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Policy M.01

Seminars, Conferences and Training

Objective

To provide for the continuing professional development of Elected Members and Employees through attendance at appropriate seminars, conferences and other training opportunities.

Statement

It is Council policy to have the Shire of Boyup Brook represented at any conference or seminar where it is evident that some benefit will accrue to the Council and/or the district.

It is Council policy that: -

1. Attendance

The Shire President and or Chief Executive Officer may approve elected members and partners attendance at seminars, conferences and other training sources held intra and interstate, provided funds are available in the members conference/training budget.

The Chief Executive Officer may approve attendance and payment of associated costs at seminars, conferences and other training sources, within budget provision for all employees.

2. The following shall apply for Councillors authorized and/or appointed as delegates under this policy to attend Conferences:

a) Registration

The Council will pay all normal registration costs for Councillors and partners that are charged by organizers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

b) Accommodation

The Council will pay reasonable double room or twin share accommodation costs for Councillors and partners including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

c) Travel

All reasonable travel costs for Councillors to and from the conference location/venue will be met by the Council. Where appropriate, travel will be provided by air and will normally be at economy rates but may be upgraded to business class at the cost of the attendee. Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the CEO.

The Council will reimburse the costs of vehicle hire, taxi fares and parking which are reasonably required and incurred in attending conferences.

Councillors using private vehicles in accordance with this Policy may claim the “kilometre” allowance payable under the Local Government Officers Award, but subject to such cost not exceeding the normal full economy class air fares to and from the particular destination.

The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organizers/travel agent in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate conference/training provider.

The Council may, in accordance with s5.102 of the Act, make a cash advance not exceeding one hundred dollars (\$100) per day per member, prior to an expense being incurred. The advance is made subject to an acquittal being completed upon the return of the member from the conference or training, fully accounting for the advance.

POLICY NO.	M.01
POLICY SUBJECT	Seminars, Conferences and Training
ADOPTION DATE	17 June 2004
VARIATION DATE	19 June 2008
REVIEW DATE	18 June 2020

Policy M.02 Public Relations

Objective

To determine procedures for responding to requests from the media.

Statement

The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the Chief Executive Officer who will liaise with the Shire President (or Deputy Shire President in his absence) to determine who will respond/comment and the nature of the response/comment. If either is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the Shire President, Staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.

A Councillor's right to express a personal opinion on any issue of public interest is recognised.

POLICY NO.	M.02
POLICY SUBJECT	Public Relations – Press Releases
ADOPTION DATE	17 June 2004
REVIEW DATE	18 June 2020

Policy M.03

Council Meeting Dates

Objective

To confirm the preferred timing of ordinary meetings of the Council.

Statement

That the Council meet on the third Thursday of each month of the year with the exception of January unless resolved otherwise.

POLICY NO.	M.03
POLICY SUBJECT	Council Meeting Dates
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
REVIEW DATE	18 June 2020

Policy M.04

Council Chambers – Use of

Objective

To determine the permitted use of the Council Chamber for purposes other than Shire related activities.

Statement

That the Council Chambers are not be made available for functions and meetings for the general public.

The Council Chambers are to be used only for Shire related activities and activities not clearly meeting this criteria be decided upon by the Shire President in consultation with the Chief Executive Officer.

POLICY NO.	M.04
POLICY SUBJECT	Council Chambers – Use of
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
REVIEW DATE	18 June 2020

Councillors – Expenses Reimbursements and Loss of Earnings

Objective

To determine the extent to which expenses incurred by an Elected Member while performing their duties will be reimbursed.

Statement

Expenses necessarily incurred by Elected Members in carrying out the functions of their office, or in the performance of an act under express authority of Council, may be claimed.

The Shire will meet costs associated with: -

1. childcare incurred by the elected member where that member attends at a Council meeting or a Committee meeting, where he or she is a member. Child minding fees are applicable for children, either of natural birth or guardianship, determined by legal process;
2. travel costs where an Elected Member attends a Council meeting or a meeting as a member of Council appointed to a management or advisory Committee;
3. where an Elected Member attends other meetings as a nominated delegate of the Council;
4. In submitting a claim for expenses incurred under these circumstances, Elected Members shall detail on the prescribed form the date of the claim, particular area of travel and nature of business, distance travelled and vehicle engine displacement;
5. The Travel Log register to be completed by Councillors. Travel reimbursement will be paid automatically on a 6 monthly basis;
6. Details of other expenses, should also be submitted on the appropriate claim form, supported by actual invoices or receipts;
7. The amount payable in respect of travelling expenses shall be that assessed at the applicable rate per kilometre as detailed in the Local Government Officer's Award;
8. Wherever possible, the use of a Shire owned vehicle should be made by prior arrangement with the Chief Executive Officer to attend meetings;
9. Where a Shire vehicle is available and not used by Councillors, travel will not be claimable.

Elected Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form, together with supporting documentation.

POLICY NO.	M.05
POLICY SUBJECT	Councillors – Expenses Reimbursement and Loss of Earnings
ADOPTION DATE	17 June 2004
VARIATION DATE	09 August 2006, 20 May 2010
REVIEW DATE	18 June 2020

Policy M.06

Tape Recordings of Council

Objective

To determine the procedures where tape recording of a Council meeting takes place.

Statement

The Chairman is to announce at the commencement when a meeting is to be tape recorded.

It is Council policy that any tape recordings of Council meetings are to remain the property of the Council and are available to Councillors upon written request.

A copy of the tape will be available to members of the public only when authorised by Council resolution.

POLICY NO.	M.06
POLICY SUBJECT	Tape Recordings of Council
ADOPTION DATE	17 June 2004
REVIEW DATE	18 June 2020

Policy M.07

Well Wishes from the Council

Objective

To recognise personal significant events of staff, Councillors (present and former) and close affiliates of the Council or their families.

Statement

It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of the Council or their families.

In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

POLICY NO.	M.07
POLICY SUBJECT	Well Wishes from the Council
ADOPTION DATE	17 June 2004
REVIEW DATE	18 June 2020

Policy M.08

Meetings of Council – Guest Speakers

Objective

To provide procedures when guest speakers make presentations at Council meetings.

Statement

Council's Policy is to support the scheduling of guest speakers at Council meetings where the subject matter is one of general information for all Councillors and not requiring any Council decision.

Guest speakers will be limited to approximately 20 minutes duration with an allowance of approximately five minutes for questions from Councillors.

This Policy is not to be construed so as to allow persons to make submissions for or against items on the Agenda, or canvas issues that may be addressed by Council in the near future.

The Shire President be authorised to approve or disapprove requests to address the Council meeting.

POLICY NO.	M.08
POLICY SUBJECT	Meetings of Council – Guest Speakers
ADOPTION DATE	17 June 2004
REVIEW DATE	18 June 2020

Policy M.09 Sandakan Relationship

Objective

To promote and develop the Memorandum of Friendship between the Sandakan Municipal Council and the Boyup Brook Shire Council.

Statement

The Memorandum of Friendship between the two Municipalities was signed in October 2007. The aims of the Memorandum are to improve the management of the two councils; to encourage commerce, trade and tourism; exchange of administration and information on culture, arts and relics of World War II; and exchange of youth and sport matters.

To uphold the memorandum-

- the Council Representative (usually the Shire President) and partner of the Shire of Boyup Brook attend either the Anzac Day Service or the Sandakan Memorial Day Service in Sandakan each calendar year.
- Council offer financial assistance to the Boyup Brook Lions Club in their annual school scholarship programme to send a student to the Sandakan Anzac Day Ceremony.
- the Boyup Brook Shire Council invite representatives from the Sandakan Municipal Council and two High School students, nominated by the Sandakan Municipal Council, to attend the Boyup Brook Sandakan Memorial service each year.

It is Council policy that all reasonable and direct expenses incurred by the Shire Representative and partner are met by the Shire.

To assist Council and the Community to monitor the success of the relationship in respect to the aims of the Memorandum of Friendship the Council representative and the scholarship recipient provide a written report to Council outlining progress in the five key areas of the Memorandum of Friendship.

Implementation of this policy is subject to annual budget considerations.

POLICY NO.	M.09
POLICY SUBJECT	Sandakan Relationship
ADOPTION DATE	19 June 2008
VARIATION DATE	17 September 2009, 21 October 2010
REVIEW DATE	18 June 2020

Policy M.10

Councillors Telecommunications and Information Technology Allowance Policy

Objective

To provide an annual allowance to Members to adequately cover fixed and usage related telecommunications and information technology fees and the cost of consumables for printers. In addition, to set a position on the provision of computer equipment.

Principles

To meet Member's telecommunication costs relevant to their Membership on Council.

Issues

The local Government Act provides for telecommunication and information technology allowances as an alternative to reimbursement of costs. The annual allowance is less costly to administer than the cost reimbursement option and does not rely on claims being lodged. It should more adequately meet Members' costs relating to communication with the community, each other and administration. The provision of a mobile telephone or smart phone and internet connection will facilitate the electronic distribution of minutes, information and other otherwise printed matter. It will also provide a research and general information-gathering tool. In order for the full value of Councillors being accessible via email, having the ability to provide information electronically etc it is important that Councillors have suitable computer equipment and standard programs. Also that they are able to print out material as need be. The plan is that the equipment be replaced every four years and it is noted that there would be advantages to the organisation if it did not have to deal with the used equipment should the Councillor leave, not be re-elected or otherwise no longer hold office. The policy therefore provides for Councillors with the option to acquire the equipment under these circumstances. The acquisition arrangements take into account the limited value of used IT equipment.

Policy

- 4.1 Telecommunications and Information Technology Allowance
 - 4.1.1 Members will be paid an annual telecommunications and technology allowance of between \$500 and \$3,500. This allowance is to be reviewed annually as part of the budget process to ensure that it keeps pace with costs.
 - 4.1.2 Councillors may opt to have Telstra phone accounts in the Shire's name with the Councillor being required to reimburse the Shire for 100% of all charges (the fixed and variable charges)."
- 4.2 Equipment – Communication Purposes
 - 4.2.1 Council will provide a suitable portable computer, smart phone and printer (the equipment) for Members' use."
 - 4.2.2 Ownership of the equipment may be transferred to a member upon resignation or retirement or when it is four years old."

POLICY NO.	M.10
POLICY SUBJECT	Councillors Telecommunications and Information Technology Allowance Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	09 August 2006, 20 May 2010, 15 December 2011, July 2017
REVIEW DATE	21 June 2018, 18 June 2020

Policy M.11

Shire of Boyup Brook Councillor Record Keeping Policy

Objective

The purpose of this document is to ensure that full and accurate records of the activities and decisions of Councillors, in the course of their official duties for Council, are created, managed and disposed of appropriately to ensure good governance and to comply with the State Records Act 2000 and associated State Records Commission Policies.

Scope

This policy has been developed to assist Councillors to meet their Recordkeeping responsibilities in accordance with the State Records Act 2000 and associated State Records Commission Policies. Shire of Boyup Brook staff members should refer to the Shire's Record Keeping Plan and Records Management procedures. Records which are accurately created and maintained serve as a history of the transactions and processes of the organization. They are fundamental to the Shire's governance principles.

Definitions

Record

A record is defined as meaning "any record of information however recorded" and includes:

- anything on which there is writing or Braille;
- a map, plan, diagram or graph
- a drawing, pictorial or graphic work, or photograph
- anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

A State Record

A State Record "means a record created or received by –

- a government organisation; or
- a government organization employee in the course of the employee's work for the organization, but does not include an exempt record" (State Records Act, Part 1, S3)

Examples of State records include (but are not limited to):

- State Records - correspondence, including emails, regarding building and development matters
- a petition received from a community group
- declarations concerning a Councillor's pecuniary interests
- speech notes made for addresses given at official Council events, and
- complaints, suggestions or enquiries by rate payers about Council services.

Conversely, records which are created, sent or received by Councillors when they are not discharging functions of Council are not considered to be State Records for the purposes of the State Records Act 1998.

Examples of records that are not State Records include (but are not limited to):

- records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances
- communications regarding matters of personal/general interest rather than Council interest e.g. information from environmental or other interest groups not specific to issues being considered by Councillor or Council.
- Records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council; and
- Personal records of Councillors such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.

Legislative Context

Public offices are bound by the State Records Act 2000 which establishes rules for best practice for recordkeeping in WA Government, encouraging transparency and accountability. Councils are identified as public offices under the Act (Schedule 1, 12). When discharging functions of Council, Councillors are subject to the State Records Act 2000 when they create or receive 'State records.'

The State Records Office Policy relating to Councillor Records is:

*"In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.
This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.
Local Governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."*

Application of this document

All Councillors are required to comply with this policy in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This document applies to records in all formats, including electronic records.

Records as a resource

Records are a vital asset to council. Many records created and received by Councillors have the potential to:

- support the work of Councillors and Council's program delivery, management and administration
- help Councillors and Council to deliver customer services in an efficient, fair and equitable manner
- provide evidence of Councillors' actions and decisions and establish precedents for future decision making; and

- protect the rights and interests of the Council, Councillors and its clients and rate payers.

A small percentage of records created and received by Councillors will become archives, part of the cultural resources of the State.

Creation and capture of records

Councillors should create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include:

- providing advice, instructions or recommendations
- drafts of documents for Council containing significant annotations or submitted for comment or approval by others; and
- correspondence received and sent relating to their work undertaken for Council.

Shire of Boyup Brook is responsible for:

- creating and capturing records of Council or committee meetings where the Council is the secretary capturing any State Records it sends to Councillors regarding Council business.

Capture of Records into the Records System

Where Councillors receive emails at a personal email address, and the emails are State Records, Councillors are required to forward electronic copies to the Shire of Boyup Brook.

Faxed and Hardcopy Records

All incoming mails for Councillors received by the Shire Administration will be opened by the Records Officer. Mail considered to be a State record will be registered into the Shire's recordkeeping system before being forwarded to the Councillor. It is the Councillor's responsibility to return any mail that is a State Record and requires registration in the Shire of Boyup Brook's recordkeeping system.

Where a Councillor receives a letter or fax at their personal address, and the document is a State Record, the Councillor is to provide the original to the Shire of Boyup Brook. The Shire Administration will copy the document for the Councillor. If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only while needed for current Council business. The routine destruction of duplicate records is permitted under the General Disposal Authority for Local Government.

Notes created by Councillors, which relate to the Councillor's decision making function, or which may affect the decision making function (such as meetings with Developers/Residents, phone conversation notes, notes made at Council and Committee Meetings), are State Records. These records are required to be provided to the Shire of Boyup Brook Administration.

In all cases, where the document is registered into the Records System, the security level is set so that access is available to only the Chief Executive Officer and Records Officer.

Disposal of Records

Documents that are duplicate Public Records (Agendas and Minutes with no notes added by the Councillor) may be destroyed as the Councillor wishes. Documents that are not public documents should be destroyed either by pulping, or shredding of the documents. If the Councillor has the facilities available, they may do the disposal themselves, or the records can be given to the Shire of Boyup Brook Administration for destruction.

POLICY NO.	M.11
POLICY SUBJECT	Shire of Boyup Brook Councillor Record Keeping Policy
ADOPTION DATE	19 March 2015
REVIEW DATE	18 June 2020

Policy M.12

Support for Community Seniors Christmas Lunch

Policy Objective

This policy establishes the support that the Shire of Boyup Brook will provide towards the annual Community Seniors Christmas Lunch event in Boyup Brook.

Statement

The annual Community Seniors Christmas Lunch is an event organised by volunteers to encourage a sense of community and inclusion for the ageing residents of Boyup Brook.

In support of their endeavour Council will:

- Each year make budget provision of \$1,000 (not including facility hire costs) to contribute to the Community Seniors Christmas lunch; and
- Provide the Town Hall free of charge.

Community Seniors Christmas Lunch organisers will:

- Use the funding for hosting this lunch event only;
- Provide the Shire of Boyup Brook with a letter of request, supported by invoice(s), for the sponsorship payment.
- Agree to acknowledge the Council's sponsorship through any promotional, verbal or public address announcements.

Any additional requests for in-kind support for this event will need to be addressed in writing to the CEO, three months prior to the event. Any additional support will be at the discretion of the CEO.

Implementation of this policy is subject to annual budget considerations.

POLICY NO.	M.12
POLICY SUBJECT	Support for Community Seniors Christmas Lunch
ADOPTION DATE	June 2018
REVIEW DATE	18 June 2020

Policy Objective

This policy establishes protocols for the Shire of Boyup Brook's official communications with our community to ensure the Shire of Boyup Brook is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy Scope

This policy applies to:

1. Communications initiated or responded to by the Shire of Boyup Brook with our community; and
2. Elected Members when making comment in either their Shire role or in a personal capacity.

Policy

Official Communications

The purposes of the Shire of Boyup Brook's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Boyup Brook's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

Speaking on behalf of the Shire of Boyup Brook

The Shire President is the official spokesperson for the Shire of Boyup Brook and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. *[s.2.9 and s.5.34 of the Local Government Act 1995]*

The CEO may speak on behalf of the Shire of Boyup Brook where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995]*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Boyup Brook into disrepute,
- compromise the person's effectiveness in their role with the Shire of Boyup Brook,
- imply the Shire's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Boyup Brook.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Responding to Media Enquiries

All enquiries from the Media for an official Shire of Boyup Brook comment, whether made to an individual Elected Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Boyup Brook.

Website

The Shire of Boyup Brook will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

Social Media

The Shire uses Social Media to facilitate information sharing to our community. Social Media will not however, be used by the Shire to communicate matters that are complex or relate to a person's or entity's private affairs.

The Shire of Boyup Brook may maintain the following Social Media accounts:

- Social networks, including - Facebook, Yammer, LinkedIn and Google+;
- Media Sharing networks, including – Snapchat, Instagram, Flickr, Soundcloud, YouTube and Podcasts;
- Blogging networks, including – Wordpress or Newshub;
- Micro-blogging networks, including – Twitter and Tumblr
- Apps (applications), including – Localeye, Report It, iCouncil, Go2Guides, My Local Services, Snap Send Solve, NearStreets

The Shire of Boyup Brook may also post to Social Media hosted by others, so as to ensure that the Shire’s strategic objectives are appropriately represented and promoted.

Shire President's Social Media Official Accounts

The Shire of Boyup Brook supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire accounts must not be used by the Shire President for personal communications.

Use of Social Media in Emergency Management and Response

The Shire of Boyup Brook will use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook and/or any other active social media platforms.

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Boyup Brook including on the Shire’s Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire’s Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Personal Communications

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Elected Members must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Elected Member Statements on Shire Matters

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Boyup Brook.

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire of Boyup Brook.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

POLICY NO.	M.13
POLICY SUBJECT	Social Media
ADOPTION DATE	21 June 2018
VARIATION DATE	13 December 2018
REVIEW DATE	18 June 2020

Policy M.14

Elected Member Continuing Professional Development

Objective

To ensure that Elected Members of the Shire of Boyup Brook receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations

Statement

The Shire of Boyup Brook recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected members must complete Council member essentials which incorporate the following training units.

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Reports and Budgets

Council's preferred provider for the training is WALGA

All units and associated costs will be paid by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to the Local Government Act 1995

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and / or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Consideration of attendance at professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and

- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Considerations for approval of the professional development activity include:

- The cost of the attendance including registration, travel and accommodation, if required;
- The budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the Elected member attending
- Alignment to the Shire’s strategic objectives; and
- The number of Elected members already approved to attend.

Note: Any expenditure commitments associated with Elected Member professional development must be performed by and authorised through the CEO.

POLICY NO.	M.14
POLICY SUBJECT	Elected Member Continuing Professional Development
ADOPTION DATE	24 September 2020

Council Agenda Briefing and Strategic/Concept forums

Objective

This policy provides the purpose, procedures and conduct of briefings and forums involving Councillors, other than ordinary and special meetings and meetings of standing or occasional committees established under section 5.9 of the Act.

Scope

This policy applies to all Councillors, staff and members of the public that attend Council briefings and forums convened by the Shire.

Policy

General Provisions

- The Shire President or Deputy Shire President in his or her absence will preside at agenda briefing and strategic/concept forums. If neither President nor Deputy is present, a Councillor will be chosen by those Councillors present.
- No formal minutes are required to be taken. Records will only be kept of attendance, conflict of interest disclosures and items / topics discussed.
- No decisions are to be made as decisions will be made at the Council meeting.

Agenda Briefing

- The start time of agenda briefing is to be advertised on the shire website, facebook and other mediums where necessary.
- Agenda briefings are open to members of the public, except where items are confidential in nature under the Act. Confidential items will be discussed once the open briefing has closed and members of the public have left.
- The presiding member will manage receiving of questions from the public. Public questions are to be confined to five minutes per person and a maximum of 15 minutes and are limited to questions regarding items in the agenda briefing. Public questions that members of the public wish to be recorded in the minutes of the ordinary meeting of Council will be required to ask that question at the ordinary meeting of council.
- All questions and answers must be through the chair and relate to the upcoming ordinary council meeting agenda.
- There is to be no free-flowing discussion between Councillors and debate is strictly prohibited.

- The legislation does not require disclosure of conflicts of interest at agenda briefings however in the interest of transparency and accountability and the provisions of the rules of conduct, it is considered not acceptable to participate in a matter if there is a conflict of interest.
- Councillors and officers will therefore be required to declare an interest in accordance with the provision of the Act as it applies to ordinary council meetings.

Strategic / Concept forums

- Strategic / Concept forums are a mechanism by which Shire employees can confidentially update councillors on developments related to specific projects, strategic, conceptual or sensitive matters.
- In these circumstances it is important for Councillors to be involved and to be able to speak freely without members of the public in attendance.
- The forums allow a free flowing discussion between Councillors and staff, however there is to be no debate on any matter.
- Council may decide to, at a future date, open the discussion on major projects and or to invite members of the public to participate in workshops.

Definitions

Agenda Briefing - a monthly briefing to discuss the agenda for the following council meeting.

Strategic / Concept forums – a briefing to update Councillors on strategically significant issues or projects that are in a concept stage.

Relevant Policies / Administration Practice

Nil

Legislative / Local Law requirement

Section 5.23 Local Government Act 1995

Rules of Conduct regulations 2007

POLICY NO.	M.15
POLICY SUBJECT	Council Agenda Briefing and Strategic/Concept forums Policy
ADOPTION DATE	26 November 2020

Policy M.16

Attendance at Events

Objective

The Shire of Boyup Brook is required under section 5.90A of the Local Government Act 1995 to adopt a policy on attendance at events.

Scope

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Boyup Brook in their capacity as an Elected Member or employee of the Shire and where they may receive free or discounted tickets or an invitation to attend an event to represent the Shire to fulfill their leadership roles in the community, generally from a third party.

Attendance at an event in accordance with this policy will not exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Policy

1 – Permitted Events

All Elected Members, the Chief Executive Officer and employees with the approval of the CEO are entitled to attend permitted events to represent the Shire of Boyup Brook.

Any fee associated with a permitted event, the fee including the attendance of a partner, and if deemed necessary, travel and accommodation, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

Any donated or discounted individual tickets and any associated hospitality with a discount / donated estimated or face value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The following events are permitted subject to the provision of this policy:

- i. Advocacy, lobbying or members of parliament or ministerial briefings;
- ii. Meetings of clubs or organisations within the Shire of Boyup Brook;
- iii. Any free event held within the Shire of Boyup Brook;
- iv. Australian or West Australian Local Government events;
- v. Events hosted by Clubs or Not for Profit Organisations within the Shire of Boyup Brook to which the Shire President, Elected Members, Chief Executive Officer or employee has been officially invited;
- vi. Shire hosted ceremonies and functions;
- vii. Shire hosted events with employees;

- viii. Shire sponsored functions or events;
- ix. Shire run tournament or events;
- x. Cultural events / festivals within the Shire of Boyup Brook or the district;
- xi. Events run by a Local, State or Federal Government;
- xii. Events run by schools and educational facilities within the Shire of Boyup Brook;
- xiii. Major professional bodies associated with local government at a local, state and federal level;
- xiv. Opening or launch of an event or facility within the Shire of Boyup Brook or the district;
- xv. Recognition of Service events within the Shire of Boyup Brook or the district;
- xvi. RSL events with the Shire of Boyup Brook or the district;
- xvii. Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association;
- xviii. Where the Shire President, Elected Member or Chief Executive Officer representation has formally been requested.
- xix. Where attendance at the event forms part of the Chief Executive Officer or other Shire employee's contract of employment or relates to that Officer's role.

2. Approval Process

Where events are listed as prohibited, no attendance is permitted.

Where events are permitted, no approval is required for all other events the approval process is as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer.

Consideration for approval of the event include:

- Justification provided by the applicant when the application to attend the event is submitted for approval
- The benefit to the Shire of the person attending
- Alignment with the Shire's strategic objectives
- The number of shire representative already approved to attend.

3. Other matters

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pay the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate or is provided with a free ticket(s) with a discount value, the recipient must disclose receipt of the tickets (*any other associated hospitality) within 10 days to the Chief Executive Officer (or Shire President in the case of the CEO being the recipient) if the discount or free value is greater than \$50 for employees, (excluding CEO) and greater than \$300 for Elected Members and the CEO.

4. Conference Registration

Conference registration, booking, payments and expenses shall be dealt with in accordance with council policy M.01 – seminars, conference and training.

5) Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Member and the Chief Executive Officer, and the CEO in relation to employees.

6. Procedure

Organisations that desire attendance at an event by a particular person(s) such as the President, Deputy President, Elected Members, Chief Executive Officer or a particular employee of the Shire, should clearly indicate that on the offer, together with what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted invitations / offers of tickets that are provided to the Shire without denotation as to who they are for, are to be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the Shire in attending the event, the overall cost in attending the event, inclusive of travel or accommodation availability of representative, and the expected role of the relevant Elected member or employee.

Definitions

District: is defined as the South West region of Western Australia

Elected members: includes the Shire President and all Councillors

Shire: is the local government - the Shire of Boyup Brook

Relevant Polices / Administration Practices

Policy M.01 Seminars Conference and training

Legislation / Local Law requirement

Local Government Act 1995 - S5.90A policy for attendance at events

Local Government (Administration) Regulations 1996 – r34B- required code of conduct contents about gifts to employees

POLICY NO.	M.16
POLICY SUBJECT	Attendance at Events
ADOPTION DATE	17 December 2020