs.
- Assessments of identified charging locations to determine if electrical upgrades are required to support charging infrastructure.
- Requirement for all new builds and renewals to consider charging infrastructure in the design.
- Identification of policies that need to be revised to enable EV transition.
- Initiatives to increase staff familiarity and comfort with EVs and charging stations.
- Incentives for early adopters.
- Identification of opportunities for the incorporation of EVs into the heavy vehicle fleet where feasible.

Implementing a phased move to electric vehicles will minimise the financial impact by limiting the amount of additional capital expenditure and spreading this expenditure over a ten-year period. Aligning this with TSC's normal asset replacement cycle (5 years) will prevent the need to write off assets and allow for the gradual installation of charging infrastructure as electric vehicles are added to the fleet. This phasing will also allow Council to purchase the majority of EVs after cost parity between internal combustion engine vehicles (ICEV) and EVs is expected to be reached, reducing additional capital costs on the purchase of new EVs.

Figure 10 is an illustration of what Council’s EV transition could look like for its Light Fleet (including passenger vehicles and utes), showing a gradual replacement of ICE vehicles with EVs over the next ten years. This transition is based on Council’s current Light Fleet and designates replacement of each asset in accordance with its expected lifecycle.

Figure 10: TSC Light Fleet Transition – ICE to Electric Vehicles



3.3.3 Passenger Vehicle Transition

Council currently has 18 passenger vehicles within its fleet, as summarised in Table 4. This table also shows suggested EV replacements for each vehicle type within Council’s passenger vehicle fleet based on current availability within the Australian market. EV alternatives have been selected for their similar type, size, range and features.

Table 4: Electric vehicle alternatives for passenger vehicle types

Current TSC ICE Fleet			Available EV Alternative		
Car Type	Fuel Type	No. in fleet	EV Make & Model	Current Cost	Expected Year of Cost Parity
Sedan/Hatch	Unleaded	7	Hyundai IONIQ Electric	\$37,600	2029/30
SUV	Unleaded	7	BYD Atto 3	\$40,350	2027/28
SUV	Diesel	4			

Table 5 compares the fuel costs per 100 km of two common electric and petrol passenger vehicles currently available on the Australian market. Based on TSC’s current electricity tariff, the estimated cost of fuelling an EV is 30% of the cost of fuelling a standard petrol vehicle. A recent study has also found that EVs are on average 30% cheaper to service over the first three years⁴ while other assessments already put EVs at price parity with ICEVs when considering total lifetime costs⁵.

⁴ <https://www.businessinsider.com/electric-car-cost-less-service-maintenance-than-gas-cars-study-2021-10?r=AU&IR=T>

⁵ <https://thedriven.io/2020/07/23/lifetime-cost-of-electric-cars-already-lower-than-comparable-ice-vehicles/>

The cost of installing appropriate infrastructure to charge the fleet has been calculated separately, as described below in Section 3.3.5.

Table 5: Comparison of electric and ICE vehicle running costs

Vehicle	Energy use per 100km	Energy Cost	Approximate electricity/fuel cost per 100 km
Hyundai Ioniq Electric	13.8 kWh	\$0.31 per kWh	\$4.28
Hyundai i30 Active	7.4 L (ULP)	\$1.90 per L ⁶	\$14.06

Modelling of the transition to a fully electric passenger fleet has assumed vehicle replacement in line with the existing 5-year asset replacement cycle for council-owned cars. This means the cost to implement this action only considers the cost difference between purchasing a new EV or a new ICE vehicle. Based on current market predictions, price parity for all equivalent passenger EVs should be reached by FY 2029/30.

Table 6 presents the financial and emissions results of modelling the passenger fleet transition. Lifetime savings for EV fleet transition has been calculated based on the estimated lower running costs of EVs compared to ICE vehicles.

3.3.4 Utility Vehicle Transition

TSC owns 19 diesel utes, which are used for Council services and operations. EV ute alternatives are not currently available in Australia, however based on international markets this is expected to change within the next few years⁷.

The modelling for this action has assumed EV utes will enter the Australia market by 2025, and that price parity is reached by 2030. Adopting a similar approach to the phased transition of passenger vehicle, Council should be able to transition the entire utility fleet by 2034 as part of the normal replacement cycle. Once all vehicles currently on the asset register have undergone an upgrade to EV, it is assumed that the purchase of EV becomes business as usual, and no costs are modelled for subsequent replacement cycles.

3.3.5 Charging Station Installation

The installation of EV charging stations has been modelled in line with the phased introduction of EVs to Council's fleet. Phasing the installation of charging points across the full ten years of the transition helps to reduce the additional capital expenditure that is required each financial year.

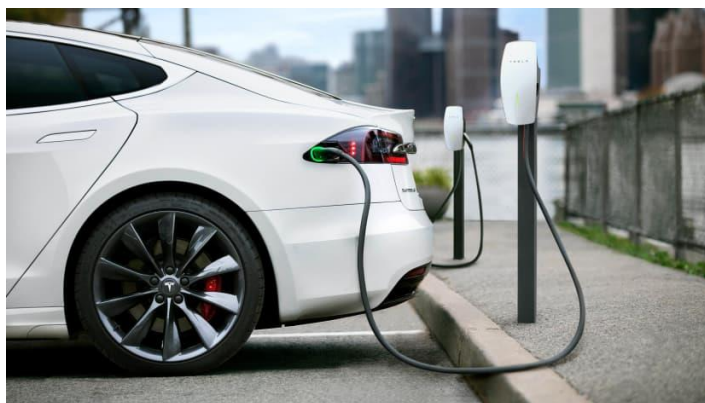
The cost of installing EV charging stations will depend on the type of station required. Prices (including installation) range from \$7,000 for a basic two car Type 2 charging station to \$29,000 and \$60,000 for two car 25kW and 50kW DC rapid charging stations, respectively. Modelling results presented in Table 6 have assumed all charging will be conducted via type 2

⁶ Average unleaded petrol price for Victoria between 03 Oct 2022 and 09 Jan 2023, https://www.globalpetrolprices.com/Australia/Victoria/gasoline_prices/. Accessed on 10 Jan 2023

⁷ *Electric utes: What's available, and those coming soon*, <https://www.whichcar.com.au/news/electric-utes-available-and-coming-soon>. Accessed 21 September 2022

charge overnight. Where the majority of charging is completed at employees' houses overnight, the cost of this infrastructure may be slightly reduced by installing at-home EV charging points (approximately \$1,000 per unit incl. installation) instead of Type 2 chargers. However, savings may be offset depending on employee turnover. Council's preferred approach can be determined as part of its Fleet Transition Plan.

Council should also consider the installation of EV charging to both support Council's fleet transitions and service demand from community. TSC can do this by installing fast chargers at Council sites for both Council and public use, for example at libraries, leisure centres and parks. This analysis can be undertaken as part of the fleet transition planning (refer Section 3.3.2).



The capital cost of these fast charging stations in public areas may be offset through grant funding from the State and Federal Government. For example, the Victorian Government recently announced a \$1.5 million in grants for EV Charging for Business Fleets (EVCBF). Other funding opportunities will likely emerge as the state works towards its target of 50% of all new light vehicle sales to be zero emissions vehicles by 2030. Further details can be found at: <https://www.energy.vic.gov.au/grants/ev-charging-business-fleets>.

Table 6: Impact of fleet transition actions

Actions	Start Year	Annual Emissions Abated in 2032/33 (tCO ₂ -e)	Total Cost	Lifetime Savings
Develop Fleet Transition Plan	2023/24	N/A	\$15,000	Nil
Transition all 18 passenger vehicles to EVs by 2032/33	2024/25	100*	\$70,500	\$460,000
Transition all 19 utes to EVs by 2032/33	2026/27	115*	\$18,000	\$570,000
Install sufficient charging stations for all EVs	2024/25	N/A	\$270,000	Nil

* Assumes electric vehicles charged by 100% renewable energy, for example, through a 100% renewable PPA. If charged from standard grid supplied electricity emissions saving from passenger vehicle transition would be approximately 40 tCO₂-e per year and 45 tCO₂-e per year for ute transition.

3.3.6 Heavy Vehicle Transition

A significant proportion of TSC's transport emissions come from heavy vehicle fleet and plant equipment, including waste trucks, graders, tractors and mowers.

The electrification of heavy vehicle fleet and plant is trailing that of passenger and utility vehicles in Australia, with the technology largely only used in trial programs at some local governments. High costs in the order of two or three times that of equivalent diesel vehicles are the primary barrier to electric truck take up, although fuel and maintenance savings could deliver payback within the life of the vehicle depending on usage.



Hydrogen is another low carbon alternative that may be particularly important for heavy fleet transition. Fleet transition to hydrogen-fuelled vehicles would be similar to that for EVs but would require consideration of refuelling and distribution infrastructure. As the economy more broadly transitions away from natural gas and towards hydrogen, this will become more straightforward.

3.4 Stationary Fuels

Stationary fuels are TSC's third largest source of emissions, accounting for 8% of the current inventory. This can predominantly be attributed to diesel for stationary plant such as generators, pumps and maintenance equipment. It is recommended that Council implements a staged transition of this equipment to electric over the next ten years, similar to the fleet transition process. Plant can be replaced at the end of its typical asset life, provided a viable electric alternative is available.

A small proportion of Council's emissions come from the use of bottle LPG, largely for BBQs. Council should consider electrifying the equipment using this gas to reduce these emissions to zero.

3.5 Electricity

3.5.1 Electricity Procurement

The significant work already undertaken by TSC means that electricity accounts for only 6% of TSC's current emissions inventory (including public lighting). Procurement of 100% renewable energy will allow Council to reduce these emissions to zero.



There are two ways Council can procure renewable energy. The first is to include GreenPower in its standard electricity contracts, an option offered by most electricity retailers. GreenPower is a government-managed program that allows customers to purchase renewable energy by supporting additional renewable generation for the electricity grid. Adding GreenPower to your energy contract will attract a small price premium, Council's current electricity provider AGL is offering 100% GreenPower for businesses for 4.40 c/kWh.⁸ This would cost TSC an additional \$11,500 over twelve months based on current electricity usage.

The second option is for Council to enter into a Power Purchase Agreement (PPA). A PPA is a contract between an electricity buyer and seller. In the context of this plan, PPAs refer to an agreement that the seller will ensure that a certain amount of energy is generated from renewable sources, such as large-scale solar or wind farming. This is now a common method for procuring electricity for local governments. It enables the purchase of zero emissions electricity through current electricity contract operating expenses. This also has the added benefit of locking in contract certainty for a nominated period, typically 7-10 years. The cost of renewables in a PPA is typically cost neutral, making them more cost effective than GreenPower.

The Victorian Energy Collaboration (VECO) PPA is one such agreement between 46 councils and retailer Red Energy to purchase renewable electricity from Victorian wind farms. The purchasing of renewable energy presents a direct investment in Australia's green energy transition and is of value for Council from a reputational and communications perspective as well as purely an emissions perspective. TSC could investigate joining VECO, or explore a similar arrangement with neighbouring councils.

Table 7 summarises the emissions abatement impact of procuring 100% renewable energy across all Council's electricity accounts. The emissions abatement has been calculated assuming all other electricity reducing actions proposed in this plan have been implemented, and includes additional electricity demand following the fleet transition described in Section 3.3.

Table 7: Impact of 100% renewable procurement

Action	Start Year	Annual Emissions Abated in 2032/33 (tCO ₂ -e)
100% Renewable electricity for all Council sites (including public lighting)	2024/25	300

⁸ https://www.agl.com.au/content/dam/digital/epfs/pdfs/victorian_energy_fact_sheet_agd432722ms_electricity.pdf

3.5.2 Behind the Meter Solar

TSC already has 370 kW of behind the meter solar PV installed. These systems are already taking advantage of available roof space at Council’s largest energy consuming sites and are estimated to be generating enough electricity to reduce grid emissions by over 400 tCO₂-e each year.



Ironbark has conducted a high-level assessment of additional behind the meter solar potential for Council assets. Based on current electricity consumption and existing solar, no sites were identified as viable for additional systems. It is recommended that Council instead focuses on procuring 100% renewable energy for its remaining grid electricity consumption.

3.5.3 Public lighting

Over the past six years, Council has upgraded a significant proportion of its public lighting to more efficient LED luminaires. Public lighting constitutes 20% of Council’s 2021/22 electricity emissions, and further reductions can be achieved by completing the transition to LED.

Table 8 illustrates the simple business case for a bulk change of Council’s remaining non-LED public lighting. Yearly savings from the bulk change are estimated to be approximately \$6,500, with a cost neutral outcome over the lifespan of the equipment.

Table 8: Cost benefit analysis Public Lighting Bulk Change to LEDs

Action	Start Year	Annual Emissions Abated in 2032/33 (tCO ₂ -e)	Total Cost	Lifetime Savings	Simple payback (years)
Replace all public lights with LED	2025/26	15	\$130,000	\$130,000	20

3.6 Concrete and Asphalt

Local governments are responsible for a wide range of hard surface infrastructure construction and maintenance, including:

- Roads and car parks
- Footpaths
- Drainage and water infrastructure
- Outdoor sporting courts such as tennis, netball, basketball and skating



Given concrete and asphalt are high-intensity emissions materials, this infrastructure has significant environmental impacts. Introducing sustainability requirements into policy and specifications for Council's capital works program can reduce associated infrastructure emissions by over 20%. Actions to reduce emissions may involve a change in design, altering processes or using different materials. Updates to infrastructure guidelines and processes should consider the following requirements, in-line with relevant Australian Standards:

- Use of low emission recycled priority materials (e.g. glass, plastic, rubber) and recycled civil materials (e.g. soil, rock, crushed concrete, recycled asphalt pavement) in council infrastructure projects. Of particular importance from an emissions perspective is the substitution of Portland cement for slag or fly ash in concrete.
- Use of low emission processes (such as warm mix asphalt)
- Training of engineers and designers as well as road construction and maintenance crews to identify the potential site issues and best practices to adopt.
- Review of road, path, sewer and water systems design to identify design changes that can reduce the use of materials. This may also be an opportunity to review the volume of hard surfacing and opportunities to introduce more non-permeable and green space within relevant streetscapes (especially residential roads and key precincts).

4. Emissions Reduction Pathway Analysis

Through implementation of all the actions recommended in Section 3 of this options paper, including the purchase of 100% zero emissions power through GreenPower or a renewable energy PPA, Towong Shire Council could see a reduction in annual emissions of 31% by the year 2032/33 compared to baseline emissions of 3,842 tCO₂-e.

The following actions are recommended for TSC to implement over the next decade:

- Introduce weekly municipal Food Organics and Garden Organics collection
- Procure 100% renewable energy electricity for council facilities and public lighting
- Complete upgrade of all public lighting to LED
- Assess how many building and public BBQ's have gas supplies and investigate a transition to electric and/or solar boost systems.
- Upgrade gas BBQs to electric (where viable)
- Develop a 5 year Transition Plan for Council adoption to prepare for fleet electrification including charge stations, vehicle options.
- Procure Electric Vehicles (EVs) to replace petrol and diesel passenger vehicles at their end of life
- Procure EVs to replace diesel utility vehicles at their end of life
- Seek funding to install charging infrastructure to support EV procurement
- Monitor emergence of viable electric or hydrogen alternatives for heavy plant
- Investigate the procurement of electric alternatives for stationary plant at end of life (where viable) Update infrastructure specifications to encourage use of recycled and low emissions materials in capital works projects

Table 9 summarises the results of the cost-benefit analysis undertaken for several actions, including annual emissions abatement estimated in 2032/33. Total costs include the estimated additional capital and maintenance cost above BaU across the action/asset lifecycle. Lifetime savings are calculated across the asset lifecycle. Impact, cost and savings are high level estimates based on the data provided to Ironbark by Council. Prior to commencing any action, detailed feasibility and business case assessments are recommended to be completed to ensure the proposed actions are viable based on the specifications of each site.

If all the actions listed in Table 9 are implemented, TSC is estimated to be able to abate 1,130 tCO₂-e per year by 2032/33 compared to BAU emissions projections. A further 300 tCO₂-e can be abated through the procurement of 100% renewable energy. Taking all of these factors into account, Council's residual emissions in 2032/33 are estimated to be approximately 2,600 tCO₂-e, representing a 31% reduction in GHG emission compared to 2021/22 levels. These residual emissions will predominantly come from landfill and fuel for heavy vehicles and plant equipment.

Implementation of this plan will require investment from Council of approximately \$600,000 over the next 10 years, with the majority of these costs being upfront capital costs over the next four years. This figure also includes additional ongoing costs (for example maintenance of

solar PV systems) that will recur across the lifecycle of some assets and programs. Actions within this plan are also estimated to achieve a saving of \$1.2 million across the lifespan of all actions and assets modelled. These costs do not include ongoing costs of procuring renewable energy through GreenPower.

Figure 11 shows the emissions reduction pathway based on the actions outlined in Table 9.

Table 9: Summary of Recommended Actions







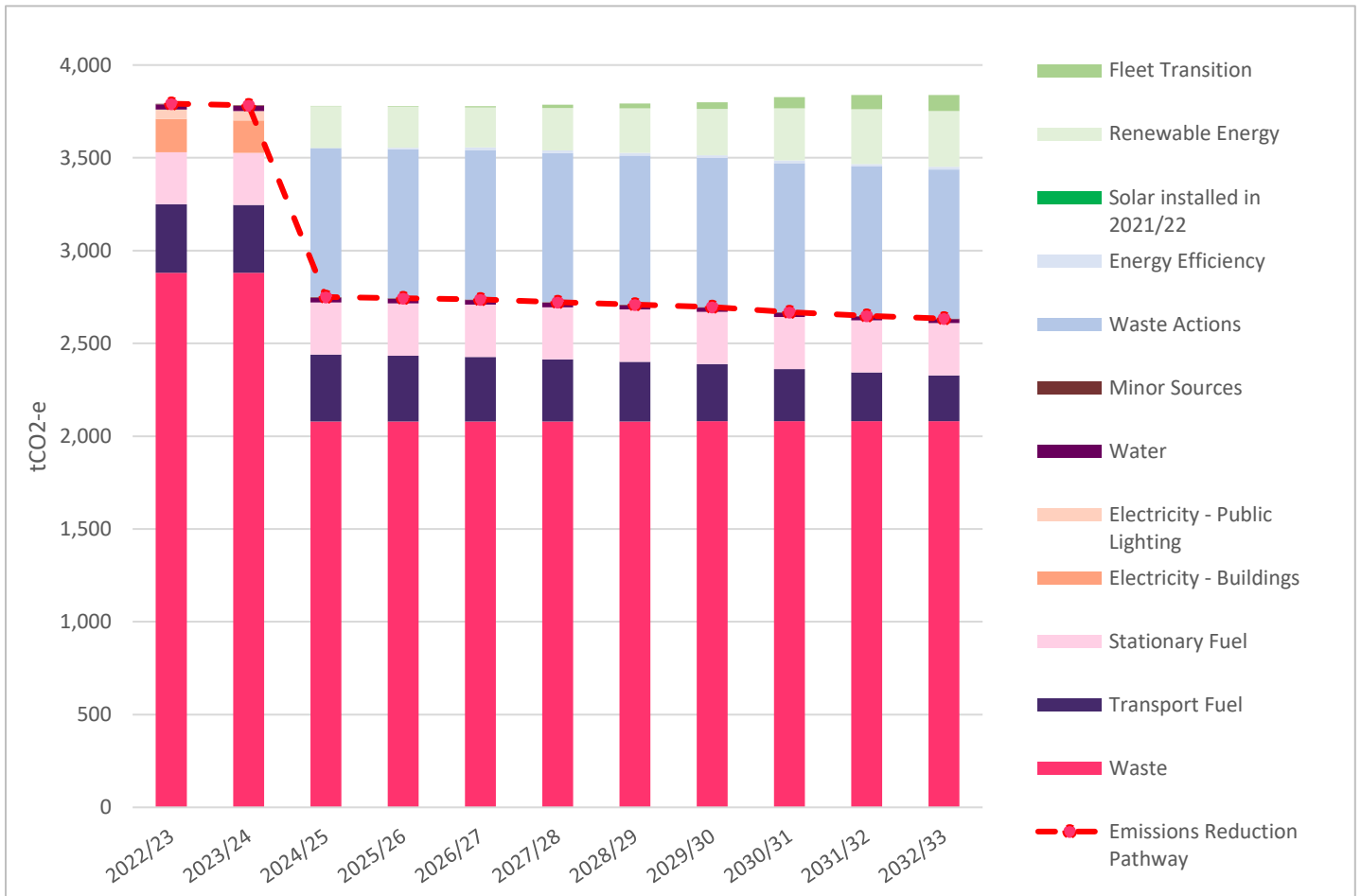
Action	Start Year	Annual Emissions Abated in 2030/31 (tCO ₂ -e)	Total Cost	Lifetime Savings
 Diversion of Food Organics Garden Organics	2024/25	900	Not modelled	
 Develop Fleet Transition Plan	2023/24	N/A	\$15,000	Nil
 Transition all passenger vehicles to EVs by 2032/33.	2024/25	100	\$70,500	\$460,000
 Transition all utility vehicles to EVs by 2032/33	2026/27	115	\$18,000	\$570,000
 Install sufficient charging stations for passenger and utility EVs	2024/25	N/A	\$365,000	\$0
 Replace all public lights with LED	2025/26	15	\$130,000	\$130,000
	Total	1,130	\$598,500	\$1.16 m

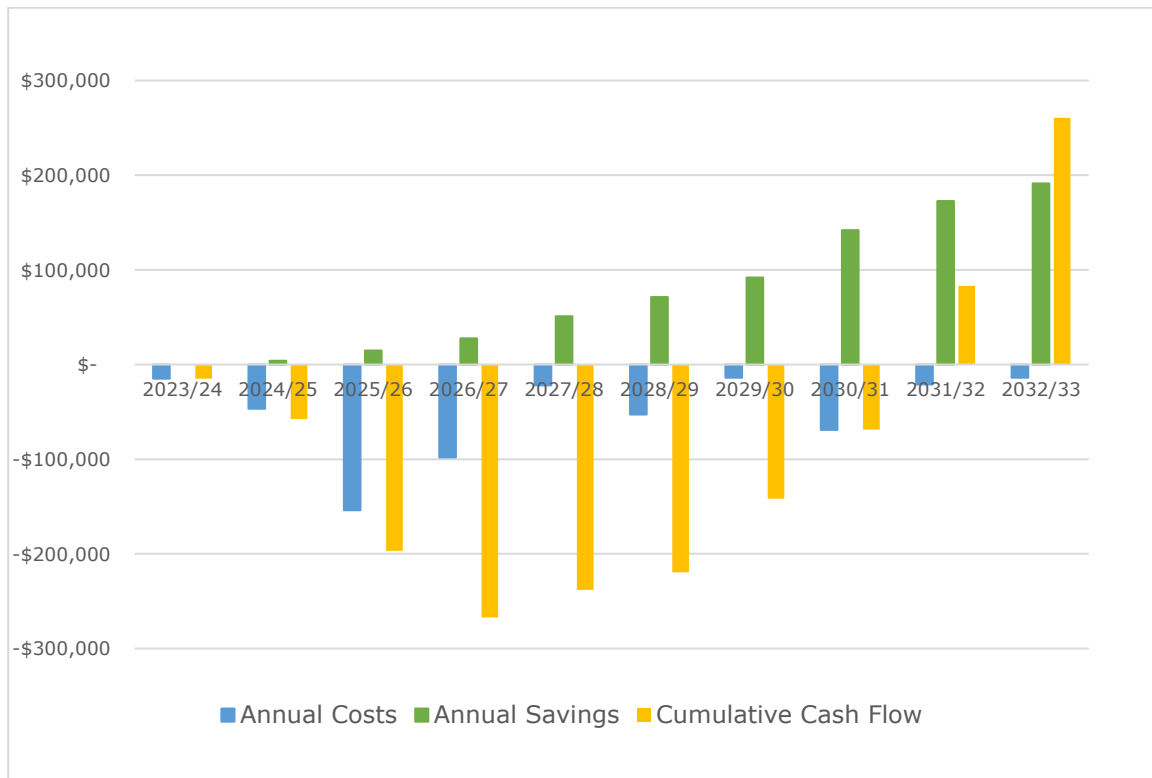
Figure 11: Emissions Reduction Pathway to 2032/33



A cash flow analysis has been undertaken, which shows the anticipated cash flow of actions implemented in accordance with the proposed phasing presented in Table 9. Figure 12 shows the results of this analysis, which includes the following key takeaways:

- The cumulative cash flow (yellow bar) in each year is the cumulative savings minus total costs incurred between 2023/24 and that year. A negative cumulative cash flow indicates total costs to date are greater than savings. A positive cumulative cash flow shows a net saving has been achieved across all implemented actions
- First four to five years of implementation are a period of larger capital expenditure and investment (blue bars, showing negative cash flow)
- Annual savings ramp up as actions are completed, resulting in over \$170,000 saved each year from 2031/32 (green bars, showing positive cash flow)
- High expenditure in the early years results in a cumulative cash flow deficit until 2030/31 (yellow bars, showing negative cash flow)
- As annual savings from emissions reduction actions accumulate, there is an overall plan break-even point in 2031/32 (yellow bars show positive cash flow from this year)
- By 2032/33 the cumulative cash flow shows savings of \$260,000, which will continue to increase into the future

Figure 12: Cash Flow Pathway



Fraud and Corrupt Conduct

Responsible officer:	Director Corporate and Organisational Development
Key Result Area:	Governance and Decision Making
Document type:	Policy
Reference:	10/01/0004
Approved by:	Council
Date approved:	9 December 2020
Date of next review:	October 2021

Scope

Towong Shire Council will not tolerate fraud or corrupt conduct in any form by Councillors, staff, contractors, suppliers, volunteers, customers or stakeholders.

Council has a corporate responsibility and obligation to all of its stakeholders to ensure that appropriate systems, procedures and management practices are in place to prevent the occurrence of fraudulent and corrupt activities. Accordingly, this Policy is applicable to Towong Shire Council in all of its operations and functions.

Objectives

The objectives of this policy are to:

- Mitigate the incidence of fraud or corrupt conduct;
- Ensure that any incidents are investigated and appropriate action taken;
- Encourage ethical dealing at all levels of accountability;
- Safeguard our assets – financial, property and people; and
- Implement transparent and responsible risk management processes, which align with accepted best practice.

Definitions

Fraud

Dishonest activity with the intent to obtain a benefit, or cause a loss, by deception or other means. 'Benefit' in this definition refers to both tangible items, such as money or objects, and intangible benefits such as power, status or information. Examples of fraudulent activities include theft, improper use of information or position, and/or criminal deception.

Theft

The dishonest appropriation of property belonging to another entity of person.

Corrupt Conduct

Dishonest activity involving the misuse of entrusted power for private gain.

Public Interest Disclosures Coordinator

The Public Interest Disclosures Coordinator is the Council Officer responsible for coordinating the investigation of allegations of fraud and corrupt conduct including keeping the Chief Executive Officer informed (whilst maintaining appropriate confidentiality as relevant). The Public Interest Disclosures Coordinator is the Director Corporate and Organisational Development of the Council. If an allegation of fraud or corrupt conduct is against the Director Corporate and Organisational Development, the Public Interest Disclosures Coordinator is the Chief Executive Officer.

Allegations may also be made directly to the external entities described in Council's Public Interest Disclosure policy, including the IBAC, the Victorian Ombudsman, and the Victorian Inspectorate.

Approach

Council aims to achieve the objectives of this policy by:

- Identifying activities and processes potentially at risk of exposure to fraud and corruption;
- Continually monitoring for emerging fraud and corruption related risks;
- Introducing appropriate measures to prevent, deter and detect fraudulent or corrupt conduct;
- Providing relevant training, awareness and information, including induction training and regular refresher training;
- Promoting a culture of ethical behavior, accountability, honesty and integrity;
- Adopting formal procedures to investigate fraud if it is suspected, including referral to the Police;
- Providing mechanisms for employees to voice their genuine concerns and protecting those who do so;
- Taking appropriate disciplinary action against any person involved in fraudulent or corrupt conduct.

Risks related to fraud and corrupt conduct are captured within Council's Risk Management Strategy and Action Plan.

Responsibilities

Management and staff are to be familiar with, and are accountable for, the delivery of this Policy within their areas of responsibility as follows:

- The Chief Executive Officer is responsible for managing risk across the Council;

- The Director Corporate and Organisational Development is responsible for overseeing the implementation of Council's Risk Management Strategy, and sourcing and providing advice and assistance to all areas on risk management matters, including fraud;
- Supervisors at all levels are responsible for role modelling honest and ethical behaviours, and creating an environment where these behaviours are accepted as the personal responsibility of each member of the Council. They are also accountable for the implementation and maintenance of sound risk management within their areas of responsibility;
- All staff are to be actively involved in the management of risk;
- The Audit Committee has a responsibility to work closely with Council's senior officers to ensure that systems and procedures are regularly reviewed and tested.

Reporting of fraud or corrupt conduct

The purpose of the *Public Interest Disclosures Act 2012* ("the Act") is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers who make disclosures in accordance with the Act and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

Council's Public Interest Disclosures Policy establishes a system for disclosures to be made to Council's Public Interest Disclosures Coordinator in line with the Act, and is designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors.

For specific details please refer to Council's Public Interest Disclosures Policy at *P:\Council Policies/Public Interest Disclosures Policy*.

This policy should be read in conjunction with the Procedure for Reporting Fraud and Corrupt Conduct.

Human Rights

The policy gives regard to relevant legislation, principles of natural justice and procedural fairness, community values and Council's resource capacity. It is considered that this policy supports the rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Results

The deployment of this policy together with the results achieved will be reviewed at least annually.

Authorised by:



Rachael Gadd
Acting Chief Executive Officer

Fraud and corrupt conduct - Procedure for reporting fraud and corrupt conduct

Responsible officer:	Director Community and Corporate Services
Key Result Area:	Governance and Decision Making
Document type:	Procedure
Reference:	10/01/0004
Approved by:	Council
Date approved:	7 May 2019
Date of next review:	February 2020
Print date:	21 May 2019

Scope

This policy statement applies to all Councillors and staff employed by the Council without fear or favour. Councillors are also obliged to maintain standards as laid out in the Local Government Act 1989. Relevant training on legislative obligations is provided at Councillor induction sessions.

For the purpose of this policy fraud is not restricted to tangible benefits only and includes intangibles such as information.

Objectives

This policy defines fraud and corrupt conduct, lists the responsibilities of staff, and sets out the processes for controlling and reporting fraud and corrupt conduct.

The objective of this policy is to outline the Council's approach to fraud and corruption prevention, deterrence and detection

Council's commitment to fraud control will be met by ensuring an environment in which fraudulent or corrupt activity is discouraged, and conflicts of interest are avoided.

This policy and procedure is to be read in conjunction with Council's Fraud and Corrupt Conduct Policy.

It is a condition of employment with Council that all staff comply with the Employee Code of Conduct therefore staff are required to read the Code and become familiar with it.

This policy is also consistent with, and supported by Council's commitment to the provisions of the Protected Disclosures Act 2012.

Definitions

Fraud

Includes theft and criminal deception by electronic or other means; making false representations to gain an unjust advantage; and abuse of Council property or time.

Theft

Dishonest appropriation of Council's property with intent to deprive the Council of it permanently.

Corrupt Conduct

Includes improper use of influence or position and/or improper use of information or other improper acts or omissions of a similar nature.

Conflict of Interest

For the purpose of this policy a Conflict of Interest is defined as:

"a Councillor or Council employee who has an interest, pecuniary or otherwise, that could conflict with the proper performance of his or her duties, or has a conflict or incompatibility between their personal interests and the impartial fulfilment of their public or professional duties".

Conflicts of Interest can be of two types: Direct Interest and Indirect Interest. Sections 77A and 77B of the Act describes the two types of interests.

Protected Disclosure Coordinator

The Protected Disclosure Coordinator is the Council Officer responsible for coordinating the investigation of allegations of fraud and corrupt conduct including keeping the Chief Executive Officer informed. The Protected Disclosure Coordinator will be Council's Director of Community and Corporate Services. If an allegation of fraud or corrupt conduct is against the Director of Community and Corporate Services, the Protected Disclosure Coordinator will be the Chief Executive Officer.

Policy Statement

Council is committed to preventing, deterring and detecting fraudulent and corrupt behaviour in the performance of its business activities.

This commitment shall be met by:

- Identifying opportunities for fraud and corruption, and implementing risk management.
- Prevention and minimisation procedures in day-to-day operations. The implementation of these procedures will assist management, who are ultimately responsible for the prevention and detection of fraud and corruption, in the deterrence and/or timely detection of both internal and external fraud and corruption;
- Implementing procedures to investigate allegations of fraudulent or corrupt behaviour;
- Reacting appropriately to situations where fraud or corruption allegations are found to be true.

- This may be through reporting to relevant authorities or disciplinary action under the code of conduct;
- Providing appropriate training and promulgating relevant codes of conduct to ensure employees and contractors are aware of their responsibilities in combating fraud and corruption; and ensuring an environment in which fraudulent or corrupt activity is discourage

In order to meet this commitment, any evidence of fraudulent or corrupt activity must be brought to the attention of management. Where a person has acted in good faith in reporting such suspected activity, all reasonable steps will be taken to provide them with protection against discrimination or retaliation.

Disclosure under the Protected Disclosures Act 2012

Disclosures under the Protected Disclosures Act 2012 are to be dealt with according to Procedures for the Investigation of Disclosures under the Protected Disclosures Act. Please refer to Council's Protected Disclosures Policy which outlines the approach to be taken.

Fraud Risk Assessment

Council's commitment to fraud control will be met by identifying opportunities for fraud, and implementing risk avoidance, prevention and minimisation procedures in day-to-day operations.

Employee, Customer and Community Awareness

Council's commitment to fraud and corruption control will be met by providing appropriate staff training and utilising existing communication mediums to increase customer and community awareness. Council will also publicise and raise awareness of relevant codes of conduct to ensure employees, contractors, customers and community are aware of their responsibilities or role in combating fraud and corruption and protection of the public revenue.

Examples of some activities that constitute Fraud/Corrupt Conduct include:

- Taking inducements, including donations or sponsorships, to award a contract for the provision of goods or services
- Misuse of one's position to gain an unfair or unjust advantage
- Operation of a private business using Council facilities and time
- Misuse or abuse of telephone, fax, computers, and other equipment to run a private business, whether for profit or not-for-profit
- Misuse of petty cash
- Misuse of a Council purchasing card
- Inappropriate disposal of Council assets in contravention of the Council's fixed asset policy
- Theft of Council revenue in the form of cash, cheque, money order or other negotiable instrument
- Unauthorised removal of equipment, parts, software, and office supplies from Council premises
- Submission of sham taxation arrangements for an employee or contractor to circumvent the Council's procedures for engaging employees and contractors
- Submission of fraudulent purchase orders
- Submission of fraudulent applications for reimbursement
- Submission of exaggerated or wholly fictitious accident, harassment or injury claims
- Payment of fictitious employees or suppliers through the Council's payroll or finance systems

- Misuse of sick leave or family leave

Reporting Procedure

Set out below are the procedure and processes to be followed in dealing with allegations of fraud and corrupt conduct.

This procedure applies to all staff of Towong Shire Council at all locations and to all activities under the control of Council.

Staff are also reminded that it is a condition of employment with Council that all staff comply with the Employee Code of Conduct therefore staff are required to read the Code and become familiar with it.

Members of Staff

Where a member of staff suspects that an act of fraud or corrupt conduct is occurring or has occurred, it is the duty of that staff member to report such suspicions to their Manager or Supervisor. Where the member of staff does not feel comfortable reporting their suspicions to their Manager or Supervisor they must report such matters to the Chief Executive Officer or to the Protected Disclosure Coordinator.

Chief Executive Officer

On receiving a report of suspected fraud or corrupt conduct the Chief Executive Officer must record details of the report, including the time and date the report is made and details of matters raised.

Protected Disclosure Coordinator

All reported incidents of suspected fraud or corrupt conduct must be reported to the Protected Disclosure Coordinator immediately and prior to any investigation of such allegations being undertaken.

Anonymous Reports

Although not encouraged, anonymous reports may be directed to the Protected Disclosure Coordinator where there is adequate supporting information to enable an investigation to be undertaken.

Disclosure under the Protected Disclosures Act 2012

Disclosures under the Protected Disclosures Act 2012 are to be dealt with according to Procedures for the Investigation of Disclosures under the Protected Disclosures Act. Please refer to Council's Protected Disclosure Policy.

Investigation Procedure

Preliminary Investigation

Where information received by the Protected Disclosure Coordinator is assessed to warrant investigation, arrangements for such an investigation will be made with the Chief Executive Officer. These arrangements will include securing all related documentation.

Possible Outcomes

There are three possible outcomes of a Protected Disclosure Coordinator's investigation into an alleged fraud or corrupt conduct:

1. Where evidence of fraud or corrupt conduct is found to be of a serious nature and, once a prima facie case has been established, the Protected Disclosure Coordinator, will report the incident to the Victoria Police for further action;

and/or

2. Disciplinary action may be taken

or

3. No action will be taken.

If either of the first two possible outcomes above apply the staff member about whom the allegations are made will normally be interviewed during the course of the investigation and given the opportunity to put their case forward.

Where an external supplier of goods and services to Council is involved appropriate notification must be issued to relevant areas of Council.

A deliberate false allegation of fraud or corrupt conduct must be dealt with in accordance with the above disciplinary procedures.

Note: Where the alleged fraud or corrupt conduct involves the misappropriation of money, stores or property, the Director of Community and Corporate Services on behalf of the Chief Executive Officer will report the matter As required under the Protected Disclosures Act 2012.

Review of Procedures

In all instances where there is a report of fraud or corrupt conduct, whether proven or otherwise, a Departmental Manager, Director of Community and Corporate Services or the Chief Executive Officer will review the procedures and controls in operation within the Department and advise the Empowered Officer of this review and include any action to address any inadequacies found.

Records

All records of actual or suspected fraud or corrupt conduct will normally be retained by the Empowered Officer.

Responsibilities

The Director of Community and Corporate Services has responsibility for the maintenance of this procedure.

Policy Base

- Fraud and Corrupt Conduct Policy
- Protected Disclosures Act 2012.

Associated Documents

- Fraud and Corrupt Conduct Policy
- Staffing, Financial, Contract and Tender Delegations as Authorised by Council

- Purchasing Procedures and Delegations
- Privacy Act, 1988;
 - Privacy and Data Protection Act 2014
- Risk Assessment


Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Records of fraud or corrupt conduct	DCCS Office	Protected Disclosures Coordinator	Permanent

Results

The deployment of this policy together with the results achieved will be reviewed at least annually.

Authorised by:



Juliana Phelps
 Chief Executive Officer

Privacy

Responsible officer:	Director Corporate and Organisational Development
Key Result Area:	Governance and Decision Making
Document type:	Policy
Reference:	10/01/0004
Approved by:	Council
Date approved:	28 April 2021
Date of next review:	April 2022

Purpose

The responsible handling of personal and health information is a key aspect of democratic governance and Council is strongly committed to protecting an individual's right to privacy.

The purpose of this policy is to outline how Council delivers on this commitment while ensuring compliance to relevant legislation including the Information Privacy Principles (IPP) as contained in the *Privacy and Data Protection Act 2014* and the Health Privacy Principles contained in the *Health Records Act 2001*.

Scope

This Policy applies to any personal or health information held by Council.

Definitions

Personal Information

Personal information means information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

For example, Council holds personal information regarding its ratepayers such as names and addresses in order to carry out its functions (for example planning, valuations, property services, child-care services). In some instances, personal information may be contained on a public register (for example a register of planning permits, food premises or animal registration details).

Sensitive Information

Sensitive information is defined as personal information or an opinion about an individual's race or ethnic origin, political opinions or associations, religious or philosophical beliefs or affiliations, trade union memberships, sexual preferences or practices, criminal record, or their health or genetic information.

External Contractors

Council may outsource some of its functions to third parties (for example immunisations). This may require the contractor to collect, use or disclose certain personal information. It is the intention of Council to require contractors to comply with the IPPs and the provision of the *Privacy and Data Protection Act 2014* in all respects.

Health Information

Health information includes information about the physical, mental or psychological health, or disability of an individual. It also includes information collected to provide a health service to an individual (such as a disability or aged care service, immunisation service or maternal health care service), including an individual's expressed wishes about the future provision of health services.

Privacy Principles**Principle 1 - Collection**

Council will only collect personal and health information that is necessary to performing its specific and legitimate functions and activities. All information will be collected by fair and lawful means and not in an unreasonably intrusive way.

Council will provide details of:

- why it is collecting personal and health information;
- the purpose for which the information will be used;
- how that information can be accessed;
- with whom the information may be shared;
- any relevant laws; and
- the consequences for the individual if all or part of the information is not collected.

Under normal circumstances Council may only collect personal and health information about an individual from that individual. However, if Council collects personal and health information about an individual from someone else, all reasonable steps will be taken to ensure that the individual is informed of their rights relating to the information collected.

Principle 2 - Use and Disclosure

Council will not use or disclose personal and health information for a purpose other than the primary purpose except for those conditions specified in the Acts.

Principle 3 - Data Quality

Council will take reasonable steps to make sure that the personal and health information it collects uses or discloses is accurate, complete and up-to-date.

Principle 4 – Data Security

Council will take reasonable steps to protect all personal and health information it holds from misuse, loss, unauthorised access, modification or disclosure. Council will take reasonable steps to lawfully and responsibly destroy or permanently de-identify personal and health information when it is no longer needed for any purpose as specified in the Acts.

Principle 5 - Openness

Council will make publicly available its policies relating to the management of personal and health information. Council will, on request, take reasonable steps to provide individuals with general information on the types of personal and health information it holds and for what purposes and how it collects, holds, uses and discloses that information.

Principle 6 - Access and Correction

Council will provide access to information it holds about an individual when requested by that individual except in specific circumstances as outlined within the Act.

Where Council holds personal and health information about an individual and the individual is able to establish that the information is incorrect, Council will take reasonable steps to correct information as soon as practicable and within 45 days of the request. If, however, Council denies access or correction, Council will provide reasons.

In the event that Council and an individual disagree about the veracity of personal and health information held by Council, Council will take reasonable steps to record a statement relating to the disputed information if requested by the individual.

Principle 7 - Unique Identifiers

Council will not assign, adopt, use, disclose or require unique identifiers from individuals except in the course of conducting normal Council business or if required by law. Council will only use or disclose unique identifiers assigned to individuals by other organisations if the individual consents to the use and disclosure, or if the conditions for use and disclosure set out in the Acts are satisfied.

Principle 8 - Anonymity

Council will, **where it is lawful and practicable**, give individuals the option of not identifying themselves when entering into transactions with Council.

Principle 9 - Transborder Data Flows

Council may transfer personal and health information outside of Victoria only if that data transfer conforms to one of the reasons and conditions outlined in the Acts.

Principle 10 – Sensitive Information

Council will not collect sensitive information about an individual except for circumstances specified under the Acts.

Principle 11 - Transfer or Closure of the Practice of a Health Service Provider

If the health services of Council are to be transferred or closed, Council will take reasonable steps to notify relevant individuals of alternative health services, of the options to transfer their information to the new health service provider or the individual's nominated health service provider, and of the option to obtain their own health records.

Principle 12 - Making Information available to another Health Service Provider

Council will upon consent by an individual, provide a copy of, or written summary of, their health information to a specified health service provider, on payment of a fee not exceeding the prescribed maximum fee and subject to the regulations.

Complaints

If an individual feels aggrieved by Council's handling of their personal, sensitive or health information, he/she may make a complaint to Council's Privacy Officer, telephone (02) 6071 5100. The complaint will be investigated as soon as possible (but no later than 5 business days) and a written response will be provided to the individual.

Alternatively, the Office of the Health Complaints Commissioner can be contacted by telephone on 1300 582 113, or The Office of the Victorian Information Commissioner (OVIC) can be contacted by telephone on 1300 006 842.

Please note that the Commissioners may decline to hear the complaint if the individual has not first made a complaint to Council.

Further Information

If an individual has any queries about this Privacy Policy, they can contact the Council, telephone (02) 6071 5100.

Deployment

Management and staff will be responsible for the delivery of this policy within their areas of responsibility.

Relevant Legislation

Privacy and Data Protection Act 2014
Health Records Act 2001

Results

The deployment of this policy together with the results achieved will be reviewed at least annually.

Human Rights Charter Compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

Authorised by:



Juliana Phelps
Chief Executive Officer