

Council Expenses



Council Policy Number	058
Date adopted	19 November 2019
Scheduled for review	November 2023

Preamble

Council must adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and members of delegated committees.

Purpose

To provide guidance on the policy and process for the reimbursement of out of pocket expenses for Councillors and members of delegated committees.

This policy also outlines the resources and facilities provided to the Mayor and Councillors as required by sections 41 and 42 of the *Local Government Act 2020*.

Policy Statement

1. Councillor Allowance

Mayor and Councillor allowances will be paid in accordance with section 39 of the *Local Government Act 2020*. In addition to the allowance, an amount equivalent to the superannuation guarantee contribution is payable. Councillor Allowances are taxable income and are paid by EFT monthly in advance.

2. Reimbursement of Out of Pocket Expenses

2.1 General

Section 40 of the *Local Government Act 2020* specifies that:

- (1) *A Council must reimburse a Councillor or a member of a delegated committee for out of pocket expenses which the Council is satisfied:*
 - (a) *are bona fide expenses; and*
 - (b) *have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and*
 - (c) *are reasonably necessary for the Councillor or member of a delegated committee to perform that role.*
- (2) *A Council must provide details of all reimbursements under this section to the Audit and Risk Committee.*

Councillors and delegated committee members will be reimbursed for approved out of pocket expenses and/or travel claims on the presentation of a signed form/s supported by official receipts and other relevant documentation. Refer to Attachment 1 and 2.

Councillors and delegated committee members must submit their claims on a monthly basis.

2.2 Eligible Meetings and Events

Councillors will be eligible for reimbursement of expenses for the following:

- a) Council Meetings and Councillor Briefing Sessions;
- b) Delegated committee meetings;

- c) Ordinary, committee or sub-committee meetings of State, Regional or local organisations or bodies when the Councillor has, by Council resolution been elected as a Council delegate;
- d) Meetings and civic or ceremonial functions convened by the Council or the Mayor;
- e) A meeting, function or other official event as a representative of the Council or Mayor;
- f) Conferences, functions, professional development and training when the attendance has been approved by the Manager Governance and Strategy in consultation with the Mayor and CEO.

2.3 Reimbursement of Travelling Expenses

- a) Councillors and delegated committee members will be reimbursed for the use of their own private vehicle in accordance with 2.3.d.
- b) Council will not reimburse the cost of any infringements incurred by Councillors or the delegated committee member.
- c) Council prefers and encourages Councillors and delegated committee members to utilise a Council pool vehicle and/or share transport when attending a conference or meeting outside the municipality.
- d) Councillors and delegated committee members may claim for travelling expenses for approved Council business as outlined in point 2.7:
 - i. travel time - \$40.00 per round trip exceeding 100kms on any day on approved Council business up to a maximum of \$5,000 per annum;
 - ii. reimbursement for private vehicle usage at current Australian Taxation Office rate;
 - iii. reimbursement for public transport and taxi/ride share expenses when travel to conferences, functions, professional development and training commences.
 - iv. car parking fees – fees will be reimbursed in respect of hotel/motel parking, airport parking and conference parking.
- e) Councillors and delegated committee members must submit claims for travelling expenses within 14 days of the end of the month, and, such claims must show details of the approved Council business attended and kilometres travelled. Refer to Attachment 1.
- f) Claims greater than two months old will not be reimbursed.

2.4 Accommodation and Meal Expenses

As a general principle, the following guidelines will apply to accommodation and meal expenses:

- The accommodation standard should not exceed the four star rating (Councillors and delegated committee members may upgrade accommodation at their own cost).
- Items purchased from the mini bar will be at the Councillor's or delegated committee member's own cost.
- Reasonable meals at breakfast, lunch and dinner are claimable as per ATO guidelines.
- Alcohol purchases are at the cost of the Councillor or delegated committee member.

If arrangements are made by the Councillor or delegated committee member that exceed the agreed rates, then the Councillor or delegated committee member is responsible for the difference between the agreed rate and the actual rate. Itemised tax invoices must be produced to confirm amounts claimed.

Council will reimburse the actual costs paid upon presentation of appropriate documentation.

Partners may join the Councillor or delegated committee member but at their own expense.

All arrangements will be coordinated through the Council Support Officer.

The Mayor in consultation with the Chief Executive Officer may vary these arrangements if considered appropriate.

2.5. Child and Family Care

Council will provide reimbursement of costs for out of pocket expenses for the provision of child care (up to and including children aged 14 years) and carer services when it is reasonably required for a Councillor or member of a delegated committee to perform their role within the meaning of section 4 of the *Carers Recognition Act 2012* to undertake official duties and attend eligible meetings and events outlined in point 2.2.

No payments for care will be made to a person who:

- a) Has a financial or pecuniary relationship with the Councillor or delegated committee member.
- b) Resides either permanently or temporarily with the Councillor or delegated committee member.
- c) Has a relationship with the Councillor / delegated committee member or their partner such that it would be inappropriate for Council to reimburse monies paid to the same provider.
- d) Has a relationship as a family member as defined in section 126 of the Local Government Act 2020.

All claims for carers and child care must be submitted on the Reimbursement of Expenses Claim Form with sufficient evidence from the provider or a statutory declaration from the Councillor or delegated committee member. Refer Attachment 2.

2.6 Councillors with Disabilities

The Council will meet reasonable additional expenses to assist a Councillor with a disability to perform their duties as a Councillor in accordance with legislation.

2.7 Expense Reimbursement Claims

To assist Councillors and delegated committee members with their expense reimbursement claims the following guidance is provided:

What's Claimable

- Travel to attend a site inspection or a meeting about an issue that's likely to come before Council or a delegated Committee for a decision.
- Travel to and expenses related to a Council run event.
- Travel to Council Meetings and Councillor Briefing Sessions.
- Travel to Delegated committee meetings.
- Travel to ordinary, committee or sub-committee meetings of State, regional or local organisations or bodies if the Councillor has, by Council resolution been elected as a Council delegate.
- Travel to meetings and civic or ceremonial functions convened by the Council or the Mayor.
- Travel to a Councillor only session.
- Travel to a meeting, function or other official role as a representative of the Mayor.
- Travel to invited functions within the Campaspe Shire in the role as a Councillor or delegated committee member.
- Child and Family Care Costs if approved in accordance with this policy.
- Training and professional development if approved in accordance with this policy or by Council resolution.

What's Not Claimable

- Cost of raffle tickets
- Entry/ticket fees for community run events
- Cost of attending service clubs, cultural, arts, historical, recreational and sporting club events
- Donations
- Cost of attending business events
- School presentations
- Health organisations' promotions
- Expenses relating to attendance at a political function
- Educational organisations' promotions
- Business networking
- Community forums
- Informal meetings
- Traffic infringements
- Attendance at private events, e.g. weddings, funerals, birthdays, celebrations
- Attendance at Christmas parties
- Travel to non-approved functions
- Fundraising events especially for organisations with no presence in the Shire of Campaspe

Expense reimbursement claims must be submitted on the approved form. Refer Attachment 2.

2.8 Charity Events

If Councillors attend charity events for which payment is required, the cost is borne by the individual Councillor.

2.9 Hospitality and Entertainment Expenses

The Mayor may incur reasonable hospitality and entertainment expenses on behalf of Council when conducting Council business.

The incurring of reasonable hospitality and entertainment expenses by other Councillors while conducting Council business will only be accepted if appropriate and prior approval has been granted by the Chief Executive Officer in consultation with the Mayor.

2.10 Political Functions

If Councillors attend a political party fundraising event for which payment is required, the cost is borne by the individual Councillor.

2.11 Council Presentations at Events and Functions

In circumstances when the Mayor has been invited to an event or function in a particular Ward and is unable to attend and the Deputy Mayor is unavailable, a Ward Councillor will be given the first option to represent the Mayor.

In circumstances when the Mayor has been invited to an event or function outside of Campaspe on a particular subject and is unable to attend and the Deputy Mayor is unavailable, the relevant portfolio Councillor will be given the first option to represent the Mayor.

Organising Councillor attendance in lieu of the Deputy Mayor will be managed by the Council Support Officer.

3. Resources and Facilities

3.1 General

Section 420 of the *Local Government Act 2020* specifies that:

- (1) *A Council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to perform their role.*

3.2 Training and Professional Development

Councillors are encouraged to attend conferences, seminars, workshops and training programs to enhance their professional and personal skills and knowledge to better perform their role as a Councillor. A training request form is at Attachment 3.

Training and development should link with Council's goals, objectives and values.

3.2.1 Training and Professional Development Budget Allocation

Councillors may choose to attend any conferences, seminars, workshops or professional development events to a maximum value of:

- Councillor \$2,000 per financial year
- Mayor \$3,000 per financial year

The budget allocation for individual training cannot be carried over from year to year and can only be used by the individual Councillor.

Councillors seeking to attend training courses or professional development programs that exceed the maximum assigned value must discuss the opportunity with the Chief Executive Officer and if attendance is considered appropriate, obtain consent from Council by resolution prior to registration for attendance.

The Mayor and or Council delegate will attend the following events in addition to the annual financial allocation so they may vote on behalf of Council:

- MAV State Council Meetings,
- MAV State Conference,
- National General Assembly of Local Government; and the
- Rural Councils Victoria Annual Conference.

3.2.2 Registrations and Bookings

Councillor and delegated committee member requests to attend professional development or training within the annual allocated budget should be submitted to the Council Support Officer to facilitate registration and bookings. Council may determine where the Councillor is staying.

3.2.3 Reporting

Councillors and delegated committee members will be required to submit a written report in respect of any training and professional development courses/conferences attended. The report should be submitted no later than two months after the attendance. A template for the report is at Attachment 4.

3.3. Information Technology

3.3.1 Equipment

The following equipment will be provided for conducting Council business:

- Smartphone with email access
- iPad, tablet or laptop

Council will maintain a register of all equipment provided to Councillors for Council business. The register will be available for public inspection.

All equipment must be returned to the Manager Governance and Strategy on the conclusion of the Councillor's term, or in the event the Councillor resigns their position earlier.

Reasonable personal use is permitted as long as it does not affect the primary use and functionality of the device. Councillors must not install software, apps or other products on Council devices without prior approval.

Council devices are not to be used in any other employment or business conducted by a Councillor.

Council will bear reasonable operating costs of Council supplied mobile telephone and devices but will not be responsible for calls and data roaming outside of Australia, unless a prior arrangement has been made with the Manager Governance and Strategy. The Councillor's mobile number will be made available to the public.

3.3.2 Email

Councillors will be provided with an email account managed through Campaspe Shire Council.

3.3.3 Document Management

All correspondence received as a Councillor that is provided to a Council officer is defined as corporate information. Councillors are responsible to ensure all corporate information is forwarded to Campaspe Shire Council for registration in the electronic document management system. This refers to, but is not limited to, formal letters and emails. The Council Support Officer has access to Councillor emails.

3.4 Office Space and Support

Councillors are provided with a meeting space equipped with a laptop, printer and telephone that may be used at any time within the general office security protocols.

In addition to the meeting room space, the Mayor is provided with a separate office.

The Mayor and Councillors will be provided with appropriate administrative support during normal business hours by the Council Support officer.

4. Additional Facilities for the Office of the Mayor

4.1 Mayoral Vehicle

Council will provide, at its cost, the Mayor with a fully registered, insured and maintained vehicle for official and reasonable personal use during the mayoral term

Reasonable private use excludes the use of the mayoral vehicle:

- By others (with the exception of spouse/partner and/or Councillors);
- For private business purposes
- For personal holidays
- For private purposes outside of the State of Victoria (excluding Moama and surrounds)

4.2 Hospitality and Entertainment expenses

The Mayor may claim reimbursement for, or Council payment of, reasonable hospitality expenses incurred in entertaining individuals and officials while conducting Council business.

5. General

5.1 Insurance

Councillors and members of Delegated committees are covered by the following insurance policies while performing the duties of their civic office including attendance at meetings of external bodies as Council's representative – Personal Accident, Public Liability, Professional Indemnity and Councillors and Officers Liability insurances.

Council will pay the insurance policy excess in respect of any claim made against a Councillor or member of a delegated Committee arising from Council business when any claim is accepted by Council's Insurers, whether defended or not.

5.2 Legal

Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor are the responsibility of the individual Councillor.

Exclusions

Nil

Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Definitions

Carer	A Carer is defined under section 4 of the <i>Carers Recognition Act 2012</i>
Councillor	Elected representative of the Council.
Delegated committee	A delegated committee established by Council including at least two Councillors and may include any other persons appointed to the delegated committee by the Council who are entitled to vote.

Related Legislation

Local Government Act 2020

Carers Recognition Act 2012

Related Policies, Procedures and Strategies

Council Policy 166 - Councillor Portfolios

Council Internal Policy INT072 ICT

Council Internal Policy INT003 Motor Vehicle Usage

Attachments

Attachment 1 – Travel Claim Form

Attachment 2 – Reimbursement of Expenses Form

Attachment 3 – Training Request Form

Attachment 4 - Councillor Skills Development Report

Review Period

Four years

Responsible officer

Manager Governance and Strategy

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Approval History

Adopted	22 July 1999	Minute Book Reference No 3769 (Item 12.1)
Revised	12 September 2000	Minute Book Reference No 4658 (Item 12.1)
Revised	12 December 2000	Minute Book Reference No 4845 (Item 12.2)
Revised	11 September 2001	Minute Book Reference No 5565 (Item 12.2)
Revised	13 August 2002	Minute Book Reference No 6305 (Item 12.1)
Revised	14 October 2003	Minute Book Reference No 7100 (item 12.1)
Revised	12 October 2004	Minute Book Reference No 7999 (item 12.1)
Revised	13 September 2005	Minute Book Reference No 9008 (item 12.1)
Revised	14 February 2006	Minute Book Reference No 9529 (item 12.1)
Revised	9 November 2006	Minute Book Reference No 10418 (item 9.2)
Revised	14 June 2007	Minute Book Reference No 11114 (item 9.1)
Revised	18 August 2009	Minute Book Reference No 14208 (Item 9.1)
Revised	17 November 2009	Minute Book Reference No 14737 (Item 9.8)
Revised	21 September 2010	Minute Book Reference No 16407 (Item 12.6)
Revised	18 October 2011	Minute Book Reference No 18261 (item 13.3)
Revised	20 August 2013	Minute Book Reference No 1041 (item 6.3)
Revised	18 August 2015	Minute Book Reference No 905 (Item 6.2)
Revised	13 September 2016	Minute Book Reference No 823 (Item 6.5)
Revised	17 October 2017	Minute Book Reference No 2865 (item 6.3)
Revised	19 November 2019	Minute Book Reference No 5112 (item 7.6)

Chief Executive Officer:

Date:



Councillor & Delegated Committee Member Reimbursement of Expenses Claim Form

Councillor: **Month:**

Date	Item	Reason for expense	Amount
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		

Claimant signature:	Date:
Authorising officer 1:	Date:
Authorising officer 2:	Date:

Account codes: CC: 1000 NA: 63204

Tax Invoice/Receipts must be supplied for all expenses

Councillor/Delegated Committee Member Training Request



Training and Professional Development requests are considered in accordance with Council Policy 058 – Council Expenses.

To be completed for all training requests.

Forward completed form to the Manager Governance and Strategy at least **28 days** prior to event date

Personal Details

Name

Request Type

Training

Professional Development

Registration forms and course information (learning outcomes and objectives) must be attached to the request.

Training / Event		
Date		Cost (inc gst)
Provider		
Location / Address		

This request is - Current (occurring within next 8 weeks) Planned (occurring within next 12 months)

Training details attached (mandatory) Registration Form Program / Course outline

Reason for Training

How will this training align with Council's goals and values?

Respect Customer Focus Teamwork Accountability Continuous Improvement

Explain

Endorsed

Name	Date	Signature
Mayor		

Approved

Governance Manager		
Council resolution		

Governance Use only - Conditions/Notes

Applicant Notified of outcome of request: Yes No



Councillor & Delegated Committee Member Skills Development Training Report

presented as a verbal or written report

Training: Short Course Workshop Forum Conference / Seminar

Course Description:	
Provider:	
Location:	
Date:	
Councillor/Delegated Committee Member:	

1. Program Overview

.....
.....

2. How do the learning outcomes align with Council’s goals and values?

Respect Customer Focused Continuous Improvement Teamwork Accountability

Explain

.....
.....

3. How has the learning benefitted the Councillor/Delegated Committee Member?

.....
.....

4. How will the learning benefit Council?

.....
.....

5. Lessons learnt

.....
.....

6. Industry Trends

.....
.....

7. Innovations / Improvements the learning will bring to the work area

.....
.....

8. Top three takeaways from the training

1.
2.
3.

~~Councillor Support and Entitlements~~ Council Expenses

Council Policy Number 058
Date adopted 19 November 2019
Scheduled for review November 2023



Council Policy

Council Policy

Council Policy

Council Policy

Purpose

To provide ~~guidance on the procedures and policy~~ guidance on the policy and process for the reimbursement of ~~out of pocket expenses for Councillors and members of delegated committees.~~

~~and to~~ This policy also outlines the resources and ~~and provision of~~ facilities available provided to the Mayor and Councillors as required by ~~sections 41 and 42 of the Local Government Act 1989/2020, Section 7541 and 42.~~

Policy Statement

1. Councillor Allowance

~~Mayor and A~~ Councillor, ~~Mayor and Deputy and Mayoral~~ allowances will be paid in accordance with section ~~74-39 and 74A~~ of the *Local Government Act 1989/2020*. ~~In addition to the allowance, an amount equivalent to the superannuation guarantee contribution is payable.~~ Councillor Allowances are taxable income and are ~~The allowance will be~~ paid by EFT monthly in advance.

2. ~~Payment-Reimbursement~~ of ~~Out of Pocket~~ Expenses

2.1 General

Section ~~75-40~~ of the *Local Government Act 1989-2020* specifies that: a

~~(1) A Council must reimburse a Councillor or a member of a delegated committee for out of pocket expenses which the Council is satisfied:~~

~~(a) are bona fide expenses; and~~

~~(b) have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and~~

~~(c) are reasonably necessary for the Councillor or member of a delegated committee to perform that role.~~

~~(2) A Council must provide details of all reimbursements must be reported under this section to the Audit and Risk Committee.~~

~~may reimburse Councillors for necessary out-of-pocket expenses incurred while performing duties as a Councillor.~~

Councillors ~~and delegated committee members~~ will be reimbursed for ~~necessary-approved~~ out-of-pocket expenses and/or travel claims on the presentation of a signed form/s supported by official receipts and other relevant documentation. Refer to Attachment 1 and 2.

Councillors ~~and delegated committee members are expected to~~ must submit their ~~forms-claims~~ on a monthly basis.

2.2 Eligible Meetings and Events

Councillors will be eligible for reimbursement of expenses for the following:

- a) ~~Ordinary and Special Council~~ Meetings ~~of Council~~ and Councillor Briefing Sessions;
- b) ~~Delegated committee or Advisory Committee~~ meetings;
- c) Ordinary, committee or sub-committee meetings of State, Regional or local organisations or bodies ~~where when~~ the Councillor has, by Council resolution been elected as a Council delegate;
- d) Meetings and civic or ceremonial functions convened by the ~~Council Mayor~~ or the ~~Council Mayor~~;
- e) A meeting, function or other official ~~role event~~ as a representative of the ~~Council or~~ Mayor;
- f) Conferences, functions, professional development and training ~~where when~~ the attendance has been approved by the ~~Governance~~ Manager ~~Governance and Strategy~~ in consultation with the Mayor ~~and CEO~~.

2.3 Reimbursement of Travelling Expenses

- a) ~~A~~ Councillors ~~and delegated committee members~~ will be reimbursed for the use of their own private vehicle in accordance with 2.3.d.
- b) Council will not reimburse the cost of any infringements incurred by Councillors ~~or the delegated committee member~~.
- c) Council ~~would~~ ~~prefers~~ and encourages ~~a~~ Councillors ~~and delegated committee members~~ to utilise a Council pool vehicle and/or share transport when attending a conference or meeting outside the municipality.
- d) Councillors ~~and delegated committee members are able to may~~ claim for travelling expenses for approved Council business ~~as outlined in point 62.7~~:
 - i. travel time - \$40.00 per round trip exceeding 100kms on any day on approved Council business up to a maximum of \$5,000 per annum;
 - ii. reimbursement for private vehicle usage at current Australian Taxation Office rate;
 - iii. reimbursement for public transport and taxi/~~ride share~~ expenses ~~where when~~ travel to conferences, functions, professional development and training commences.
 - iv. car parking fees – fees will be reimbursed in respect of hotel/motel parking, airport parking and conference parking.
- e) Councillors ~~and delegated committee members~~ must submit claims for travelling expenses within 14 days of the end of the month, and, such claims must show details of the approved Council business ~~attended~~ and kilometres travelled. Refer to Attachment 1.
- f) Claims greater than two months old will not be reimbursed.

3. ~~Registration Fees~~

~~Where attendance at a conference/function on Council business is approved, Council will meet the appropriate cost of attendance.~~

~~The annual budget will be allocated as in 7.1 and cover the cost of conferences, functions, professional development, training and associated travel, accommodation and meals by Councillors.~~

2.4 Accommodation and Meal Expenses

As a general principle, the following guidelines will apply to accommodation and meal ~~expenses~~:

- ~~The~~ accommodation standard should not exceed the four star rating (Councillors and delegated committee members may upgrade accommodation at their own cost);
- ~~Items~~ purchased from the mini bar will be at the Councillor's or delegated committee member's own cost;
- ~~Reasonable~~ meals at breakfast, lunch and dinner ~~will be~~ claimable as per ATO guidelines.
- Alcohol purchases are at the cost of the Councillor or delegated committee member.

If arrangements are made by the Councillor or delegated committee member that exceed the agreed rates, then the Councillor or delegated committee member ~~will be~~ responsible for the difference between the agreed rate and the actual rate. Itemised tax invoices must be produced to confirm amounts ~~s~~ claimed.

Council will reimburse the actual costs paid upon presentation of appropriate documentation.

Partners may join the Councillor or delegated committee member ~~whilst away~~ but at their own expense.

All arrangements ~~are to~~ will be handled/coordinated through the Council Support Officer.

The Mayor ~~and Governance Manager~~ in consultation with the Chief Executive Officer may vary these arrangements ~~when~~ if considered appropriate.

2.5. Child and Family Care

Council will ~~cover the cost of reimbursing legitimate family care and child care expenses for attendance at Council functions submitted by Councillors~~ provide reimbursement of costs for out of pocket expenses for the provision of child care (up to and including children aged 14 years) and carer services when it is reasonably required for a Councillor or member of a delegated committee to perform their role within the meaning of section 4 of the Carers Recognition Act 2012 attendance at Council functions to undertake official duties and attend eligible meetings and events outlined in point 2.2.

~~Councillors will on the production of a receipt or relevant documentation, be reimbursed the out of pocket cost of child care expenses for children up to and including the age of 14 years.~~

No payments for care will be made to a person who:

- Has a financial or pecuniary relationship with the Councillor or delegated committee member.
- Resides either permanently or temporarily with the Councillor or delegated committee member.
- Has a relationship with the Councillor / delegated committee member or their partner such that it would be inappropriate for Council to reimburse monies paid to the same provider.
- Has a relationship as a family member as defined in section 126 of the Local Government Act 2020.

~~Child care costs are not reimbursable if paid for a child cared for by a person who normally or regularly lives with the Councillor or delegated committee member.~~

All claims for carers and child care must be submitted on the Reimbursement of Expenses Claim Form with sufficient evidence from the provider or a statutory declaration from the Councillor or delegated committee member. Refer Attachment 2.

2.6 Councillors with Disabilities

The Council will meet reasonable additional expenses to assist a Councillor with a disability to perform their duties as a Councillor in accordance with legislation.

2.7 Expense Reimbursement Claims

To assist Councillors and delegated committee members with their expense reimbursement claims the following guidance is provided:

What's Claimable

- Travel to attend a site inspection or a meeting about an issue that's likely to come before Council or a delegated Committee for a decision.
- Travel to and expenses related to a Council run event.
- Travel to ~~Ordinary and Special meetings of Council~~ Meetings and Councillor Briefing Sessions.
- Travel to Delegated committee ~~or Advisory Committee~~ meetings.
- Travel to ordinary, committee or sub-committee meetings of State, regional or local organisations or bodies ~~where-if~~ the Councillor has, by Council resolution been elected as a Council delegate.
- Travel to meetings and civic or ceremonial functions convened by the Council Mayor or the Council Mayor.
- Travel to a Councillor only session.
- Travel to a meeting, function or other official role as a representative of the Mayor.
- Travel to invited functions within the Campaspe Shire in the role as a Councillor or delegated committee member.
- Child and Family Care Costs ~~where thereif has been approved~~ in accordance with this policy.
- Training and professional development ~~where there has been if approval approved by the Governance Manager in consultation with the Mayor in accordance with this policy~~ -or by Council resolution.

What's Not Claimable

- Cost of raffle tickets
- Entry/ticket fees for community run events
- Cost of attending service clubs, cultural, arts, historical, recreational and sporting club events
- Donations
- Cost of attending business events
- School presentations
- Health organisations' promotions
- Expenses relating to attendance at a political function
- Educational organisations' promotions
- Business networking
- Community forums
- Informal meetings
- Traffic infringements
- Attendance at private events, e.g., weddings, funerals, birthdays, celebrations
- Attendance at Christmas parties
- Travel to non-approved functions
- Fundraising events especially for organisations with no presence in the Shire of Campaspe

Expense reimbursement claims must be submitted on the approved form. Refer Attachment 2.

2.8 Charity Events

~~If Councillors attending~~ charity events for which payment is required, the cost is ~~to be~~ borne by the individual Councillor.

2.9 Hospitality and Entertainment Expenses

~~The Mayor may incur reasonable hospitality and entertainment expenses on behalf of Council when conducting Council business.~~

~~The incurring of reasonable hospitality and entertainment expenses by other Councillors while conducting Council business will only be accepted if appropriate and prior approval has been granted by the Chief Executive Officer in consultation with the Mayor.~~

2.10 Political Functions

~~Where~~ ~~If~~ Councillors attend a political party fundraising event for which payment is required, the cost is ~~to be~~ borne by the individual Councillor.

2.11 Council Presentations at Events and Functions

~~In circumstances where~~ ~~ren~~ the Mayor has been invited to an event or function in a particular Ward and is unable to attend and the Deputy Mayor is unavailable, a Ward Councillor will be given the first option to represent the Mayor.

~~In circumstances where~~ ~~ren~~ the Mayor has been invited to an event or function outside of Campaspe on a particular subject and is unable to attend and the Deputy Mayor is unavailable, the ~~most~~ relevant portfolio Councillor will be given the first option to represent the Mayor.

~~The~~ ~~e~~Organising ~~of~~ Councillor attendance ~~in lieu of the Deputy Mayor~~ will be managed by the Council Support Officer.

3. Resources and Facilities

3.1 General

~~Section 420 of the Local Government Act 2020 specifies that:~~

~~(1) A Council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to perform their role.~~

3.2 Training and Professional Development

~~The knowledge, skills and experiences that Councillors and delegated committee members bring when they are elected and that are enhanced during an induction program generally need to be supplemented with further knowledge and skills development relevant to the specific role and responsibilities of Councillors and delegated committee member. This supplementation of knowledge and skills is gained through training and professional development. Training and professional development of Councillors and delegated committee members is encouraged and supported by the Council.~~

~~So that there is a clear understanding amongst Councillors, delegated committee members and staff the following definitions assist to explain the difference between training and development.~~

~~Training is designed to help Councillors/ delegated committee member learn specific knowledge or skills to improve performance in their current roles. Training can occur through induction, on the job training and short courses. Examples of short courses are meeting procedures, conflicts of interest, media training, social media, planning legislation, financial management, etc.~~

~~Professional Development focuses on Councillor/ delegated committee member growth and future performance. It is a longer term process where Councillors may attend industry events and conferences and/or undertake supported external study to build their professional skills. Examples are Mainstreet conference, MAV future of local government, waste management and recycling conference, governance, legal, politics or financial studies.~~

~~Councillors are encouraged to attend conferences, seminars, workshops and training programs to enhance their professional and personal skills and knowledge to better perform their role as a Councillor.~~

Any training and development should link with Council's goals, objectives and values.

3.2.1 Training and Professional Development Budget Allocation

~~• Councillors may choose to attend any conferences, seminars, workshops or professional development events to a maximum value of: Within 12 months of a general election, Council will review and approve the Councillor Support and Entitlements Councillor Expenses policy.~~

- ~~▪ Councillor \$2,000 per financial year~~
- ~~▪ Mayor \$3,000 per financial year~~

~~Included in the policy will be a section on training and development. Council will decide a budget allocation for individual training, a shared allocation for group training and professional development and an allocation for compulsory training. The budget allocation for individual training cannot be carried over from year to year and can only be used by the individual Councillor.~~

~~Councillors seeking to attend training courses or professional development programs that cost above exceed the maximum assigned value must discuss the opportunity with the Chief Executive Officer and when deemed if attendance is considered appropriate, obtain consent from Council by resolution prior to registration for attendance.~~

~~The Mayor and or Council delegate will attend the following events in addition to the annual financial allocation so they may vote on behalf of Council:~~

- ~~▪ - These are the MAV State Council Meetings,~~
- ~~▪ MAV State Conference,~~
- ~~▪ National General Assembly of Local Government; and the~~
- ~~▪ Rural Councils Victoria Annual Conference.~~

3.2.2 Approval Process Registrations & Bookings

~~Councillor and delegated committee member requests to attend professional development or training using the budget allocated for individual training will be considered by the Governance Manager in consultation with the Mayor. The Governance Manager and the Mayor will consider the following when assessing requests:~~

- ~~• The available budget;~~
- ~~• Any training already provided on the subject;~~
- ~~• Relevance to the Councillor's individual portfolio;~~

~~How attendance will assist the Councillor in performing their role within the annual allocated budget are to should be submitted to the Council Support Officer to facilitate registration and bookings. Council has the right to may determine where the Councillor is staying.~~

3.2.3 Reporting

~~Councillor and delegated committee member requests to attend professional development or training courses/conferences using the budget allocated for shared training will have their request considered by the full Council in an open Council meeting. A report will be prepared by the Governance Manager for Council to consider. Requests will be considered using the same criteria as for individual training with the added criteria of taking into account the amount of training and professional development already undertaken by the Councillor.~~

~~All expenses must be approved by the Governance Manager in consultation with the Mayor and should be approved in advance and booked through the Council Support Officer. Council has the right to determine where the Councillor is staying.~~

~~Councillors and delegated committee members will be required to submit a written report in respect of any training and professional development courses/conferences attended. The report should be submitted no later than two months after the attendance. A template for the report is at Attachment 3.~~

- ~~4. 3.3 The Mayor normally attends the following events as an as of right entitlement where he/she may vote on behalf of Council. These are MAV State Council Meetings, MAV State Conference, National General Assembly of Local Government and Rural Councils Victoria Annual Conference. Charity Events~~
- ~~5. Campaspe Shire Council will meet the cost of the Mayor or his/her representative to attend a charity fundraising event. If other Councillors wish to attend to support the charity, they will be required to make their own contribution to attend.~~
- ~~6. Hospitality and Entertainment Expenses~~
- ~~7. The Mayor is entitled to incur reasonable hospitality and entertainment expenses on behalf of Council when conducting Council business.~~
- ~~8. The incurring of reasonable hospitality and entertainment expenses by other Councillors while conducting Council business will only be accepted if appropriate and prior approval has been granted by the Chief Executive Officer in consultation with the Mayor.~~
- ~~9. Political Functions~~
- ~~10. Where Councillors attend a political party fundraising event for which payment is required, the cost is to be borne by the individual Councillor. Council does not wish to financially support any political party.~~
- ~~11. Council Presentations at Events and Functions~~
- ~~12. In circumstances where the Mayor has been invited to an event or function in a particular Ward and is unable to attend and the Deputy Mayor is unavailable, a Ward Councillor will be given the first option to represent the Mayor.~~
- ~~13. In circumstances where the Mayor has been invited to an event or function outside of Campaspe on a particular subject and is unable to attend and the Deputy Mayor is unavailable, the most relevant portfolio Councillor will be given the first option to represent the Mayor.~~
- ~~14. The organising of Councillor attendance will be managed by the Council Support Officer.~~

Information Technology

3.3. Information Technology

123.3.1 **Equipment**

The following equipment will be provided for conducting Council business:

- Smartphone with email access
- iPad, tablet or laptop

Council will maintain a register of all equipment provided to Councillors for Council business. The register ~~shall~~ will be available for public inspection.

All equipment ~~is to~~ must be returned to the ~~Governance~~ Manager Governance and Strategy on the conclusion of the Councillor's term, or in the event the Councillor resigns their position earlier.

Reasonable personal use is permitted as long as it does not affect the primary use and functionality of the device. Councillors ~~will~~ must not install ~~any non-approved non-Council products on the devices~~ software, apps or other products on Council devices without prior approval.

Council devices are not to be used in any other employment or business conducted by a Councillor.

~~Where a Councillor wishes to retain their mobile phone for Council use, Councillors must make their personal mobile number available for publication. The Council telephone number will be made available to the public.~~

Council will bear reasonable operating costs of Council supplied mobile telephone and iPad devices but will not be responsible for calls and data roaming made outside of Australia, unless a prior arrangement has been made with the Governance Manager Governance and Strategy. The Councillor's mobile number will be made available to the public.

423.3.2 Email

Councillors will be provided with an email account managed through Campaspe Shire Council.

423.3.3 Document Management

All correspondence received as a Councillor that is provided to a Council officer is defined as corporate information. Councillors are responsible to ensure all corporate information is forwarded to Campaspe Shire Council for registration in the electronic document management system. This refers to, but is not limited to, formal letters and emails. The Council Support Officer ~~will have~~has access to Councillor emails.

3.4 Office Space and Support

Councillors are provided with a meeting space equipped with a laptop, printer and telephone that may be used at any time within the general office security protocols.

In addition to the meeting room space, the Mayor is provided with a separate office.

The Mayor and Councillors will be provided with appropriate administrative support during normal business hours by the Council Support officer.

15.4. Additional Facilities for the Office of the Mayor

144.1 Mayoral Vehicle

Council will provide, at its cost, ~~to~~ the Mayor with a fully registered, insured and maintained vehicle for official and reasonable personal use during the mayoral term ~~if he/she so requires in accordance with Council's Internal Policy INT003 Motor Vehicle Usage.~~

Reasonable private use excludes the use of the mayoral vehicle:

- By others (with the exception of spouse/partner and/or Councillors);
- For private business purposes
- For personal holidays
- For private purposes outside of the State of Victoria (includesexcluding ~~the Echuca / Moama- and surroundse~~community)

144.2 Hospitality and Entertainment expenses

The Mayor ~~will be able to~~may claim reimbursement for, or Council payment of, reasonable hospitality expenses incurred in entertaining individuals and officials while conducting Council business.

16.5. General

155.1 Insurance

Councillors and members of Delegated committees are covered by the following insurance policies while performing the duties of their civic office including attendance at meetings of external bodies as Council's representative – Personal Accident, Public Liability, Professional Indemnity and Councillors and Officers Liability insurances.

Council will pay the insurance policy excess in respect of any claim made against a Councillor or member of a delegated Committee arising from Council business ~~where~~when any claim is accepted by Council's Insurers, whether defended or not.

45.2 Legal

Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor ~~shall~~ will bear the responsibility of ~~that~~ the individual Councillor.

Exclusions

Nil

Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Definitions

Carer A Carer is defined under section 4 of the *Carers Recognition Act 2012*

Councillor Elected representative of the Council.

Delegated committee A delegated committee established by Council including at least two Councillors and may include any other persons appointed to the delegated committee by the Council who are entitled to vote.

Related Legislation

Local Government Act ~~1989~~ 2020

Carers Recognition Act 2012

Related Policies, Procedures and Strategies

Council Policy 166 - Councillor Portfolios

Council Internal Policy INT072 ICT

Council Internal Policy INT003 Motor Vehicle Usage

Attachments

Attachment 1 – Travel Claim Form

Attachment 2 – Reimbursement of Expenses Form

Attachment 3 - Councillor Skills Development Report

Attachment 4 – Training Request Form

Review Period

Four years

Responsible officer

~~Governance~~ Manager Governance and Strategy

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Approval History

Adopted	22 July 1999	Minute Book Reference No 3769 (Item 12.1)
Revised	12 September 2000	Minute Book Reference No 4658 (Item 12.1)
Revised	12 December 2000	Minute Book Reference No 4845 (Item 12.2)
Revised	11 September 2001	Minute Book Reference No 5565 (Item 12.2)
Revised	13 August 2002	Minute Book Reference No 6305 (Item 12.1)

Revised	14 October 2003	Minute Book Reference No 7100 (item 12.1)
Revised	12 October 2004	Minute Book Reference No 7999 (item 12.1)
Revised	13 September 2005	Minute Book Reference No 9008 (item 12.1)
Revised	14 February 2006	Minute Book Reference No 9529 (item 12.1)
Revised	9 November 2006	Minute Book Reference No 10418 (item 9.2)
Revised	14 June 2007	Minute Book Reference No 11114 (item 9.1)
Revised	18 August 2009	Minute Book Reference No 14208 (Item 9.1)
Revised	17 November 2009	Minute Book Reference No 14737 (Item 9.8)
Revised	21 September 2010	Minute Book Reference No 16407 (Item 12.6)
Revised	18 October 2011	Minute Book Reference No 18261 (item 13.3)
Revised	20 August 2013	Minute Book Reference No 1041 (item 6.3)
Revised	18 August 2015	Minute Book Reference No 905 (Item 6.2)
Revised	13 September 2016	Minute Book Reference No 823 (Item 6.5)
Revised	17 October 2017	Minute Book Reference No 2865 (item 6.3)
Revised	19 November 2019	Minute Book Reference No 5112 (item 7.6)

Chief Executive Officer:

Date:

Social Media



Council Policy Number	131
Date adopted	29 January 2019
Scheduled for review	January 2020

1. Preamble

Social media provides a range of communication platforms which can be used in addition to the traditional communication tools, such as media releases, website, newsletters.

2. Purpose

To guide Councillors, staff, contractors, agents and volunteers in the appropriate use of social media platforms and tools when conducting Council business.

3. Definitions

Social media	Online digital spaces used for creating, conversing and sharing information and can include blogs, social networks, forums, podcasts or videos.
Social media user	Combined throughout policy to include Councillors, staff (permanent, temporary or casual), contractors, agents and volunteers.
Social media editor	Authorised by the Manager Customer Service to use a Campaspe Shire Council social media account, or one of its services or commercial businesses.
Personal use	Using social media privately, whether during business hours or outside of business hours.

4. Policy Statement

This policy applies to all social media users who want to use social media on behalf of Council.

It will also apply to agencies and individuals who provide services to Council and will be included in all relevant external supplier contracts (as applicable, as it relates to our work).

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct Council business.

It aims to:

- § inform appropriate use of social media tools for Council;
- § promote the effective and productive provision of information through social media;
- § minimise miscommunication or mischievous communications;
- § help Council address the inherent expectations and challenges of communicative immediacy.

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, and may include (though is not limited to):

- § social networking sites and apps (e.g. Facebook, Twitter, LinkedIn);
- § video and photo sharing apps (e.g. Instagram, YouTube, Snapchat);
- § Blogs, including corporate blogs and personal blogs;
- § Blogs hosted by media outlets (e.g. comments on 'Your Say')
- § Forums, discussion boards and groups (e.g. Google groups)

- § Review platforms (e.g. TripAdvisor)
- § Instant messaging (e.g. Facebook Messenger, WhatsApp)

4.1 Personal use of social media

This policy is not intended to discourage personal expression however you are responsible for the content you publish in a personal capacity on any form of social media platform. The best advice is to approach online worlds the same way as you do the physical one. Have fun but be smart.

- § The internet never forgets. Search engines, archives and other technologies make it virtually impossible to take something back. There is really no such thing as “delete” on the internet, so always think twice before you post.
- § Nothing is ever truly private. Even if you use privacy tools assume that everything you write, exchange or receive on social media is public. Material posted in a relatively secure setting can still be copied and reproduced elsewhere.
- § Assume that your personal life and professional life will merge online regardless of your care in separating them. Even if you do not identify yourself as a Campaspe Shire Councillor, staff member, contractor, agent or volunteer you could still be recognised as such, including when posting anonymously or using an alias or pseudonym.
- § Own up to mistakes. If you make a mistake, correct it immediately and be clear about what you’ve done to fix it.
- § Respect copyright. If it’s not yours, don’t use it. Before posting someone else’s work check with the owner first.

When using social media, you must not:

- § Disclose confidential Campaspe Shire Council information.
- § Disclose internal Campaspe Shire Council discussions or decisions.
- § Imply that you are authorised to speak as a representative of Campaspe Shire Council, nor give the impression that the views you express are those of Campaspe Shire Council, unless you are an authorised social media editor, as outlined in point 3.
- § Use any Campaspe Shire Council logos. Your Campaspe Shire Council email address cannot be used for personal accounts, however it is acceptable to use for accounts relating to your work, for example LinkedIn
- § Make any disparaging comment/post that may cause reputational damage to the Campaspe Shire Council.
- § Make any disparaging comment/post about a Campaspe Shire Council Councillor, staff member, contractors, agents and volunteers.
- § Post material that is false, offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright or is otherwise unlawful.

4.2 Using social media at work

Staff are encouraged to submit content to the Communications team relating to their work to be shared with Council’s social media followers.

When using social media at work you must do so in accordance with the ICT Policy, which requires staff to use the resources ‘reasonably’, in a matter that does not interfere with work and is not inappropriate or excessively accessed. It is not acceptable to spend hours using social media that is not related specifically to your work.

Examples of reasonable use include:

- § Liking, sharing or retweeting content from a Campaspe Shire Council account on your own account
- § Updating statuses and posting messages during breaks

When using social media, users are expected to:

- § adhere to Campaspe Shire Council codes of conduct, policies and procedures;
- § behave with caution, courtesy, honesty and respect;
- § comply with relevant laws and regulations;
- § adhere to and reinforce the integrity, reputation and values of Campaspe Shire Council.

4.3 Authorised professional use of social media

Before engaging in social media as a representative of Council, social media editors must be authorised by the Manager Customer Service.

New Campaspe Shire Council social media accounts must be authorised by the Executive Management Team and enabled by the Manager Customer Service.

Once authorised to comment on behalf of Council, social media users should make comments and posts that:

- § Offer advice and support in their area of expertise. Advice, support or comment from a colleague who has expertise relevant to the issue may also be relayed in liaison with them.
- § Are factually correct and comply with the relevant policies, especially confidentiality and disclosure.
- § Are respectful of all individuals and communities and respectful to others' opinions, even in times of heated discussion and debate.
- § Adhere to Council's Communications and Writing Guideline and Social Media Plan.
- § Adhere to this policy and seek to conform to the cultural and behavioural standards of the social media platform being used as well as the Terms of Use.

4.4 Monitoring and identifying inappropriate use

Social media users are one of our most vital assets for monitoring the social media landscape.

If you come across positive or negative comments about Council and its activities, please share them with the Communications team.

In the case of negative comments, notifying the Communications team before an issue reaches a crisis situation can enable potential issues to be resolved more effectively and efficiently.

If a social media user becomes aware of, or suspects content or activity that may breach this policy you must be report this to your immediate supervisor, Manager or General Manager.

Council uses social media monitoring software, ArchiveSocial and Sprout Social, to monitor keywords relating to the Council's brand and activities. It is not used to monitor private accounts.

4.5 Compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment or contractual obligations, misconduct, sexual harassment, discrimination, bullying or other breach of the law.

Social media users who fail to comply with this policy may face disciplinary action in accordance with the:

- § Councillor Code of Conduct (Councillor);
- § Disciplinary Action Procedure (staff), which may include termination of employment.

4.6 A-Z guide for using social media

Guidelines for using social media are as follows:

Access

Be mindful of the requisite government web standards for people with special needs. Information made available via non-compliant platforms should be made accessible in another form if possible.

Accuracy

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

Authorisation

Ensure appropriate authorisation has been obtained before using social media including, but not limited to uploading content and acting as a spokesperson on behalf of Council.

Be responsive

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Make it easy for audiences to reach Council via other methods by publishing Council's phone number, generic email, etc. On Facebook in particular, include 'manned' hours in the Information tab.

Be safe

Protect your personal privacy and guard against identity theft.

Defamation

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

Disclosure

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of Council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of Councillors, Council staff or third parties.

Discrimination

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

Expertise

Do not comment outside your area of expertise. Do not commit Council to actions or undertakings.

Identity

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

Intellectual property

Seek permission from the creator or copyright owner, to use or reproduce copyright material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights, such as trademarks, are owned by a third party, e.g. company logos. Seek permission from the website's owner wherever possible before linking to another site.

Language

Be mindful of language and expression.

Media

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the inquiry to the communications team as per Council's media policy. Social media will point back to original sources of media releases and alerts, i.e. website, not publish entire statements.

Modification and moderation

Ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

Opinion

Clearly separate personal opinions from professional ones and be mindful of Council's Code of Conduct when discussing or commenting on Council matters. In general, don't express personal opinions using Council pages or tags or other identifications. Only where this is not possible, consider using a formal disclaimer to separate official Council positions from personal opinions and distance Council from comments made by public and other outside interests.

Political bias

Do not endorse any political affinity or allegiance.

Privacy

Be sensitive to the privacy of others. Seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of social media. If asked to remove materials, do so as soon as possible.

Respect

Always be courteous, patient and respectful of others' opinions, including detractors.

Reward

Do not publish content in exchange for reward of any kind.

State of mind

Do not use social media when inebriated, irritated, upset, angry or tired.

Transparency

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review Council personnel, services or wares.

4.7 Further information

If you have any doubt about applying the provisions of this policy, check with the Communications team before using social media to communicate. Depending on the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

5. Exclusions

Nil

6. Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

7. Related Legislation

behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation may be used as a guide. Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

- § *Equal Opportunity Act 2010* (Victoria)
- § *Charter of Human Rights and Responsibilities Act 2006*
- § *Racial and Religious Tolerance Act 2001* (Victoria)
- § *Occupational Health and Safety Act 2004* (Victoria)

8. Related Policies, Procedures and Strategies

Internal Policy 072, ICT – outlining the acceptable use for email, internet, digital equipment, electronic communications

Councillor Code of Conduct

Procedure PR125 – Employee Code of Code of Conduct

Council employment contracts

Council Policy 055, Media Relations – outlining the approach to and resources available for managing media inquiries, producing media releases, proactively managing issues and promoting Council's work;

Council Policy 081, Privacy and Data Protection – outlining the management and handling of personal and health information within the public sector.

Procedure PR130 - Disciplinary Action

9. Attachments

None

Review Period

Two years

Responsible officer

Manager Customer Service

Administrative Updates

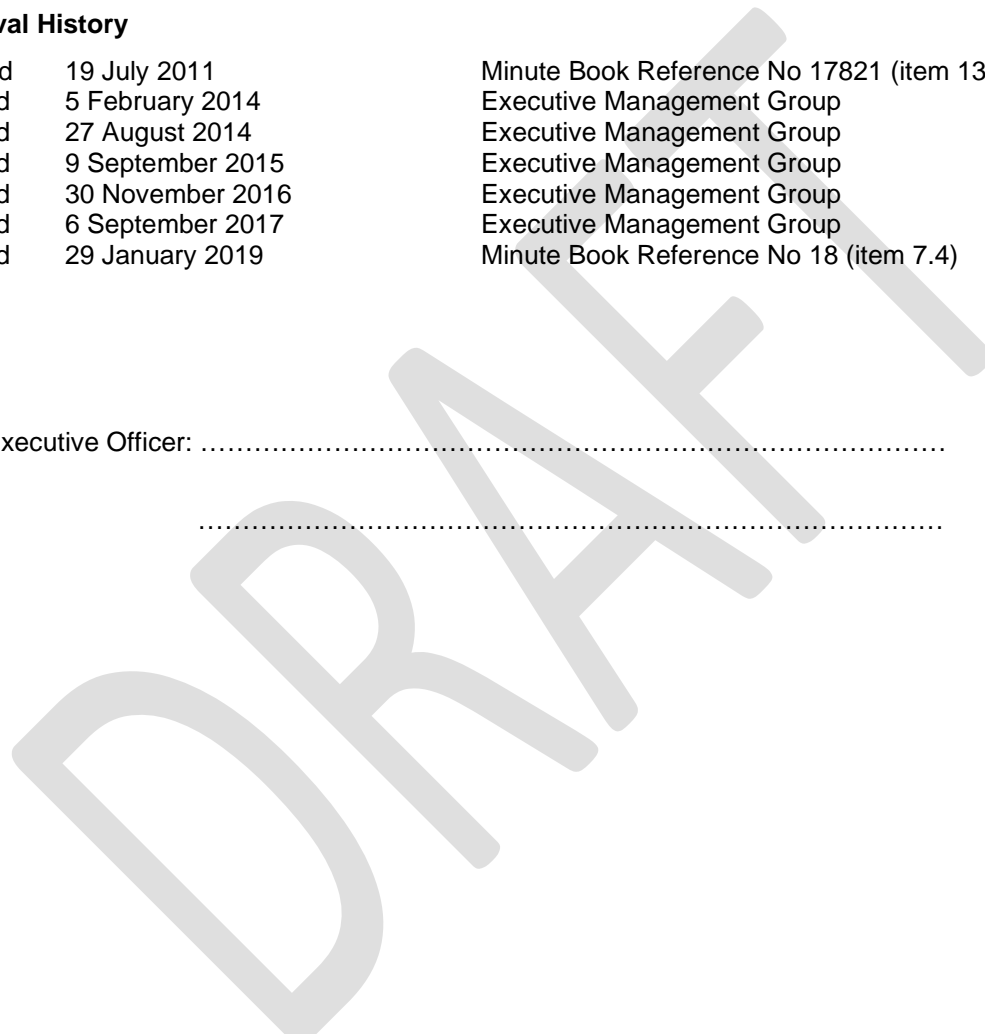
It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Approval History

Adopted	19 July 2011	Minute Book Reference No 17821 (item 13.3)
Revised	5 February 2014	Executive Management Group
Revised	27 August 2014	Executive Management Group
Revised	9 September 2015	Executive Management Group
Revised	30 November 2016	Executive Management Group
Revised	6 September 2017	Executive Management Group
Revised	29 January 2019	Minute Book Reference No 18 (item 7.4)

Chief Executive Officer:

Date:



Social Media



Council Policy Number	131
Date adopted	29 January 2019
Scheduled for review	January 2020

Purpose

To provide an understanding and guidance for the appropriate use of social media platforms and tools by councillors, staff (permanent, temporary or casual), contractors, agents and volunteers for the purpose of conducting council business.

Policy Statement

This policy applies to all social media users (combined to include councillors, staff (permanent, temporary or casual), contractors, agents and volunteers) of Campaspe Shire Council who want to use social media on behalf of council. This policy will also apply to agencies and individuals who provide services to council, and will be included in all relevant external supplier contracts (as applicable).

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct council business.

It aims to:

- inform appropriate use of social media tools for Campaspe Shire Council;
- promote effective and productive community engagement through social media;
- minimise miscommunication or mischievous communications;
- help Campaspe Shire Council manage the inherent challenges of speed and immediacy.

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, and may include (though is not limited to):

- social networking sites and apps (eg Facebook, Twitter, LinkedIn);
- video and photo sharing apps (eg Instagram, YouTube, Snapchat);
- Blogs, including corporate blogs and personal blogs;
- Blogs hosted by media outlets (eg comments on 'Your Say')
- Forums, discussion boards and groups (eg Google groups)
- Review platforms (eg TripAdvisor)
- Instant messaging (eg Facebook Messenger, WhatsApp)

1. Personal use of social media

Campaspe Shire Council encourages all social media users to explore and engage in social media at a level they feel comfortable with. This policy is not intended to discourage personal expression or outline activities, however you are responsible for the content you publish in a personal capacity on any form of social media platform. The best advice is to approach online worlds the same way as you do the physical one. Have fun, but be smart.

- The internet never forgets. Search engines, archives and other technologies make it virtually impossible to take something back. There is really no such thing as "delete" on the internet, so always think twice before you post.
- Nothing is ever truly private. Even if you use privacy tools assume that everything you write, exchange or receive on social media is public. Material posted in a relatively secure setting can still be copied and reproduced elsewhere.

- Assume that your personal life and professional life will merge online regardless of your care in separating them. Even if you do not identify yourself as a Campaspe Shire Council councillor, staff member, contractor, agent or volunteer you could still be recognised as such, including when posting anonymously or using an alias or pseudonym.
- Own up to mistakes. If you make a mistake, correct it immediately and be clear about what you've done to fix it.
- Respect copyright. If it's not yours, don't use it. Before posting someone else's work check with the owner first.

When using social media you must not:

- Disclose confidential Campaspe Shire Council information
- Disclose internal Campaspe Shire Council discussions or decisions
- Imply that you are authorised to speak as a representative of Campaspe Shire Council, nor give the impression that the views you express are those of Campaspe Shire Council, unless you are an authorised social media editor, as outlined in point 3.
- Use any Campaspe Shire Council logos. Your Campaspe Shire Council email address cannot be used for personal accounts, however it is acceptable to use for accounts relating to your work, for example LinkedIn
- Make any disparaging comment/post that may cause reputational damage to the Campaspe Shire Council
- Make any disparaging comment/post about a Campaspe Shire Council staff member, councillor, contractors, agents and volunteers
- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright or is otherwise unlawful.

2. Using social media at work

Campaspe Shire Council staff are encouraged to submit content to the Communications team relating to their work to be shared with council's social media followers.

When accessing social media at work you must do so in accordance with the ICT Policy, which requires staff to use the resources 'reasonably', in a matter that does not interfere with work and is not inappropriate or excessively accessed. It is not acceptable to spend hours using social media that is not related specifically to your work.

Examples of reasonable use include:

- Liking, sharing or retweeting content from a Campaspe Shire Council account on your own account
- Updating statuses and posting messages during breaks

When using social media, social media users are expected to:

- adhere to Campaspe Shire Council codes of conduct, policies and procedures;
- behave with caution, courtesy, honesty and respect;
- comply with relevant laws and regulations;
- adhere to and reinforce the integrity, reputation and values of Campaspe Shire Council.

The following content is not permitted under any circumstances.

- Abusive, profane or sexual language.
- Content not relating to the subject matter of that blog, board, forum or site.
- False or misleading content.
- Confidential information about council or third parties.
- Copyright or trademark protected materials.

- Discriminatory material in relation to a person or group based on age, colour, faith, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation.
- Illegal material or materials designed to encourage law-breaking.
- Materials that may compromise council, employee or system safety.
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks).
- Material that would offend contemporary standards of taste and decency.
- Material which is critical of council or would bring the council into disrepute.
- Personal details or references to councillors, council staff or third parties, which may breach privacy laws.
- Spam, meaning the distribution of unsolicited bulk electronic messages.
- Statements which may be considered to be bullying or harassment.

3. Authorised professional use of social media

Before engaging in social media as a representative of the Campaspe Shire Council, social media editors must be authorised by the Communications Manager. New Campaspe Shire Council social media accounts must be authorised by the Communications Manager as well as relevant manager.

Once authorised to comment on behalf of council, social media users should make comments and posts which:

- Offer advice and support in their area of expertise. Advice, support or comment from a colleague who has expertise relevant to the issue may also be relayed in liaison with them.
- Are factually correct and comply with the relevant policies, especially confidentiality and disclosure.
- Are respectful of all individuals and communities and respectful to others' opinions, even in times of heated discussion and debate.
- Adhere to Campaspe Shire Council's Communications and Writing Guideline and Social Media Plan.
- Adhere to this policy and seek to conform to the cultural and behavioural standards of the social media platform being used as well as the Terms of Use.

4. Monitoring and identifying inappropriate use

Social media users are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative comments about the Campaspe Shire Council and its activities please share them with the Communications team.

In the case of negative comments, notifying the Communications team before an issue reaches a crisis situation can enable potential issues to be resolved more effectively and efficiently.

If a social media user becomes aware of, or suspects content or activity that may breach this policy this must be reported to your immediate supervisor or manager, or member of the Leadership Group.

Campaspe Shire Council uses social media monitoring software, SocialArchive and Sprout Social, to monitor keywords relating to the council's brand and activities. It is not used to monitor private accounts.

5. Compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment or contractual obligations, misconduct, sexual harassment, discrimination, bullying or other breach of the law.

Social media users who fail to comply with this policy may face disciplinary action in accordance with the:

- Councillor Code of Conduct (councillor);
- Disciplinary Action Procedure (staff), which may include termination of employment.

6. A-Z guide for using social media

Guidelines for using social media are as follows:

Access

Be mindful of the requisite government web standards for people with special needs. Information made available via non-compliant platforms should be made accessible in another form if possible.

Accuracy

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

Authorisation

Ensure appropriate authorisation has been obtained before using social media including, but not limited to uploading content and acting as a spokesperson on behalf of council.

Be responsive

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Make it easy for audiences to reach council via other methods by publishing council's phone number, generic email, etc. On Facebook in particular, include 'manned' hours in the Information tab.

Be safe

Protect your personal privacy and guard against identity theft.

Defamation

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

Disclosure

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of councillors, council staff or third parties.

Discrimination

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

Expertise

Do not comment outside your area of expertise. Do not commit council to actions or undertakings.

Identity

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

Intellectual property

Seek permission from the creator or copyright owner, to use or reproduce copyright material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights, such as trademarks, are owned by a third party, eg company logos. Seek permission from the website's owner wherever possible before linking to another site.

Language

Be mindful of language and expression.

Media

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the inquiry to the communications team as per council's media policy. Social media will point back to original sources of media releases and alerts, i.e. website, not publish entire statements.

Modification and moderation

Ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

Opinion

Clearly separate personal opinions from professional ones and be mindful of council's Code of Conduct when discussing or commenting on council matters. In general, don't express personal opinions using council pages or tags or other identifications. Only where this is not possible, consider using a formal disclaimer to separate official council positions from personal opinions and distance council from comments made by public and other outside interests.

Political bias

Do not endorse any political affinity or allegiance.

Privacy

Be sensitive to the privacy of others. Seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of social media. If asked to remove materials, do so as soon as possible.

Respect

Always be courteous, patient and respectful of others' opinions, including detractors.

Reward

Do not publish content in exchange for reward of any kind.

State of mind

Do not use social media when inebriated, irritated, upset, angry or tired.

Transparency

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review council personnel, services or wares.

7. Further information

If you have any doubt about applying the provisions of this policy, check with the Communications team before using social media to communicate. Depending on the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

Exclusions

Nil

Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Definitions

Social media	Online digital spaces used for creating, conversing and sharing information and can include blogs, social networks, forums, podcasts or videos.
Social media user	Combined throughout policy to include councillors, staff (permanent, temporary or casual), contractors, agents and volunteers.
Social media editor	Authorised by the Communications Manager to use a Campaspe Shire Council social media account, or one of its services or commercial businesses.
Personal use	Using social media privately, whether during business hours or outside of business hours.

Related Legislation

Councillors and staff of the Campaspe Shire Council are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation may be used as a guide. Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

- Equal Opportunity Act 2010 (Victoria)
- Charter of Human Rights and Responsibilities Act 2006
- Racial and Religious Tolerance Act 2001 (Victoria)
- Occupational Health and Safety Act 2004 (Victoria)
- Internal Policy 072, ICT – outlining the acceptable use for email, internet, digital equipment, electronic communications
- Councillor’s Code of Conduct
- Staff Code of Conduct Procedure
- Council employment contracts
- Council Policy 055, Media Relations – outlining the approach to and resources available for managing media inquiries, producing media releases, proactively managing issues and promoting council’s work;
- Council Policy 081, Privacy and Data Protection – outlining the management and handling of personal and health information within the public sector.
- Procedure PR130 - Disciplinary Action Procedure

Attachments

None.

Review Period

One year

Responsible Officer

Communications Manager

Approval History

Adopted	19 July 2011	Minute Book Reference, page no	item 13.3, 17821
Revised	5 February 2014	Executive Management Group	
Revised	27 August 2014	Executive Management Group	
Revised	9 September 2015	Executive Management Group	
Revised	30 November 2016	Executive Management Group	
Revised	6 September 2017	Executive Management Group	
Revised	29 January 2019	Minute Book Reference, page no	item 7.4, 18

Chief Executive Officer:

[Handwritten Signature]
31/1/2019

Date:



**Campaspe Shire Council
Audit and Risk Committee
Charter**

Date of Approval:

Campaspe Shire Council – Audit and Risk Committee Charter

Contents

1. Purpose
2. Authority
3. Membership and Tenure
4. Meetings
5. Responsibilities
 - Financial and Performance Reporting
 - Internal Control Environment
 - Risk Management
 - Fraud Prevention Systems and Control
 - Internal Audit
 - External Audit
 - Compliance Management
6. Reporting to Council
7. Performance Evaluation
8. Committee Member Regulatory Obligations
9. Review of Charter

Appendices

- A. Committee Member Regulatory Obligations – Guidance to Members

Campaspe Shire Council – Audit and Risk Committee Charter

1. Purpose

The Campaspe Shire Council has established an Audit and Risk Committee (the Committee) pursuant to Section 53 of the *Local Government Act 2020* (the Act) to:

- support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit; and
- Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

The Committee acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter.

This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee, as outlined in this Charter, enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case, and in so doing, bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities.

2. Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority will be temporary and may only relate to specific matters as directed by Council.

The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Approve internal audit plans including internal audit plans with an outlook of greater than one year, and provide feedback on external audit plans;
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council, Chief Executive Officer and external parties;
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities, subject to prior agreement with the Chief Executive Officer.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

Campaspe Shire Council – Audit and Risk Committee Charter

3. Membership and Tenure

The Committee will consist of five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee. Council may appoint an independent affiliate member.

Details of membership and tenure are set out below:

Independent Members

- 3.1 will be appointed for four year terms;
- 3.2 may be reappointed for one additional four-year term subject to satisfactory performance, that is, a maximum of eight consecutive years;
- 3.3 must collectively have expertise in financial management and reporting and risk management and also experience in public sector management;
- 3.4 terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;
- 3.5 have full voting rights;
- 3.6 receive an annual allowance as approved by Council, having reviewed the allowance once every four years with like sized rural councils. An approved allowance will be increased annually by the annual CPI percentage based on the March quarter result for Melbourne All Groups CPI;
- 3.7 absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

Independent Affiliate Member

- 3.8 will be appointed for a single two year term;
- 3.9 may be appointed to an Independent Member role for two additional four-year terms subject to satisfactory performance, that is, a maximum of ten consecutive years;
- 3.10 must have expertise in either financial management and reporting or risk management or experience in public sector management, demonstrate an interest in the committee and live and work within the municipality of Campaspe Shire Council;
- 3.11 does not have voting rights, however, will be entitled to receive all information, attend all meetings and participate in the deliberations of the Committee.
- 3.12 absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

Councillor Members

- 3.13 Councillor members will be appointed to the Committee by Council annually;
- 3.14 Councillors who are not appointed as members of the Committee, may attend any meeting of the Committee as an observer. For clarity, only Councillors appointed by Council to the Committee have voting rights.

Campaspe Shire Council – Audit and Risk Committee Charter

Chairperson

- 3.15 The Chairperson of the Committee must be an independent member;
- 3.16 The Committee will appoint the Chairperson of the Committee in December of each year;
- 3.17 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending independent members;
- 3.18 The Chairperson must not exceed any two-year continuous period;
- 3.19 In the event of a tied vote, the presiding Chairperson will hold a casting vote.

Quorum for Meetings

- 3.20 A quorum will comprise at least one Councillor member and two independent members;

Induction

- 3.21 All Committee members will receive an induction to the purpose and responsibilities of the Committee and on Campaspe Shire Council's objectives.

Removal of a Member

- 3.22 If Council proposes to remove a member of the Committee prior to the conclusion of their term, it must give written notice of its intention to do so and afford the member an opportunity to respond and be heard at a Council meeting if the affected member so chooses. The Council meeting to hear the response will be open to the public.

Recruitment

- 3.23 At the completion of each term of an independent member or independent affiliate member, the position will be made vacant. An outgoing independent member or independent affiliate member will be eligible to re-nominate for the position, subject to the maximum allowable term.
- 3.24 If a casual vacancy exists, the vacancy will be filled as if the appointment term of the vacating member had been fulfilled.
- 3.25 All vacancies of independent members and the independent affiliate member will be advertised sufficiently to attract the required skills but as a minimum within the Shire of Campaspe.
- 3.26 A selection panel, comprising one independent member and one Councillor member of the Committee and the Chief Executive Officer, will conduct a selection process to identify candidates suitable to recommend to Council for appointment.
- 3.27 The criteria for the appointment of independent members will be experience and qualifications to meet the collective skills mix of the Committee.
- 3.28 The criteria for the appointment of an independent affiliate member will be the same relevant skills, qualifications and experience as independent members, but must reside or work within the Shire of Campaspe.
- 3.29 If there are more applications than positions vacant, the selection panel should consider and give weight to the following points when recommending appointments to Council;

Campaspe Shire Council – Audit and Risk Committee Charter

- a. Individuals who have already served on the Committee and not reached the maximum term, who have demonstrated a valuable and consistent contribution to the Committee;
 - b. Individuals who demonstrate skills, qualifications and experience in more than 2 of the identified fields of expertise; and
 - c. Individuals who live and/or work within the Shire of Campaspe.
- 3.30 The selection panel, when recommending a preferred applicant for appointment to the Committee will also have regard to the skill mix of the currently appointed independent members and when possible, ensure at least one independent member has a sound knowledge and understanding of the local government sector and its roles and responsibilities.

Insurance

- 3.31 Members of the committee are covered by Council's insurance policies.

4. Meetings

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require:

- 4.1 A schedule of meetings will be developed annually and agreed by members;
- 4.2 All Committee members are expected to attend each meeting in person, although in special circumstances members can attend through electronic means;
- 4.3 The Committee will invite members of Council's management team, the internal and external auditors and other personnel as appropriate to attend meetings. The Chief Executive Officer, the General Manager Corporate and Manager Finance will attend all meetings.
- 4.4 The Committee may ask staff members, other than the Chief Executive Officer to leave the meeting to discuss a confidential item. If the Committee wishes to discuss a confidential item without the Chief Executive Officer, the Committee must resolve to close the meeting to all Council employees.
- 4.5 Committee members and the internal and external auditors can request the Chairperson to convene additional meetings if they feel that is justified to address unexpected matters that may have arisen;
- 4.6 Meeting agendas and appropriate briefing materials will be provided prior to distribution to the Chairperson for approval 1.5 weeks prior to the scheduled meeting and final agenda and attachments will be provided to members at least one week before each meeting;
- 4.7 Minutes will be prepared for all meetings, provided to the Chairperson for review and approval and then distributed to all members and Councillors;
- 4.8 If a matter is required to be dealt with by the Committee between meetings, it may be undertaken by a circulating motion. The report outlining the matter and a request to vote on the item will be sent via email. The outcome of this matter will be recorded in the minutes of the next meeting held by the Committee.

Campaspe Shire Council – Audit and Risk Committee Charter

5. Responsibilities

The Committee will carry out the following responsibilities.

Financial and Performance Reporting

- 5.1 At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- 5.2 At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;
- 5.3 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- 5.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- 5.5 Recommend the adoption of the annual financial report and annual performance statement to Council; and
- 5.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

Internal Control Environment

- 5.7 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a four year period and in accordance with approved review dates;
- 5.8 Determine whether systems and controls are reviewed regularly and updated where required;
- 5.9 Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile;
- 5.10 Ensure that a programme is in place to test compliance with systems and controls;
- 5.11 Assess whether the control environment is consistent with the Governance Principles defined within the *Local Government Act 2020*.

Risk Management

- 5.12 Review annually the effectiveness of Council's risk management framework;
- 5.13 Review Council's risk appetite statement and the degree of alignment with Council's risk profile;
- 5.14 Review Council's risk profile and the changes occurring in the profile from meeting to meeting;

Campaspe Shire Council – Audit and Risk Committee Charter

- 5.15 Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- 5.16 Review the insurance programme annually prior to renewal; and
- 5.17 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

Fraud Prevention Systems and Controls

- 5.18 Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least every two years;
- 5.19 Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- 5.20 Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

Internal Audit

- 5.21 Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;
- 5.22 Review and approve the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them;
- 5.23 Review progress on delivery of the annual internal audit plan;
- 5.24 Review and approve proposed scopes for each review in the annual internal audit plan;
- 5.25 Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- 5.26 Meet with the leader of the internal audit function at least annually in the absence of management;
- 5.27 Monitor action by management on internal audit findings and recommendations;
- 5.28 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;
- 5.29 Recommend to Council the appointment of an internal audit service provider;
- 5.30 Recommend to Council, if necessary, the termination of the internal audit contractor.

External Audit

- 5.31 Annually review and provide feedback on the external audit scope and plan proposed by the external auditor for their consideration;
- 5.32 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;
- 5.33 Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner;

Campaspe Shire Council – Audit and Risk Committee Charter

- 5.34 Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views through Council;
- 5.35 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and
- 5.36 Meet with the external auditor at least annually in the absence of management.

Compliance Management

- 5.37 Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance;
- 5.38 Obtain briefings on any significant compliance matters; and
- 5.39 Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.

6. Reporting to Council

- 6.1 Minutes of Committee meetings will be provided to Councillors at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting;
- 6.2 The Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.

7. Performance Evaluation

The Committee must undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

8. Committee Member Regulatory Obligations

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflict of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.

9. Review of Charter

The Committee will review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests to Council through the Chief Executive Officer for revisions and improvements for approval.

Campaspe Shire Council – Audit and Risk Committee Charter

Appendix A

Committee Member Regulatory Obligations

Guidance to Members

LGA Section	LGA Requirement
Misuse of Position	
123(1)	A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b) Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> a) Making improper use of information acquired as a result of being a member of the Committee; or b) Disclosing information that is confidential information; or c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or e) Using public funds or resources in a manner that is improper or unauthorised; or f) Participating in a decision on a matter in which the member has a conflict of interest.
Confidential Information	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
Conflicts of Interest	
126	A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> a) A general conflict of interest as described in Section 127; or b) A material conflict of interest as described in Section 128.
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p style="text-align: center;">Please Note</p> <p><i>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</i></p>	

Ten Year Capital Works Program - New Funding For Works

For the ten years ending 30 June 2030

Attachment 9.6.1

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Renewal											
Bridges											
Bridges	1,112,000	2,599,520	1,324,481	1,450,131	1,383,977	1,237,995	1,237,995	1,237,995	1,237,995	1,237,995	14,060,084
Mitiamo Swamp Bridge Renewal 2019 - 2021	102,000										
Cornella McEvoy Crossing Bridge Renewal 2019 - 2021	25,000	385,000									
Gunbower Watsons Bridge Renewal 2019 - 2021	216,000										
Gobarup Raglus Bridge Renewal 2019 - 2021	147,500										
Runnymede Grogan Crossing Bridge Replacement 2019 - 2021	142,500										
Shire Bridge Barrier Renewal Program	292,500										
Gunbower Taylors Creek Bridge Renewal	36,500	2,080,320									
Kanyapella Old Stewarts Bridge Renewal	150,000										
Colbinabbin Egans Bridge - Abutments		13,200	113,697								
Wanalta Nine Mile Creek - Abutments		5,500	43,788								
Toolleen Bridge - Abutments		8,800	87,228								
Myola Tuohills Bridge - Abutments		5,500	26,317								
Yambuna Bridge - Column or pile Extensions		16,500	132,905								
Colbinabbin Geigans Bridge - Bridge Railings/Barriers, Bridge Deck/Slab		33,000	318,542								
Muskerry Hicksons Bridge - Bridge Railings/Barriers		5,500	23,280								
Gunbower Thompsons Bridge - Mortar Pads/High Bearing Pedestals		11,000	60,387								
Russells Road Bridge - Culvert Renewal		17,600	165,946								
Runnymede Bueges Bridge - Bridge Railings/Barriers		17,600	180,792								
Myola Toolleen Bridge - Abutments			11,000	39,142							
Runnymede Avonmore Bridge - Bridge Railings/Barriers			38,500	357,411							
Gunbower Baggotts Bridge - Bridge Railings/Barriers			17,600	172,796							
Torrumbarry Baillieu Bridge - Bridge Railings/Barriers			16,500	155,716							
Cornella Bosseys Bridge - Bridge Railings/Barriers			16,500	100,269							
Myola Bourkes Bridge - Bridge Railings/Barriers			11,000	56,740							
Pine Grove Pollocks Bridge - Bridge Railings/Barriers			11,000	59,244							
Echuca Quirks Bridge - Bridge Railings/Barriers			11,000	40,052							
Muskerry Russells Bridge - Bridge Railings/Barriers			38,500	301,561							
Gunbower Baggotts Bridge - Batter Protection, Fill/Wearing Surface on Deck, Waterway				16,500	130,913						
Colbinabbin Egans Bridge - Batter Protection				11,000	48,658						
Gunbower Ormadys Bridge - Batter Protection, Bridge Approach Barriers				16,500	167,138						
Yambuna Day Road Bridge - Bridge Approach Barrier				11,000	51,626						
Gunbower Gap Creek Bridge - Bridge Approach Barrier				11,000	78,492						
Strathallan Quinns Bridge - Bridge Approach Barrier, Waterway				16,500	116,752						
Toolleen Redcastle Bridge - Bridge Approach Barrier, Waterway				11,000	64,407						
Kanyapella Watson Road Bridge - Bridge Approach Barrier, Fill/Wearing Surface on Deck				13,200	103,050						
Pine Grove Pollocks Bridge - Bridge Approaches, Waterway				11,000	29,384						
Stanhope Two Tree Road Floodway Bridge - Fill/Wearing Surface on Deck, Waterway				11,000	42,183						
Gunbower Thompsons Bridge - Fill/Wearing Surface on Deck				16,500	126,102						
Yambuna Bridge - Fill/Wearing Surface on Deck				22,000	205,272						
Bridges and Major Culverts Projected spend					220,000	1,237,995	1,237,995	1,237,995	1,237,995	1,237,995	
Buildings & Structures											
Buildings & Structures	441,500	1,537,635	1,610,463	1,927,420	1,039,600	1,158,300	229,000	89,500	840,000	465,000	9,338,418
Echuca 495 McKenzie Rd House Renovation	76,000										
Echuca Council Offices Upstairs Air Conditioning	157,500	275,000									
Echuca Council Offices Upstairs Toilet, DDA facilities and Lift	36,000	440,000									
Echuca Holiday Park - Cabin Bench Tops	22,000										
Echuca Saleyard Post Rectification	150,000	165,000	165,000								
Kyabram Basketball Stadium Flooring Renewal		16,500									
Tongala Community Centre Renewal		22,000		8,250							
Echuca Customs House Roof Renewal		9,900									

Ten Year Capital Works Program - New Funding For Works

For the ten years ending 30 June 2030

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Echuca Sutton Street Depot Locker Room Roof Renewal		5,500								
Echuca Caravan Park Pool Shade Sail Renewal		22,000								
Echuca Civic Centre HQ (Old) Renewal		11,000				18,000				
Lockington Community Centre Kitchen and Toilet Renewal		29,700								
Lockington Pool Pergola Renewal		19,635								
Echuca Telleys House Flooring Renewal		9,900								
Echuca South Recreation Reserve Netball Shelters Seating Renewal		5,500								
Tongala Recreation Reserve Leisure Centre Wall Railings Renewal		13,200					10,000			
Tongala Recreation Reserve Tennis Club Room Flooring Renewal		11,000				26,000				
Rochester Swimming Pool Kiosk and Clubroom Pergola Renewals		28,600								
Echuca Magistrates Court (Civic) - fitout		275,000								
Kyabram Plaza Theatre Renewal (various)		33,000	126,500	33,000						
Kyabram Pre School & M C H Centre Renewals (Various)		6,600	8,800	24,200		9,000				
Tongala Scout Building Renewal		41,800								
Shire Recreation and Pool Shade Sail renewals		44,000	22,000		220,000		20,000		20,000	
Colbinabbin Depot Toilet Renewal		8,800	99,000							
Echuca Former Brothel Renewal		11,000	110,000							
Colbinabbin Depot Main Shed		33,000	550,000							
Echuca Band Room High St Kitchen Renewal			8,800							
Brose Reserve Public Toilets Renewal			5,500							
Echuca Caravan Park Cabin Kitchen and Bathroom Renewals			35,750	226,270	21,000	58,500	24,000	22,500		
Echuca Caravan Park Camp Kitchen Flooring			6,600							
Rochester Child Care Centre Flooring Renewal			13,365							
Echuca Council Depot Storage Bays			11,000							
Lockington Rec Reserve Sports Pavillion Toilets Renewal			27,500							
Rushworth Mechanics Institute Repainting			13,750							
Nanneella Recreation Reserve Tennis Pavillion Roof Renewal			8,800							
Pig / Cattle Yards - Bull Ring Roof Renewal			12,100							
Echuca Recreation Reserve Jack O'Neil Pavillion Ceiling and Wall Renewals			31,900							
Rochester Service Centre Roof Renewal			60,500							
Rochester Swimming Pool Change Room/Kiosk Renewal			11,000							
Rushworth Court House Flooring Renewal			87,780							
Rushworth Service Centre Roof Renewal			34,100							
Rushworth Swimming Pool - Pool & Kiosk Pergola Renewal			7,150							
Star Hotel - Port of Echuca Pergola Renewal			7,700							
Strathallan Hall BBQ Shelter Renewal			12,218							
Waranga Neighbourhood Centre Roof Renewal			8,800							
Echuca Freemans Flat (Murray Hotel)			55,000							
Club Rooms Senior Citizens -Echuca			11,000	13,200						
Echuca Freemans Building Renewal			25,850	55,000						
Echuca Civic Centre - kitchen and toilets			7,700	88,000						
Echuca Civic Centre (old) - kitchen			5,500	220,000						
Echuca Permewan Wright - Port (Star)			11,000	605,000						
Echuca Port of Echuca Star Bar Toilets - Port			8,800	220,000						
Echuca Hare St Alton Gallery Kitchen Replacement				11,000						
Echuca Vic Park Boat Ramp Toilet Block Renewal				44,000						
Echuca Caravan Park West Amenities Block Renewal				88,000						
Community Cottage - Henderson Rd Roof Renewal				13,200						
Echuca Civic Centre Kitchen Renewal				11,000			80,000			
Girgarre Rec Res - Maurice Varcoe Pavillion Roof Downpipes				6,600				67,000		
Kyabram Scout Hall Kitchen Renewal				22,000						
Echuca Victoria Park Pavillion Kitchen and Toilet Renewals				101,200						45,000
Rec Res Tongala - Public Toilets Flooring Renewal				6,600						
Rochester Senior Citizens Ceiling and Roof Renewal				44,000						
Rochester Shire Hall Roof Renewal				33,000						

Ten Year Capital Works Program - New Funding For Works
For the ten years ending 30 June 2030

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Rushworth Railway Reserve Goods Shed Roof Renewal				20,900							
Echuca South Recreation Reserve Netball Shelter Seating				5,500							
Echuca Star Bar Hotel Renewal				11,000	275,000						
Kyabram Pool Changing Room, Office and Kiosk Renewals				16,500	143,000						
Echuca Caravan Park Ablutions Block					11,000						
Echuca Magistrates Court (Civic Centre) Seating Replacement					22,000						
John Pilley Reserve - Toilet Block Roof Renewal					12,100						
Koyuga Rec Reserve Tennis/Cricket Pavillion Kitchen Renewal					16,500						
Kyabram Rec Reserve Wilf Cox Pavillion Kitchen and Toilet Renewals					132,000		15,000				
Northern Sports Oval Netball Pavillion Bathroom Renewal					44,000						
Stanhope Senior Citizens Kitchen Renewal					22,000						
Echuca Vic Park Toilet Renewals (Grandstand and Toilet Block)					77,000						
Rochester Bull Ring Roof Renewal					27,500						
Echuca Murray Hotel					16,500	880,000					
Girgarre Memorial Hall Supper Room Roof Renewal						30,800					
Gunbower Aquatic Reserve Toilet Block Flooring						6,000					
Kyabram Senior Citizens Club Rooms Kitchen Renewal						35,000					
Tongala Pool Office and Change Room Renewals						80,000					
Echuca Tourist Information Centre Ceiling Replacement						15,000					
Echuca Caravan Park Residence Office Fitout							15,000				
Ky Valley Hall Bathroom Renewal							35,000				
Kyabram Rec Res Old Toilet Block							30,000				
Tongala Depot - Workshop Roof Renewal									20,000		
Wyuna Public Hall Renewal									800,000		
Strathallan Hall Renewal										420,000	
Footpaths & Cycleways											
Footpaths & Cycleways	1,042,700	419,935	1,139,483	863,715	743,406	107,941	959,898	125,874	563,857	107,970	6,074,779
Shire Footpath Renewal Program	824,700	419,935	1,139,483	863,715	743,406	107,941	959,898	125,874	563,857	107,970	
Kyabram South Boundary Road Shared Path Renewal	218,000										
Irrigation											
Irrigation	100,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	1,090,000
Shire Parks and Playgrounds Irrigation	100,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	
Kerb & Channel											
Kerb & Channel	1,905,000	599,966	599,900	2,399,836	2,279,724	1,679,895	4,250,140	4,309,102	4,502,415	4,335,618	26,861,596
Shire Kerb and Channel Renewal Program	1,755,000						4,250,140	4,309,102	4,502,415	4,335,618	
K&C Design and Program Development	150,000										
Kyabram Allan Street (McEwan Rd to Lewry St)		172,067									
Echuca Anstruther St (East Of Lord Ct)		50,137									
Girgarre Church Street (Winter Rd to North Dickman St)		101,021									
Echuca Echuca-Kyabram Road		44,500									
Rushworth Hume Street (Reed St to Phillips St)		37,424									
Kyabram Paynter Street : 60M Sth Of Fauna Park D		105,289									
Kerb and Channel Sections		89,528									
Kyabram Bishop Street : Fenaughty St to Allan St			58,685								
Kyabram Church Street : Church St to Union St			64,327								
Kyabram Crossthwaite Street : Crossthwaite Stree			38,534								
Kyabram Davies Court : Bond St to End Of Court			23,244								
Echuca Haverfield Street - Freeman Street			45,599								
Kyabram Rowlands Ct : End Of Court to Forrest St			46,824								
Lockington Shakespeare Crescent : Mccoll St to Bart			50,527								
Echuca South Street : Poplar St to Boyle St			114,591								
Tongala Stewarts Place : Lambert St to End Of Co			24,937								
Tongala Torney Street : Henderson Rd to Torney S			26,101								
Kyabram Tristania St : Ky Rochester Rd (Mcewen R			48,137								

Ten Year Capital Works Program - New Funding For Works
For the ten years ending 30 June 2030

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Kyabram Tulloh Street : Unwin St to Church St			58,394							
Rochester Northern Hwy				157,750						
Rushworth Murchison Rd : Nicholson Wigg St Interse				144,103						
Echuca Francis Street : Eyre St to Mckinlay St				119,035						
Echuca Hovell Street : Hume St to Hovell St				115,893						
Echuca Hovell Street : Leichardt St to Eyre St				115,843						
Echuca Stawell Street : Court End Nth Of Servic				105,718						
Tongala Eddie Hann Drive : Finlay Rd to 160M Nor				88,638						
Echuca Goulburn Rd : Bowen St to McIntosh St				81,715						
Tongala Mangan St				74,590						
Echuca Francis Street : Mckinlay St to Tyler St				72,530						
Echuca Hopwood Street : Eyre St to Mckinlay St				71,843						
Echuca Mckinlay Street : Hopwood St to Francis				64,245						
Rushworth Wigg St				63,360						
Echuca Boothman Street : Rose St to Dobinson St				63,267						
Echuca Mckinlay Street : Francis St to High St				63,064						
Echuca Mckinlay Street : Mitchell St to Sutton				62,932						
Echuca Bowen St : Leichardt St to Amaroo Crt				60,949						
Rochester George St : Northern Hwy to Edward St				57,982						
Girgarre Winter Rd : Olympic St to Winter Rd				57,586						
Echuca Haverfield Street - Garden Crescen				47,796						
Rochester Campaspe Street: School Crossing to 8 Ca				47,247						
Kyabram Jacaranda Avenue : Wight St to Dawes Rd				47,203						
Echuca Haverfield Street : Civic Av to Poplar				46,819						
Echuca Haverfield St : Ogilive Ave to Freeman S				46,692						
Rushworth High St				43,995						
Echuca Haverfield St : Ogilive Ave to Freeman S				42,748						
Rushworth Wigg Street : Nicholson Wigg St Intersec				41,440						
Echuca Mckenzie Street : Randell Ct to Ogilvie				39,616						
Echuca Echuca-kyabram Road (cornelia Creek : Ma				34,968						
Echuca Anstruther St : 0.09Km East Of Lord Ct t				34,051						
Echuca High St : Tangey Ln to Rutley Cr				33,628						
Shire Kerb and Channel Sections				252,590						
Echuca Hovell St : Service St to Leichardt St						124,573				
Echuca Stawell St : Leichardt St to Eyre St						119,046				
Echuca Hopwood Street : Eyre St to Mckinlay St						118,793				
Echuca Hopwood Street : Eyre St to Mckinlay St						118,096				
Echuca Annesley Street : Eyre St to Mckinlay St						117,546				
Echuca Barry Street : Darling St to Mckinlay St						117,173				
Echuca Crofton Street : Start At Court Bowl to						114,063				
Echuca Crofton St : Start At Court Bowl to 30M						102,301				
Echuca Anstruther St : 0.09Km East Of Lord Ct t						83,869				
Echuca Watson Street : Dickson St to Watson St						78,705				
Echuca Ostram Ct : Moore St to End Of Court						75,095				
Echuca Ostram Court : Moore St to End Of Court						72,837				
Echuca Hopwood Street : Eyre St to Mckinlay St						71,700				
Echuca Francis Street : Murray Valley Hwy to Se						71,057				
Kyabram James Street : John Allan Rd to Frederic						70,305				
Echuca Haverfield Street : Mckinlay St to Tyler						69,970				
Echuca Darling St : Hume St to Hovell St						63,558				
Echuca Mckinlay St : Mitchell St to Sutton St						62,767				
Echuca Eyre Street : Hovell St to Mitchell St						62,619				
Echuca Hopwood Street : Mckinlay St to Tyler St						58,806				
Echuca Crofton St : 20M East Of Dickson St to W						56,323				
Echuca Service Street : End of St to Bowen St						55,532				

Ten Year Capital Works Program - New Funding For Works

For the ten years ending 30 June 2030

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30		
Echuca Collier Street : Ct Just West Of River					52,439							
Echuca Bowen St : Bowen Street to End of Court					47,291							
Tongala Mangan St : Mangan St to Millar St					46,115							
Echuca Nile Court : Maggie Ct to End of Court					41,385							
Echuca Moore Street : North Of Eyre St to Moore					38,583							
Echuca Collier Street : Yarra St to Landsborough					38,215							
Shire Kerb and Channel Sections					130,962							
Rushworth Murchison Rd : Nicholson Wigg St Interse						166,738						
Echuca High St : Rutley Cr to Simmie St						124,320						
Echuca Landsborough Street : 0.09Km East Of Lor						116,733						
Kyabram Fischer Street : Haslem St to Lancaster						90,775						
Tongala Eddie Hann Drive : Finlay Rd to 160M Nor						88,511						
Kyabram Racecourse Road : Race Course Rd to End						72,370						
Rochester Campaspe Street: Fraser St to Pascoe						71,969						
Rushworth Parker St : Southam St to Esmonde St						71,969						
Kyabram Turnbull Street : Tulloh St to 230M Nort						67,898						
Kyabram Fenaughty & Lake Rd Roundabout						66,008						
Kyabram Turnbull St : Tulloh St to 230M North of						64,437						
Tongala Lambert Street : Gooda St to Lambert St						64,415						
Rushworth Simpson Street: Bendigo-Murchison Road t						63,179						
Kyabram Tulloh Street : Dawes Rd to Turnbull St						60,097						
Kyabram Allan Street : Jacaranda Av to Dawes Rd						54,466						
Stanhope Ross Ct : Girgarre Rushworth Rd to End o						52,483						
Echuca Mckenzie Street : Hicks Cr to Cadell Ct						44,637						
Kyabram Dawes Road : Wight St to Dawes Rd						40,501						
Rochester Mackay Street: 22-24 Mackay Street Drive						37,907						
Shire Kerb and Channel Sections						260,479						
Marine Vessels												
Marine Vessels	146,500	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	1,766,500
Echuca Marine Vessels (based on one vessel per year)	146,500	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	
Open Spaces & Recreation Assets												
Playing Surfaces & Courts	42,500	374,000	-	-	86,000	363,000	60,000	700,000	553,000	-	-	2,178,500
Kyabram Recreation Reserve - Netball Court	42,500	374,000										
Kyabram Recreation Reserve - Scoreboard					42,000							
Kyabram Recreation Reserve - Drainage and Playing Surface					44,000	363,000						
Echuca South Recreation Reserve - Surface Renewal							60,000	700,000	553,000			
Plant & Equipment												
Plant & Equipment	2,127,950	1,686,211	3,471,256	1,815,017	2,372,021	1,779,998	808,900	1,103,163	1,913,731	2,238,500	-	19,316,747
Major Plant Replacement Program	1,899,150	1,686,211	3,471,256	1,815,017	2,372,021	1,779,998	808,900	1,103,163	1,913,731	2,238,500		
Telephone System and Customer Contact Centre Replacement	228,800											
Playgrounds												
Playgrounds	40,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	490,000
Shire Playground Equipment Renewal	40,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
Roads												
Gravel Roads	2,850,000	3,799,757	3,197,612	4,999,648	3,099,316	2,498,925	2,099,735	2,296,107	4,499,649	3,199,333	-	32,540,082
Shire Road Re-sheeting Program	2,850,000	3,799,757	3,197,612	4,999,648	3,099,316	2,498,925	2,099,735	2,296,107	4,499,649	3,199,333		
Sealed Roads	6,074,000	8,143,819	10,271,030	8,351,100	8,298,102	8,204,113	9,019,769	5,062,635	8,396,469	10,208,005	-	82,029,042
Shire Sealed Road Unsealed Shoulder Re-sheeting Program	1,100,000	2,499,654	3,999,964	2,699,977	2,999,994	2,499,633	3,199,888	2,199,806	2,599,781	1,899,993		
Shire Major Patching Program	69,500											
Shire Sealed Road Resurfacing Program	3,485,500	1,065,698	3,572,536	2,975,044	2,645,784	3,554,352	3,322,672	3,404	448	8,012		
Echuca Darling St (Nish - Annesley) Pavement Rehab	211,500											
Echuca Darling St (High to Hare) Pavement Rehab	309,000											
Echuca Minor Street Pavement Rehabilitation	180,000											
Tongala Finlay Road Pavement Rehabilitation	595,500											
Corop Lake Cooper Pavement Rehabilitation	15,000	302,467										

Ten Year Capital Works Program - New Funding For Works

For the ten years ending 30 June 2030

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Muskerry Barnadown-Myola Road Pavement Rehabilitation	13,000	202,950								
Kyabram Graham Road Pavement Rehabilitation	15,000	502,700								
Corop Wanalta - Corop Road Pavement Rehabilitation	15,000	347,600								
Colbinabbin-Elmore Road-Starts 0.20Km From Northern Hwy	20,000	440,000								
Rochester Diggora Road-(St Channel Bridge) West Of Restdown	12,500	220,000								
Kyabram Dunbar Road-310M Nth Of South Boundary Rd	20,000	440,000								
Rochester Restdown Road-Mccoll Rd To North	12,500	330,000								
Echuca Sturt Street-Pakenham St To Anstruther St		165,000								
Muskerry Barnadown-Knowsley Road-Dwyer Ln To 900M Sth Of Bachaus Rd		11,000	67,610							
Myola Barnadown-Myola Road-980M East Of Northern Hwy		11,000	50,279							
Kyabram Bolitho Road-30M Nth Ofky Byrneside Rd Intersection T		55,000	6,607							
Runnymede Colbinabbin-Elmore Road-2.19Km East Of Nth Hwy To 110M East Of M		11,000	62,741							
Colbinabbin Cornella Church Road-Starts At Plain Rd		5,500	35,464							
Colbinabbin Egans Bridge Road-Baker's Bridge Rd To Bakers Bridge Rd		5,500	36,894							
Colbinabbin Egans Bridge Road-Bakers Bridge Rd To Bendigo Murchison Rd		5,500	47,791							
Colbinabbin Andrews Road-Bendigo-Murchison Rd To North		11,000	94,437							
Wyuna Finlay Road-Starts 110M East Of John-Allan Rd			19,019							
Waranga Finnighans Court-Harriman Point Rd To End		5,500	35,521							
Moora Heathcote-Moora Road-Slip Lane East End To Bendigo Murchison			7,665							
Girgarre Mason Road Girgarre-Henderson Rd To Wigg Rd		5,500	45,960							
Rochester Mccoll Road Ballendella-Restdown Rd To Northern Hwy		5,500	30,631							
Stanhope Morrissey Road-Starts 840M East Of Henderson Rd		5,500	44,101							
Rochester Morton Road-1.48Km Past Foster Rd To Makepeace Ln		8,800	66,867							
Rochester Murdoch Road-O.09Km Nth Of Webb Rd To Nth (Unused Rd		5,500	37,695							
Rochester Restdown Road-1.69Km Nth Of Diggora Rd To O'Donnell Rd			19,620							
Rochester Siphon Road-Rochester Strathallan Rd To Railway Line			15,844							
Buramboot Trewin Road-0.86Km East Of Branson Rd To Heathcote		8,800	59,431							
Nanneella Zegelin Road Nanneella-1.38Km East Of Murdoch Rd To Christie Rd			8,065							
Echuca Francis Street Echuca-Roundabout			13,860							
Echuca Nish Street-Pakenham St To Anstruther St		22,000	178,640							
Echuca Service Street-Haverfield St To Hopwood St		22,000	204,820							
Kyabram Willow Court-Tweddle St To End		5,500	38,269							
Colbinabinn Andrews Road-1.62Km Nth Bendigo-Murchison Rd To North			5,500	46,361						
Muskerry Barnadown-Knowsley Road-Dwyer Ln To 900M Sth Of Bachaus Rd			11,000	93,500						
Toolleen Barnadown-Myola Road-Houlden Intersection To Northern Hwy			11,000	83,112						
Gobarup Cornella Church Road-Starts At Egan'S Bridge Rd			5,500	48,277						
Tongala Day Road-Graham Rd To Nth				2,002						
Rochester Diggora Road-1540M East Of Lowe Rd To East			5,500	42,385						
Colbinabbin Egans Bridge Road-Cornella Church Rd To Nth			11,000	93,808						
Tongala Greiner Court-End Of Court To Finlay Rd (West Of Hend				16,474						
Wanalta Groves Weir Road-Bell Sth Of Cornella Church Rd To Nth			5,500	47,648						
Wanalta Groves Weir Road-End Bakers Bridge Rd			5,500	53,511						
Gunbower Gunbower Island Road-Other Side Of Split Past Gunbower School				16,660						
Gunbower Gunbower Island Road-Nth To 260M Sth Of Island School Rd			8,800	78,593						
Colbinabbin Kennedy Road Gobarup-End Of Seal To Bendigo Murchison Rd				9,352						
Rochester Mccoll Road Ballendella-Restdown Rd To Northern Hwy			5,500	55,000						
Rushworth Old Corop Road-Starts 0.88 Km East Of Geodetic Rd Nth			5,500	41,127						
Rushworth Old Corop Road-Geodetic Road North To The East			5,500	50,794						
Wharparilla Sarandu Park Road-Starts 1.32Km West Of Point Rd			8,800	75,046						
Echuca Tangey Lane-Anderson Rd To End Of Lane			5,500	24,939						
Burnewang Trewin Road-1.25Km East Of Mckenzie Rd			5,500	30,888						
Tongala Watson Road Kanyapella-Slip Lane Cnr Watson & Mckenzie				10,410						
Colbinabbin Johnson Street Colbinabbin-Bendigo Murchison Rd To Mead			5,500	25,344						
Echuca Collier Street-Ct Just West Of River St To High St			16,500	202,125						
Colbinabbin Gamble Court-Starts At Channel Rd			5,500	39,270						

Ten Year Capital Works Program - New Funding For Works

For the ten years ending 30 June 2030

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Echuca Murray Street-Collier St To Pakenham St			8,800	87,857							
Rushworth Parker Street-Esmonde St To High St			8,800	71,610							
Echuca Wave Court-Start To Alfred St			5,500	34,188							
Wanalta Bendigo-Murchison Road Service Road-Old Road At Wanalta				5,500							
Colbinabbin Cornella Church Road-St 0.85Km East Of Egan'S Bridge Rd				5,500							
Lancaster Dunbar Road-Lancaster Rd Intersect To Graham Rd				8,800							
Moora High Street Moora-Bendigo Murchison Rd To Moora Heathcot				5,500							
Stanhope Middle Road-Baldwin Rd To Nth				5,500							
Colbinabbin Wanalta-Corop Road-0.85Km From Bendigo Murchison Rd To Dep				5,500							
Colbinabbin Weppner Road-Depot Rd To North				5,500							
Echuca Hare Street- Pakenham & Hare Roundabout				5,500							
Echuca Alice Street-Henry St To Crofton St				5,500							
Stanhope Birdwood Avenue-Monash St To Police Station Bend				16,500							
Echuca Carpark - Stadium End Of College Lane, College Drive- Echuca				16,500							
Colbinabbin Collins Street Colbinabbin-Mitchell St To Meade St				5,500							
Echuca Hare Street-Eyre St To Mckinlay St				33,000							
Tongala Carpark - Mangan St Tongala Behind Iga, Mangan St- Tongala				23,100							
Echuca Sutton Street-Leichardt St To Eyre St				22,000							
Road Pavements - Projected spend					1,352,324	850,128	1,197,209	1,559,425	4,496,240	7,000,000	
Asphalt Seals		1,417,650	1,314,500	1,126,400	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	
Other Road Elements	-	-	-	-	-	-	300,000	-	-	-	300,000
Echuca - Onstreet /off street parking meters							300,000				
Stormwater & Flood Control											
Stormwater & Flood Control	1,432,500	1,664,950	1,000,000	1,050,000	1,050,000	550,000	550,000	550,000	550,000	550,000	8,947,450
Rochester Ramsay Street Open Drain 2019 - 2021 STAGE 2	800,000										
Shire Open Drain Renewal Program	35,000	100,000	100,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	
Shire Rural Culvert Renewal Program	305,500	300,000	300,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	
Shire Storm Water Pipe Renewal Program	127,500										
Shire Storm Water Pit Renewal Program	128,500	100,000	100,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	
Kyabram South Boundary Road (Golf Course) Outfall Drain Renewal DESIGN	36,000	664,950									
Kyabram Fauna Park Wetlands Renewal		500,000	500,000	500,000	500,000						
Basins, Dams & Wetlands											
Retaining Walls & Levee Banks											
Stormwater Pumps & Electrical Equipment											
Swimming Pools											
Pools & Equipment	80,000	350,000	6,000	22,000	20,000	18,000	250,000	220,000	20,000	-	986,000
Swimming Pool Maintenance and Paint Program	80,000	350,000	6,000	22,000	20,000	18,000	250,000	220,000	20,000	-	
Total Renewal	17,394,650	21,515,793	22,960,225	23,218,867	20,712,146	17,938,167	20,105,437	16,034,376	23,417,116	22,682,421	205,979,198
Upgrade											
Buildings & Structures											
Buildings	4,171,922	5,973,428	550,000	-	-	140,000	878,000	1,072,000	100,000	25,000	-
Echuca Holiday Park - Recreation Upgrade	457,500										
Shire DDA Works 20/21	250,000	150,000	150,000								
Echuca East Community Precinct	3,464,422	5,019,228									
Echuca Moama Arts Precinct		50,000	400,000								
Shire Environmental Efficiency Program		113,000									
Kyabram Recreation Reserve Pavilion		345,700									
Echuca EWMAC Plantroom and Chemical Delivery		295,500									
Kyabram Wilf Cox Pavilion and Grandstand Upgrade						80,000	818,000				
Lockington Recreation Reserve Pavilion Upgrade						60,000					
Tongala Receation Reserve Facilities Upgrade							60,000				
Echuca South Recreation Reserve Facilities Reconstruction								1,072,000			
Echuca Vic Park Grandstand and Amenities Design									100,000		
Rochester Recreation Reserve Shade										25,000	

Ten Year Capital Works Program - New Funding For Works

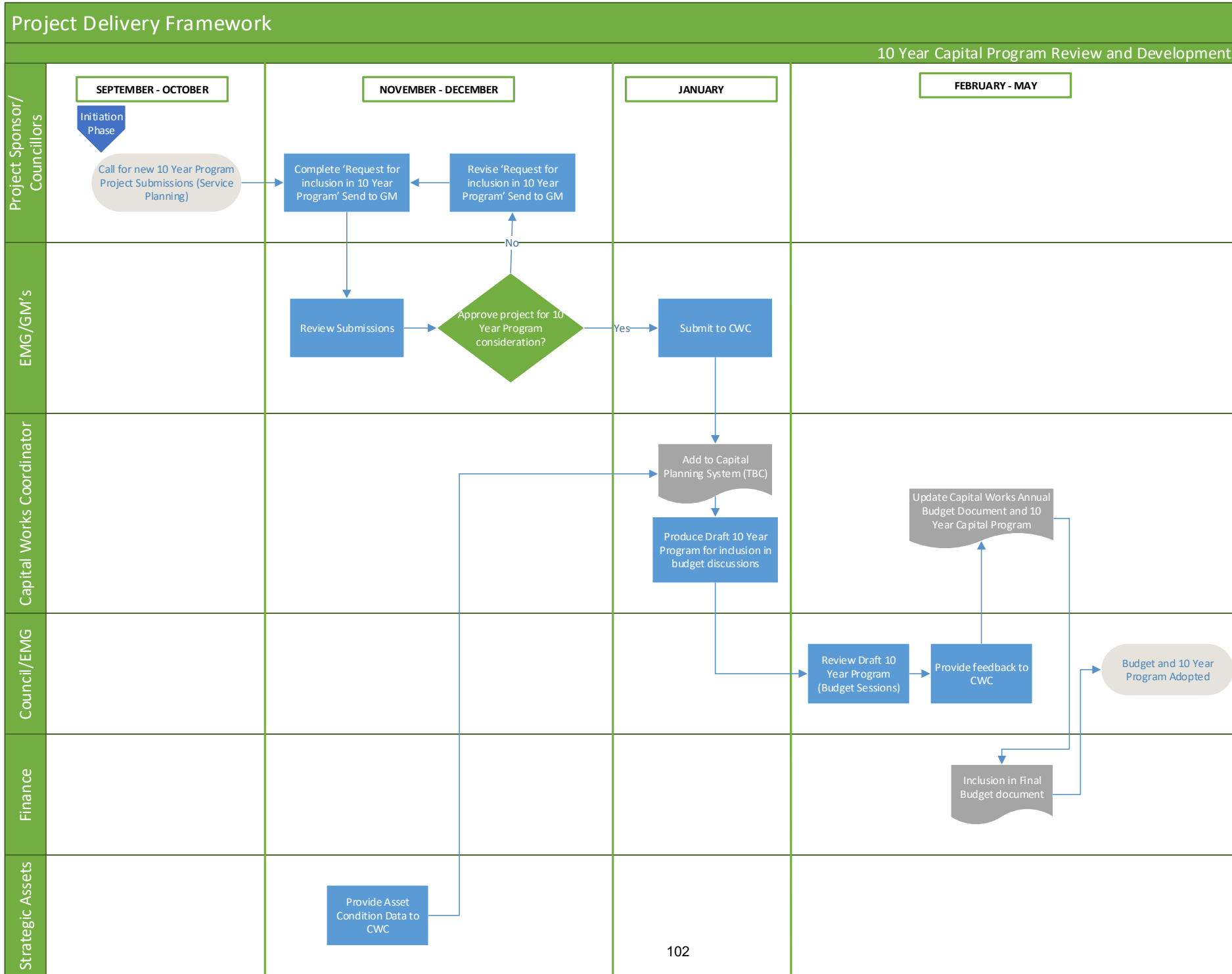
For the ten years ending 30 June 2030

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Footpaths & Cycleways											
Footpaths & Cycleways	-	-	-	-	134,000	-	-	-	-	-	134,000
Kyabram Lake Road Cycle Lane					134,000						
Land											
Land Improvements	-	-	-	345,000	450,000	313,000	-	-	-	-	1,108,000
Echuca Aquatic Reserve				345,000	450,000	313,000					
Open Spaces & Recreation Assets											
Playing Surfaces & Courts	-	183,414	1,018,000	-	-	80,000	-	-	-	-	1,281,414
Echuca South Recreation Reserve - floodlights		33,000									
Kyabram Recreation Reserve - amenity		56,100									
Kyabram Recreation Reserve cricket nets		28,314									
Echuca Vic Park - playing field drainage and irrigation		66,000	1,018,000								
Echuca South Recreation Reserve - Facilities Upgrade						80,000					
Playgrounds	125,875	685,375	-	-	-	45,000	-	-	-	-	856,250
Gunbower Lions Park Upgrade	125,875	685,375									
Tongala Wayside Stop Redevelopment						45,000					
Roads											
Gravel Roads	-	91,000	900,000	-	-	-	-	-	-	-	991,000
Echuca Homan Street Upgrade		18,000									
Echuca Redman Street Upgrade		18,000									
Echuca Scenic Drive Upgrade		55,000	900,000								
Sealed Roads	176,000	658,500	-	-	-	-	-	7,000	-	-	841,500
Kyabram Allan Street Road Safety Works	154,000										
Rushworth Senior Citizens / Kindergarten Carpark Upgrade	22,000	100,000									
Draft Murray Esplanade Concept Plan and Social Seating Plan		130,000									
Elmore Aysons Reserve Car Park Upgrade								7,000			
Torrumbarry Torrumbarry Weir Road Road Safety Works		428,500									
Other Road Elements	-	-	25,000	-	-	-	-	-	-	-	25,000
Scenic Drive Signage			25,000								
Stormwater & Flood Control											
Stormwater & Flood Control	2,224,500	693,500	-	-	-	-	-	-	-	-	2,918,000
Shire Culvert New and Upgrade Program 2020/21	22,500	193,500									
Kyabram McEwen Road East and West Retardation Basins Upgrades 2018-2021	685,000										
Echuca, Ash Street / High Street Drainage Upgrade	1,494,000										
Echuca Sturt Street Drainage Upgrade and Road Rehabilitation	23,000	500,000									
Swimming Pools											
Pools & Equipment	-	-	147,400	1,783,000	1,783,000	466,000	805,000	-	1,375,000	2,207,000	8,566,400
EWMAC Maintenance			59,400			16,000					
Kyabram Swimming Pool Reconstruction			88,000	1,783,000	1,783,000						
Stanhope Swimming Pool Reconstruction						450,000	805,000				
Rochester Swimming Pool Reconstruction									1,375,000	2,207,000	
Total Upgrade	6,698,297	8,285,217	2,640,400	2,128,000	2,367,000	1,044,000	1,683,000	1,079,000	1,475,000	2,232,000	15,880,064
New											
Buildings & Structures											
Buildings	121,000	365,000	400,000	-	-	-	-	-	-	-	886,000
Colbinabbin Recreation Reserve Storage Facility	121,000										
Campaspe Animal Shelter Cat Facility		175,000	400,000								
Echuca West, Integrated Early Years Hub Stage 1 DESIGN		90,000									
Echuca Victoria Park Clubroom DESIGN		100,000									
Footpaths & Cycleways											
Footpaths & Cycleways	129,525	1,309,250	300,000	343,000	550,000	401,000	567,000	324,000	300,000	300,000	4,523,775
Healthy Hearts Eyre Street Footpath	129,525										
Heathcote Murchison (Waranga) Trail		385,000									
Shire Missing Links Footpaths Program		300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
Recreation Cycling Paths and Footpaths Program		624,250		43,000	250,000	101,000	267,000	24,000			

Ten Year Capital Works Program - New Funding For Works

For the ten years ending 30 June 2030

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Marine Vessels											
Marine Vessels	-	25,000	-	-	-	-	-	-	-	-	25,000
Echuca Paddlesteamers - WIFI access and speaker system		25,000									25,000
Plant & Equipment											
Plant & Equipment	-	107,500	100,000	-	-	-	-	-	-	-	207,500
Saleyards - Secondary Cattle Crush		48,000									
Waste Management Software System - Transfer Stations DESIGN		20,000	100,000								
Saleyards - WIFI access, RFID readers and security cameras		39,500									
Stormwater & Flood Control											
Stormwater & Flood Control	41,000	-	-	-	-	-	-	-	-	-	41,000
Rushworth 50 Moora Road Drainage New	41,000										
Total New	291,525	1,806,750	800,000	343,000	550,000	401,000	567,000	324,000	300,000	300,000	5,683,275
Grant Dependent											
Roads											
Sealed Roads	650,000	1,914,000	3,465,000	-	-	-	-	-	-	-	-
Toolleen, Axedale-Toolleen Road Widening		1,700,000									
Shire Blackspot Program 2020/21		91,000									
Echuca Campaspe Esplanade Car Park		23,000	465,000								
Echuca Aerodrome Upgrade		100,000	3,000,000								
Colbinabbin Collins Street Upgrade	250,000										
Shire Missing Links Footpaths Program	300,000										
Echuca Shared Path Lighting Program	100,000										
Total Grant Dependent	650,000	1,914,000	3,465,000	-	-	-	-	-	-	-	6,029,000
TOTAL CAPITAL WORKS	25,034,472	33,521,760	29,865,625	25,689,867	23,629,146	19,383,167	22,355,437	17,437,376	25,192,116	25,214,421	247,323,387



Echuca East Precinct Endorsed Masterplan



Issue	Amendment	Date
A	Drawing reviewed as per Council feedback (23.09.15)	30.09.15
B	Drawing reviewed as per Council feedback (23.10.15)	23.10.15
C	Drawing further reviewed as per Council feedback (23.11.15)	16.11.15
D	Drawing further reviewed as per Council feedback (23.11.15)	30.11.15
E	Drawing further reviewed as per Council feedback (23.05.16)	3.05.16
F	Drawing further reviewed as per Council feedback (23.05.16)	12.05.16
G	Drawing further reviewed as per Council feedback (23.05.16)	28.05.16

bricolage design

Bricolage Landscape Design
258 Larkwood Street
Zetland VIC 3220
Tel: 0447 622 587
Email: w.s@bricolagedesign.com.au
Web: www.bricolagedesign.com.au

Date: May 2016 Scale: 1:1000 @ A2 North:

Drawn: EC

Approved: EC

This drawing is a master plan drawing only, not a working drawing and is not to be used for construction purposes. The drawing is copyright and remains the property of the landscape architect.

CAMPASPE SHIRE COUNCIL
Echuca East Recreation Reserve
Sutton Street, Echuca

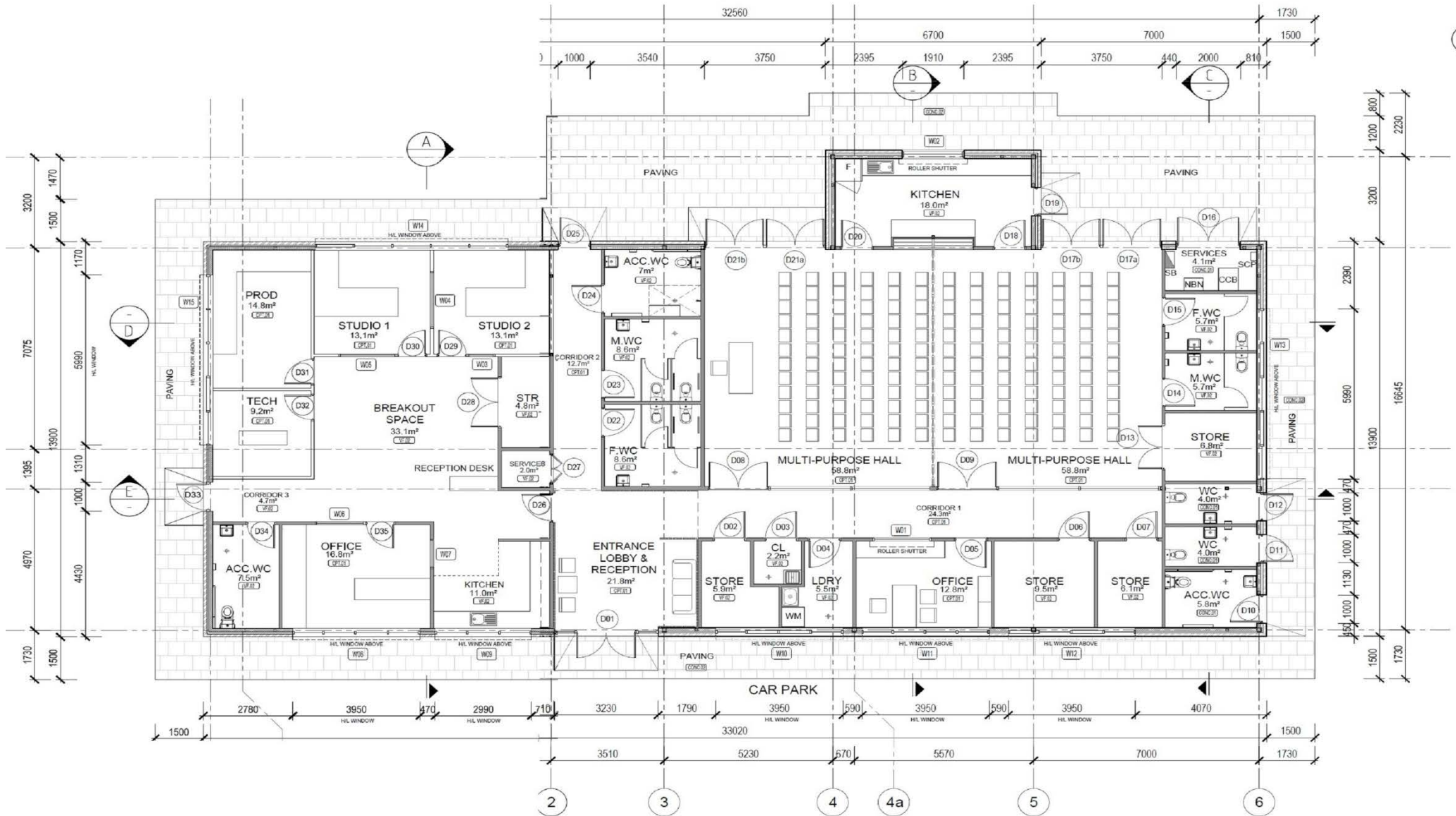
FINAL ECHUCA EAST COMMUNITY PRECINCT PLAN

Sheet: 2 of 2 in this set
Dwg No: 48-02-MP-G

Landscape design



Multipurpose Floor plan



Gunbower Lions Park Concept Design

Gunbower Lions Park - Design Concept

Main Plan



A3 sized page Sept. 2018 Scale 1:500 ↑ North Sue Beveridge, Landscape Designer 0429-836230

PETITION TO THE CAMPASPE SHIRE COUNCIL

The Chief Executive Officer
Campaspe Shire Council
PO Box 35
Echuca VIC 3564

Dear Sir/Madam,

We the undersigned, hereby respectfully request the Campaspe Shire Council:

To defer the decommission of the Eyre Street
school crossing in Echuca East for 3 months.
With the purpose of conducting 3 recouns to
resubmit current data to Vicroads.

Please direct all correspondence regarding this request to the Chief Petitioner identified.

CHIEF PETITIONER:

Name: Bianca Goodson

Address: [Redacted]

Email: [Redacted]

Contact Phone: [Redacted]

Total Number of Signatures: 22

I, the Chief Petitioner, request to speak to the petition when the response to the petition is presented to Council

GUIDELINES:

1. Outline the details and reasons for the petition.
2. If no Chief Petitioner is identified, all correspondence regarding this matter will be directed to the first named petitioner.
3. Please attach additional petition forms if required.
4. Petitions received by Council will be presented for consideration at the Ordinary Meeting of Council.

PRIVACY COLLECTION NOTICE:

By signing this petition you are providing your information to Campaspe Shire Council who will maintain, store and release it in accordance with the Privacy and Data Protection Act and it may be used to seek clarification and to provide you with information on the outcome of your petition. The information will be accessed by employees and/or Councillors of the Campaspe Shire Council for Council business related activities. The information may also be made publicly available through reporting to committee and local government meetings and may also be given to the State Government agencies for clarification on issues. With the above public disclosure in mind, your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

Bianca Goodson

[Signature]

22.6.20

Chief Petitioner Name

Chief Petitioner Signature

Date

PETITION

Should your petition be continued over additional sheets, identify the circumstances of the case (Repeat from page one) on each page.

To defer the decommission of the Eyre Street school crossing in EchUCA East for 3 months. With the purpose of conducting 3 recounts to resubmit current data to Vic roads.

Name (print)	Address	Suburb / Town	Signature
Brooke McDonald	[REDACTED]	EchUCA	B McDonald
Matt McDonald	[REDACTED]	EchUCA	Matt McDonald
Bianca Goodson	[REDACTED]	EchUCA	BG
John Goodson	[REDACTED]	EchUCA	John Goodson
Josie Ujimoto	[REDACTED]	EchUCA	JU
David Ujimoto	[REDACTED]	EchUCA	DM
Tom Wood	[REDACTED]	EchUCA	Tom Wood
Shakira Wood	[REDACTED]	EchUCA	Shakira Wood
Dean Moon	[REDACTED]	EchUCA	DM
Shyhan Dean	[REDACTED]	EchUCA	Shyhan Dean
Adam Hall	[REDACTED]	EchUCA	Adam Hall
Peter Mitchell	[REDACTED]	EchUCA	Peter Mitchell
Brett McManus	[REDACTED]	EchUCA	Brett McManus
Robyn Nasveld	[REDACTED]	EchUCA	Robyn Nasveld
Conrad Farrell	[REDACTED]	EchUCA	Conrad Farrell
Dianne Waites	[REDACTED]	EchUCA	Dianne Waites
Greg Larcombe	[REDACTED]	EchUCA	Greg Larcombe
Tanya Waites	[REDACTED]	EchUCA	Tanya Waites
Anne Thomson	[REDACTED]	EchUCA	Anne Thomson
Brett Thomson	[REDACTED]	EchUCA	Brett Thomson
MARIN GOUZOS	[REDACTED]	EchUCA	Marin Gouzos
Sue Gellard	[REDACTED]	EchUCA	Sue Gellard