

INDEX

Section 2 - Administration

Policy No.	Policy Subject	Page No.
A.1	Staff Appointments – Council Requirements	2
A.2	Equal Opportunity Employment	3
A.3	Staff – Tertiary Study	7
A.4	Facility Opening Hours to the Public.....	8
A.5	Gratuity Gifts & Payments to Departing Employees	9
A.6	Conferences/Fact Finding Tours	10
A.7	Complaints by a Member of the Public Against Another Member of The Public	12
A.8	Logo	13
A.9	Release of Staff to Assist Emergency Services	14
A.10	Private Telephones.....	15
A.11	Staff Housing	16
A.12	Electoral Code of Conduct.....	17
A.13	Information Communication Technology Use	21
A.14	Light Fleet Vehicle Purchasing	26
A.15	Library – Personal Use Computer	31
A.16	Records Management Policy.....	34
A.17	Library Membership.....	38
A.18	Injury Management and Rehabilitation	42
A.19	Supplementary Superannuation Contributions for Employees	43
A.20	Library Loans.....	44
A.21	Payments of Rates & Other Outstanding Debts by Employees	47
A.22	Accrual of Annual Leave.....	48
A.23	Banners	49
A.24	Social Media	51
A.25	Leisure Centre Discounted Membership for Employees.....	60
A.26	Salary Packaging.....	62

ADMINISTRATION

POLICY NO.	A.1
POLICY SUBJECT	Staff Appointments – Council Requirements
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	29 November 2018 (C.04/1118)

It is Council policy that all staff appointments be subject to:

- a) Medical Examinations
 1. Prior to a formal offer of employment being made the preferred candidate for appointment to a position is required to obtain a medical certificate to a format determined by the Chief Executive Officer including a basic hearing and eye sight assessment.
 2. If the Medical Certificate is deemed to be satisfactory by the Chief Executive Officer, the offer of employment can be confirmed..
 3. The costs of the medical examination is to be met by Council, but the Doctor or Medical Practice to be used is to be nominated, from time to time by the Chief Executive Officer, having regard to price, proximity and past performance.
- b) A position description is to be prepared for all permanent or part-time positions within the organisation and prior to any appointments being made to the position.
- c) A three (3) months probationary period to apply to all appointments. The probationary period may be extended at the discretion of the Chief Executive Officer other than casuals.
- d) The CEO is authorised to only appoint people to those jobs which are funded in the Budget at the time the Budget is adopted, without further reference to Council.
- e)
 1. Prior to employment, potential new employees are required to obtain a Police clearance certificate.
 2. If the Police clearance is deemed to be satisfactory by the CEO, the offer of employment can be confirmed. The cost of obtaining the Police clearance to be met by Council.

POLICY NO.	A.2
POLICY SUBJECT	Equal Opportunity Employment
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	29 November 2018 (C.04/1118)

OBJECTIVES

The objective of this Policy is to outline the Shire's position on Equal Employment Opportunity (EEO) and to create an environment of equal opportunity and diversity to achieve good working relationships. The goals of this Policy are;

- The Shire will actively work to raise the level of awareness of Equal Opportunity and Diversity principles and practices within the Shire;
- The Shire will actively promote an environment for all staff that is free of discrimination, bullying and harassment;
- The Shire will enable all staff to apply equally for all positions within the Shire, for which they are qualified, through its commitment to their support, provision of carer planning and development, advice and assistance;
- The Shire will recognise the diverse cultural needs of employees.

POLICY STATEMENT

1. The Shire is committed to being an employer which provides for equal employment opportunity for all employees. This policy should be read in conjunction with the Shire's Policy relating to "Violence, Harassment and Bullying in the Workplace".
2. The Shire aims to provide an environment of fairness and equity in its workplace. The Shire believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits the Shire, but also the wider community.
3. The Shire considers it the right of every employee to carry out their work in an environment which promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment, bullying, discrimination and victimisation.
4. In accordance with the WA Equal Opportunity Act 1984, the Shire shall develop and maintain an Equal Opportunity Management Plan.

5. Definitions

5.1 Discrimination is treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status. These grounds may change as legislation is amended.

5.2 Harassment is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is

offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

5.3 **Bullying** is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

6. Responsibilities

6.1 The Shire recognises its legal obligations under the Equal Opportunity Act, 1984 (as amended);

- The WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992

and will actively promote amongst Elected Members, employees and prospective employees, equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, disability, religious or political convictions, age, and family status and responsibility.

6.2 The Shire also has a moral obligation to ensure its staff are not subjected to other forms of harassment. All employees are expected to treat each other with consideration and respect at all times.

7. Staff Training, Appointments and Promotions

7.1 All employment training with this Shire will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training. All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

7.2 All offers of employment within this Shire will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

7.3 The Shire is mindful of its community obligations and to that end will proactively undertake training for disadvantaged persons.

8. Grievances

8.1 All informal complaints related to EEO will be dealt with fairly, quickly and confidentially.

- 8.2 All formal complaints related to EEO will be dealt with fairly, quickly and in accordance with legislative requirements by the Chief Executive Officer. Where the complaint involves the Chief Executive Officer, it shall be reported to the President for investigation and appropriate action.

9. Harassment

- 9.1 The Shire will not tolerate harassment of any form within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).
- 9.2 Any individual who experiences harassment should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this, then assistance should be sought from others to meet with the person(s) concerned.

10. Bullying

- 10.1 Bullying will be treated in accordance with the Shire's Policy relating to "Violence, Harassment and Bullying in the Workplace".

11. Employment

- 11.1 In accordance with the Local Government Act 1995 (as amended) the Shire shall recruit in accordance with the principle of merit and equity and shall ensure that discrimination does not occur.
- 11.2 All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
- 11.3 All promotional policies and opportunities with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
- 11.4 The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

PROCEDURE

It is the responsibility of all staff to ensure that proper standards of conduct as contained in the Shire's Code of Conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment, bullying and discrimination.

Allegations of discrimination or harassment may be discussed or assistance sought from the appropriate Executive Manager or the Chief Executive Officer.

Harassment allegations will be considered seriously and sympathetically and will be investigated promptly and confidentially. In all cases, the utmost care shall be taken in investigating allegations impartially by recognising the rights of all parties. Victimisation of any party will not be tolerated by the Shire.

However, if an employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Equal Opportunity Commission or their Union.

RESPONSIBILITIES

The overall responsibility for monitoring the effectiveness, the policy and management plan lies with the Chief Executive Officer. However the Shire recognises that equal opportunity is the responsibility of everyone in the Shire and, as such, will ensure that advice on equal opportunity matters is available on an on-going basis to all staff.

The coordination of the equal opportunity function within the Shire is primarily the responsibility of the Chief Executive Officer.

POLICY NO.	A.3
POLICY SUBJECT	Staff – Tertiary Study
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	29 November 2018 (C.04/1118)

1. Council will provide assistance to staff who are studying towards a qualification considered to be appropriate to their duties, or, which will provide recognition towards further progression within Local Government.
2. Staff will initially seek clarification from the Chief Executive Officer as to the relevance of the proposed course. Assistance from Council will not be provided unless the course has been approved as being relevant, in writing, by the Chief Executive Officer and funds being available.
3. Council will reimburse each staff member for the costs incurred for each unit after the staff member has provided proof of passing, by the relevant institution, at the end of each semester.
4. Intensive courses will be considered by the Shire at the rate of not more than 1 per annum. This will be at the discretion of the Chief Executive Officer and will not necessarily be approved if workload is considered to be heavy.
5. Accommodation and meals will not be the responsibility of the Shire whilst undertaking an intensive course.
6. For approved courses of study the Shire will allow an employee to sit exams within ordinary working hours (without loss of pay) where the exam has been scheduled within such hours.
7. Applications by the CEO under the terms of this Policy will be determined by Council. Applications from any other staff member will be determined by the CEO.

POLICY NO.	A.4
POLICY SUBJECT	Facility Opening Hours to the Public
ADOPTION DATE	25 February 1999
LAST REVIEW DATE	29 November 2018 (C.04/1118)

1. General Office:

- (a) Monday to Friday 9.00am – 4.30pm
- (b) Office to be closed during Christmas/New Year period.

2. The Library:

- (a) Monday, Tuesday, Wednesday and Friday 10.00am – 5.00pm
Thursday 10.00am – 7.00pm
Saturday 9.00am to 12 noon
- (b) The Library will be closed during Christmas/New Year period and Easter including Easter Saturday.

3. Bridgetown Landfill Site:

- (a) Wednesday to Thursday 7.30am to 12.00noon
Friday 7.30am to 11.00am
Saturday and Sunday 9.00am to 4.00pm
- (b) The Bridgetown Landfill site will be closed Monday & Tuesday and on Christmas Day, New Year's Day and Good Friday.

4. Greenbushes Transfer Station:

- (a) Saturday 10.00am – 1.00pm
- (b) The Greenbushes Transfer Station will be closed on Christmas Day, New Year's Day.

5. Bridgetown Leisure Centre:

The gym at the Leisure Centre is available 24 hours per day for gym members.

Facility opening hours will be in alignment with activities and programs offered within the facility between 6.00am – 8.30pm Monday to Sunday.

The Leisure Centre Manager has discretion to adjust opening times during the season dependent on weather and patronage. The aquatic complex may close up to one hour later (at 7.00pm) during the summer school holiday period.

During the course of the swimming season there are occasions where the aquatic facility is booked for a school swimming carnival (generally 4 – 6 times per season). On these occasions access to the 25 metre pool will be exclusive to the school(s). Access to other facilities may be available to the general public therefore members of the public will not be charged an entry fee to use these facilities during the carnival(s). Note this waiving of entry fee does not apply to spectators of the school swimming carnival.

POLICY NO.	A.5
POLICY SUBJECT	Gratuity Gifts & Payments To Departing Employees Policy
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	29 November 2018 (C.04/1118)

The purpose of this policy is to provide guidelines for the payment of gratuities to staff who are leaving the organization.

Pursuant to the provisions of Section 5.50 of the Local Government Act 1995, Council has adopted the following guidelines with respect to the payment of gratuities to staff who are leaving the organization.

Council will provide a gift to the value stipulated in the table below to all departing permanent employees* who have served a continuous period of employment with the organization.

Length of Continuous Service	Value of Gratuity Gift
5-8 years	\$150
8-10 years	\$200
10-15 years	\$250
15-20 years	\$350
20 years and more	\$500 plus \$10 per every year thereafter

- * A gratuity gift or payment will not be provided to an employee who has been dismissed for any reason other than redundancy.
- * A gratuity gift or payment will not be provided to a casual or other non-permanent employee.

The Chief Executive Officer has delegated authority to purchase a gift for departing employees on behalf of the Council, to the value stipulated in the above table.

For the purposes of this Policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- Any period of authorized paid absence from duty necessitated by sickness or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one year.

POLICY NO.	A.6
POLICY SUBJECT	Conferences/Fact Finding Tours
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	29 November 2018 (C.04/1118)

1. Attendance at State and Federal Professional Conferences

- a) The Chief Executive Officer and Senior Employees are encouraged to attend the Annual State Conference relating to their profession.
- b) The Chief Executive Officer and Senior Employees are encouraged to attend bi-annually, the Federal Conference relating to their profession. (Note: where the Officer's professional organisation does not convene a State Conference the Officer is encouraged to attend the organisations Federal Conference, annually).
- c) The Chief Executive Officer is authorised to approve the attendance of staff at State and Federal Professional Conferences in accordance with the following guidelines:
 - (i) Budget authority and/or funding arrangements are in place or are to be considered.
 - (ii) The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the Officer and/or the Council.
 - (iii) The Officer is to provide a report on the issues, outcomes, etc of the conference with recommendations as appropriate and the report is to be submitted to Council.
 - (iv) Senior Staff will not be precluded from attending a Federal Conference only because the conference happens to be held overseas.
 - (v) If it is considered beneficial for a Councillor or Councillors to accompany the staff member to any State or Federal Conference, such attendance is to be at the discretion of the Chief Executive Officer in consultation with the Shire President and will only occur if adequate funds are available on the budget.

2. Fact Finding Tours

This does not apply to the annual or bi-annual Council study tour to other local governments

- a) A fact finding tour is designed to enable Councillors and staff to travel intrastate, interstate and/or overseas to research, study and lobby for specific issues confronting Council.
- b) Details of tours are to be arranged in advance so that suitable provision can be made on each years budget. When no details of tours have been arranged or arrangements are incomplete, an appropriate amount is to be included on the budget to cover the cost of an annual fact finding tour.

- c) Council may approve attendance at fact finding tours but shall apply the following guidelines.
 - (i) The maximum attendance at any tour is to be two Councillors and two staff.
 - (ii) Attendance at a tour shall only take place where there are appropriate funds provided for on the annual budget.
 - (iii) A detailed report on each tour is to be submitted to Council.

POLICY NO.	A.7
POLICY SUBJECT	Complaints by a Member of the Public Against Another Member of the Public
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	29 November 2018 (C.04/1118)

This Policy is separate from Council's "complaints" Policy as it deals with complaints between external parties, not against a Shire employee or service.

This Policy is designed to eliminate frivolous complaints and complaints that are sometimes lodged because of ulterior motives.

Council's Policy is:

1. That any member of the public wishing to make a complaint against a third party is required to lodge the complaint in writing.
2. The complainant is to be advised that Council may only take action on the complaint when he/she agrees to his or her name being made known to the third party.

All parties to be notified in writing of the outcome of the complaint.

POLICY NO.	A.8
POLICY SUBJECT	Logo
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	29 November 2018 (C.04/1118)

1. The Council records having adopted a design as its official logo which is to be shown on letterheads, envelopes and other Council material and stationery, as and when considered appropriate.



2. No action is to be taken to register the logo under the Designs Act.
3. Any application for the use or reproduction of the logo is to be considered on its merits and such applications shall be determined by the Chief Executive Officer. As a policy, Council supports the use of the Logo by local organisations seeking to identify geographically with the district.

POLICY NO.	A.9
POLICY SUBJECT	Release of Staff to Assist Emergency Services
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Council supports and recognises the need of volunteers as members of the emergency services within the Shire and adopts as policy the following:

The CEO or his nominated officer may authorise release of staff, who are trained and registered volunteers to assist the emergency services of which they are a current member, in an emergency situation.

The emergency services are those defined under LEMC (Local Emergency Management Committee) and are:

- Bridgetown VFRS
- St John Ambulance
- Bush Fire Brigades
- State Emergency Services
- Australian Red Cross

POLICY NO.	A.10
POLICY SUBJECT	Private Telephones
ADOPTION DATE	24 February 2000
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Objective

To ensure appropriate officers can be contacted out of hours.

Policy

Upon presentation of documented evidence, telephone expenses incurred due to carrying out Shire business shall be reimbursed.

POLICY NO.	A.11
POLICY SUBJECT	Staff Housing
ADOPTION DATE	24 November 2011 (C.17/1111)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Council recognises it has a limited stock of housing available for subsidised rental by Shire employees. This stock consists of the two former police quarters in Hampton Street and the dwelling adjacent to the recreation centre in Gifford Road.

These dwellings may be offered to staff on a fixed term lease of duration and conditions to be determined by the CEO. Leases will take the form of a standard residential tenancy agreement including arrangements for utilities, bond, pets, etc.

Nothing in this Policy prevents an eligible employee's ability to direct remuneration benefits towards housing to capitalise on the discounted FBT applicable to remote area housing. The eligibility of an employee is to be determined by the CEO with eligibility predicated on whether the position occupied by the relevant employee is one that has specific technical skills, experience, etc that is not common to most employees and therefore is a position most likely to be filled by a person residing outside the district.

In addition to permitting eligible staff to salary sacrifice remuneration benefits towards housing the Shire can also take out lease agreements for dwellings and sub-lease to the employee. In these situations the Shire's only involvement will be to facilitate the lease in its name; all negotiations on occupancy conditions, rent, etc are to be between the employee and the property owners.

Eligible employees considering issues such as salary sacrificing and eligibility for remote area housing tax benefits are to seek their own professional advice. The contents of this policy are not to be construed by the employee as tax advice.

POLICY NO.	A.12
POLICY SUBJECT	Electoral Code of Conduct
ADOPTION DATE	27 November 2003
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Introduction

This Code of Conduct contains the principles and standards Officers are to apply in performing Electoral Officer duties and must be read in conjunction with Part 4 (Elections & Other Polls) of the Local Government Act 1995 and the Local Government (Elections) Regulations 1997.

Elections are the very foundation of our democratic society and vigilance is required in preserving the integrity of the electoral process.

Elections can also be an emotional experience for winning and losing candidates and a fertile area for disputation if cause exists. All candidates are entitled to expect that Officers from the Shire of Bridgetown-Greenbushes will conduct themselves as to ensure the election outcome is a true expression of the will of the electorate.

An election is also an opportunity for personal contact with a big number of the Shire's ratepayers and residents. Casting a vote will be one of the few direct contacts some will have with the Shire during the course of a year. The goal for the Shire of Bridgetown-Greenbushes Electoral Officers is to project an image of professionalism, impartiality and friendliness.

The charter for this Code of conduct is contained in Elections Regulation 8, which provides -

- “8.(1) This regulation applies to the ordinary elections to be held in 1999 and to each subsequent election.
- (2) The Returning Officer (RO) for any election to which this regulation applies is to prepare or adopt an electoral code of conduct for the election which aims to ensure that all electoral officers act -
- a) lawfully;
 - b) professionally;
 - c) fairly and impartially;
 - d) with honesty and integrity; and
 - e) without any conflict of interest, in relation to the election.
- (3) The RO is to provide each electoral officer with a copy of, or access to a copy of, the electoral code of conduct.
- (4) An electoral officer is to observe and comply with the electoral code of conduct.”

It is noted this Electoral Code of Conduct pertains to elections, referendums or polls conducted “in-house”. A Returning Officer who is not the Shire of Bridgetown-Greenbushes' CEO will provide his/her own Electoral Code of Conduct to Electoral Officers. If no Electoral Code of Conduct is provided, then the Shire of Bridgetown-

Greenbushes Electoral Code of Conduct will become the Electoral Code of Conduct for the specific election, referendum or poll.

Appointment of Electoral Officers

Unless other arrangements are made by Council, the Returning Officer for local government elections, referendums and polls will be the Chief Executive Officer [s.4.20].

The Returning Officers functions will be those as set out in Clause 4.23 of the Local Government Act 1995 and Local Government (Electoral) Regulations 1997 which include –

- (a) appointing places for the casting of votes, places for the delivery of postal votes and places for the counting of votes for elections;
- (b) appointing Electoral Officers including a Deputy Returning Officer.

If the Returning Officer is absent or cannot perform his or her functions, the Deputy Returning Officer is to perform the RO's functions [s.4.22(3)].

Act Fairly and Impartially

Electoral Officers will -

- act impartially to serve the common good, while recognising that equity can involve treating people differently according to their circumstances
- be polite and sensitive to customer needs : explain the reason for decisions
- be alert to any attempt by candidates/scrutineers to gain an unfair advantage and report any questionable activities in this regard to the appropriate authority
- refrain from making comments of a party political nature, or about candidates or local referendum issues, or policies of Council.

Electoral Officers will not -

- solicit or accept gifts, fees, favours or remuneration of any kind, from a candidate or person assisting a candidate.

Act with Honesty and Integrity

Electoral Officers will -

- advise if a vote cannot be allowed, and explain the reason(s) why
- have available a supply of Enrolment Eligibility Claim forms
- invite aggrieved persons to exercise their rights of appeal or complaint
- explain processes and procedures.

Duty of Care

Electoral officers must exercise a duty of care in order to fulfil their obligations effectively and without causing harm. Such a duty of care includes:

- ensuring the efficient and effective use of those resources placed at Officers' disposal
- being accountable for the use of those resources; and

- setting an example by supporting and monitoring ethical behaviour.

Act With No Conflict of Interest

Electoral officers are to act without conflict of interest.

Generally, a conflict of interest exists if the relationship between a prospective Electoral Officer and a candidate is such as could influence, or be seen by others to influence, the partiality with which electoral provisions are administered.

Examples of “closely associated” relationships an Officer could have to a candidate where a conflict of interest might arise include:

- a spouse (includes defacto) of the candidate
- a parent of a candidate
- a close relative of a candidate
- a partner of a candidate
- an employee of a candidate
- a trustee, if a candidate is a beneficiary
- associated through his/her spouse who is living with the Officer and is -
 - (a) parent of a candidate living with them
 - (b) partner of a candidate
 - (c) an employee of a candidate or
 - (d) a trustee, if a candidate is a beneficiary.

If any Officer has such a “close association” or is the Director of a Company associated with a candidate they must disclose the relevant detail to the RO and accept that person’s judgement as to whether or not the ‘interest’ should preclude their engagement as an Electoral Officer.

Complaints & Grievance Procedure

A complaint or grievance made by a third party against an *Electoral Officer* should be directed to the Chief Executive Officer if he/she is the Returning Officer. If Council has appointed someone other than the CEO to be the Returning Officer then the complaint or grievance should be in accordance with the Electoral Code of Conduct provided by the Returning Officer. If no independent Electoral Code of Conduct has been provided by the Returning Officer then a complaint or grievance should be directed to the Electoral Commissioner for Western Australia.

A complaint or grievance made by a third party against the *Returning Officer* should be directed to the Shire President if the CEO is the Returning Officer. If Council has appointed someone other than the CEO to be the Returning Officer then the complaint or grievance should be in accordance with the Electoral Code of Conduct provided by the Returning Officer. If no independent Electoral Code of Conduct has been provided by the Returning Officer then a complaint or grievance should be directed to the Electoral Commissioner for Western Australia.

Where the CEO is the Returning Officer, a complaint or grievance against an Electoral Officer or the Returning Officer will be dealt with in accordance with Council’s Code of Conduct.

Disciplinary Action

Sanctions may be applied if this Code or any relevant law is breached. Depending on the nature of the breach, sanctions may include counselling, disciplinary action (including termination of Electoral Officer duties), the levying of a fine and/or the laying of criminal charges and the taking of civil action.

<p>The Electoral Code of Conduct should be read in conjunction with Council's Code of Conduct and breaches dealt with accordingly.</p>
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POLICY NO.	A.13
POLICY SUBJECT	Information Communication Technology Use Policy
ADOPTION DATE	25 January 2001
LAST REVIEW DATE	29 November 2018 (C.04/1118)

1. Overview

Effective security is a team effort involving the participation and support of every Shire employee who deals with information and/or information systems and devices.

The Shire of Bridgetown-Greenbushes' information and/or information systems and devices are a corporate resource and are to be used for corporate business as a vehicle for business to business and business to customer transactions. Personal usage should be kept to a minimum.

Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity.

2. Objectives of Policy

- 2.1 To ensure that the Shire's investment in information and/or information systems and devices is used in the most productive and appropriate manner to the greatest possible benefit of the Shire of Bridgetown-Greenbushes.
- 2.2 To ensure that all the organisation's digital information is preserved and available as corporate knowledge.
- 2.3 To uphold the reputation of the Shire in all digital and information based transactions.

3. Use of Information and/or Information Systems and Devices

3.1 Security and Proprietary Information

All information stored on the Shire's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.

Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed regularly.

All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software.

People must use caution when opening files received from unknown senders.

All corporate information which is owned (created or received) by the organisation are records under the State records Act and may have any or all of the following attributes:

- 3.1.1 Information which is of administrative, legal, fiscal, evidential or historical value and is not recorded elsewhere on the public record.
- 3.1.2 Formal communication and/or a transaction between officers (for example – memorandum, report or submission) or between an officer and another party;
or
- 3.1.3 It may document the rationale behind agency policy, decisions or directives.

3.2 Personal Use of ICT Equipment

While the Shire's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire. Because of the need to protect Shire's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to Shire cannot be guaranteed.

A degree of personal use is allowed on the Shire's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:

- 3.2.1 Personal use should be conducted either before or after contracted hours of work or authorised breaks;
- 3.2.2 Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
- 3.2.3 Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
- 3.2.4 Managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
- 3.2.5 If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

For security and network maintenance purposes, authorised individuals within the Shire may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

The Shire reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

3.3 System and Network Activities

The following activities are not permitted:

- 3.3.1 Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire or the end user.
- 3.3.2 Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license.

- 3.3.3 Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The CEO or appropriate Executive Manager should be consulted prior to export of any material where status is unclear;
- 3.3.4 Introduction of malicious programs or code into the network or onto devices connected to the network;
- 3.3.5 Revealing an account password to others or allowing use of an employee's account by others.
- 3.3.6 The Shire's equipment is not to be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager.
- 3.3.7 Making fraudulent offers of products, items, or services, or running private business interests via any Shire equipment, device or account.
- 3.3.8 Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- 3.3.9 Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- 3.3.10 Executing any form of network monitoring which will intercept data not intended for the user's host;
- 3.3.11 Attempting to avoid or bypass Shire's network security measures;
- 3.3.12 Interfering with any other user's account, by whatever means; and
- 3.3.13 Using the system in a way that could damage or affect the performance of the network in any way.

3.4 Email and Communication Activities

- 3.4.1 All corporate emails sent or received via the Shire's email are the property of the Shire of Bridgetown-Greenbushes and thus form part of the organisation's record keeping system.
- 3.4.2 All corporate emails (incoming and outgoing) are to be downloaded and registered through the Inward/Outward Mail registers including appropriate File Numbers allocated by the receiver/author.
- 3.4.3 Attachments should not be opened or stored unless the employee can positively identify the sender. This is to ensure no virus is released into the Shire's computer system.

The following activities are not permitted:

- 3.4.4 Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
- 3.4.5 Any form of harassment via electronic/ICT means;
- 3.4.6 Unauthorised use, or forging, of email header information;
- 3.4.7 Send or distribute emails containing pornographic or derogatory content.
- 3.4.8 Any employee receiving questionable material (as outlined in 3.4.7) should immediately report the incident to their supervisor for appropriate action.
- 3.4.9 Creating or forwarding "chain letters" or "pyramid" schemes of any type;

- 3.4.10 Use of any of the Shire's network or systems for the purpose of generating unsolicited communications;
- 3.4.11 All staff and Elected Members are required to protect the confidentiality provisions of the Shire, exercise due care and adhere to confidentiality agreements when handling data or information on/from the Shire's computer system. This includes providing information about, or lists of the Shire's employees to parties outside the organization or to personal email addresses;
- 3.4.12 Communicate in a manner that could adversely affect the reputation or public image of the Shire; and
- 3.4.13 Communicate in a manner that could be construed as making statements or representations on behalf of the Shire without the Shire's express permission to do so.

3.5 Remote Access

Users with remote access should be reminded that, when they are connected to the Shire's network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire's network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the Shire's system:

- 3.5.1 Family members must not violate any of the Shire's policies, perform illegal activities, or use the access for outside business interests;
- 3.5.2 The device that is connected remotely to the Shire's corporate network should be secure from access by external non-Shire parties and should be under the complete control of the user;
- 3.5.3 The use of non-Shire email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire business, thereby ensuring official business is not confused with personal business; and
- 3.5.4 All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-malicious-code software.

3.6 Provision and Use of Mobile Phones and Information/ Communication Devices

Some employees will be supplied with a mobile phone and/or other mobile computing devices if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire and users must not change service providers unless permitted to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire should be through the Shire's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to operate the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the

device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

Consequences of Breaching this Policy

Any employee or elected member found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.

Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred. The CEO will determine breaches for staff the Council will determine breaches for the CEO and Elected Members.

POLICY NO.	A.14
POLICY SUBJECT	Light Fleet Vehicle Purchasing
ADOPTED	25 May 2017 (C.09/0517)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Policy Objective

The purpose of this policy is to provide details of the Councils requirements when providing vehicles for use by employees for both business and private use. The policy ensures that the Shire's fleet meets the highest standards practicable in relation to safety, the environment, cost and staffing requirements.

Vehicle Selection

Vehicle selection shall be based on 5 criteria:

No.	Criteria	Description
1	Fit for Purpose	The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required.
2	Service Support	The vehicle must have a minimum 5 year/120,000km standard or extended warranty and service support must be available within the South-West Region.
3	Safety	Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility. Safety is assessed by Australian New Car Assessment Program (ANCAP) ratings on a scale of 1-5. These ratings are a guide of the potential injury risk if involved in an accident. All vehicles within the light vehicle fleet should have a minimum Australian New Car Assessment Program (ANCAP) rating of four stars.
4	Environment	<p>In Australia all new vehicles are required to comply with ADR 79/04 - Emission Control for Light Vehicles, which adopts the full requirements of the international standard developed through the United Nations World Forum for the Harmonisation of Vehicle Regulations (UN Regulation 83/06), commonly known as Euro 5. Diesel vehicles are required to meet a particle number limit to comply with this standard.</p> <p>Under this Council Policy light fleet vehicles are also required to meet a specified emission target as recommended by the Western Australian Government's Motor Vehicles Buyers Guide. The emissions target is expressed in grams of CO2 per kilometre (g/km) and is based on the fuel consumption ratings that manufacturers are required to provide for their vehicles.</p>

		<p>The g/km measure is used because the g/km figure is applicable regardless of fuel type. The calculation takes account of the different emission characteristics of petrol, LPG and diesel.</p> <p>The National Greenhouse and Energy Reporting System’s measurement technique of CO2 emissions from the Australian Greenhouse Office is used to calculate the g/km emissions. Vehicles beyond the specified targets may only be selected where there is a clear operational requirement.</p> <p>The CO2 threshold is <u>185g/km</u> for passenger vehicles and <u>195g/km</u> for SUV’s.</p> <p>The CO2 measurements of each vehicle being considered for purchase are to be assessed as part of the weighted assessment process outlined elsewhere in this Policy.</p> <p>Light Commercial vehicles have no specific benchmark cap due to the many different categories of vehicles. However, when purchasing such vehicles consideration is to be given to an appropriately fuel-efficient vehicle subject to Fit for Purpose, Safety and Whole-Of-Life-Cost factors.</p>
5	Economic	Average annual whole of life costs based on 20,000km shall be used to provide a cost comparison between vehicles that meet the fit for purpose requirements for the position.

Purchasing Process

With a motor vehicle dealer based in Bridgetown it is noted that the contents of Council’s ‘Buy Local Purchasing’ Policy will have effect, noting however that not all light fleet may necessarily be suitable from that particular dealer.

The purchasing process is to be guided by a weighted assessment of all quotes, taking into account safety, environment and economic criteria. The weightings are:

Criteria	Weighting (%)
Annual Whole of Life Costs (including fuel consumption and FBT)	70
Safety	15
Environment	15

Optimum Replacement/Changeover Timing

The optimum replacement timing for light fleet changeover is **5 years/120,000km** whichever occurs first.

Vehicle Disposal

Options for disposal include:

- Trade-in to dealer supplying the new vehicle
- Disposal by public auction through a reputable auction facility; or
- Tender

The most cost effective method of disposal for each vehicle shall be based on the trade offer compared to the likely return at public auction or tender.

Specific Requirements for Vehicles and Maximum Capital Outlay

The vehicle requirements of staff are based on their work duties including types of areas and terrain to be accessed, passenger requirements, type of driving (frequency, darkness, etc.).

Maximum capital outlay is to include the purchase of the vehicle and all standard inclusions but doesn't include licensing and/or stamp duty.

The following table briefly summarises the requirements for specific positions or levels of position:

Vehicle/Position	General Requirements	Maximum Capital Outlay (Ex-GST)
CEO	Luxury sedan or 4WD/AWD SUV suitable for accommodating 4 persons to attend meetings. Significant night time driving, including long journeys, required for meeting attendance	\$56,000
EMWS	Executive 4WD/AWD SUV suitable to access works sites. Vehicle to accommodate 4 persons to attend meetings. Also suitable storage space for specific equipment such as survey tools	\$45,000
EMCOR, EMCS	Executive 2WD/AWD sedan or SUV suitable for accommodating 4 persons.	\$36,000
MP, MEH, PBS, SETO	Standard 2WD/AWD sedan or SUV suitable for accommodating 4 persons. If off-road use to a development site requires use of a 4WD use of CEO or EMWS vehicle to be arranged	\$32,000
Works Supervisor	4WD utility suitable to access works sites. Crew Cab preferred to enable transport of other workers to job sites	\$38,000
Parks Supervisor	4WD utility suitable to access works sites and/or reserves. Crew Cab preferred to enable transport of other workers	\$38,000

Other Parks	2WD utility (no space or crew cab)	\$25,000
Waste	2WD utility (no space or crew cab)	\$25,000
Mechanic	2WD utility. Space cab preferred to allow for storage of items	\$27,000
Rangers	4WD utility due to need to access fire grounds. Space cab preferred to allow for storage of administrative items	\$34,000
General Operations Coordinator	2WD utility with canopy for storage of road classifier equipment and other equipment	\$28,000
Depot Store	2WD utility. Space cab preferred to allow for storage of items	\$27,000
Building Maintenance	2WD utility with tray suitable for storage units	\$25,000
Grader	2WD utility (no space or crew cab)	\$25,000
Fast Attack Fire Fighting	4WD utility (space cab preferred)	\$34,000
Bushfire Support	4WD/AWD SUV or Station Wagon suitable for transporting up to 7 persons on long journeys for fire attendance, crew changeover	\$38,000
Bushfire Logistics	2WD utility (no space or crew cab)	\$25,000

Where a current contract of employment (including a renewal of an existing contract) stipulates a specific type of vehicle the terms of the contract are to have priority over the terms of this policy. In circumstances where contract staff depart the organisation the CEO is to ensure that any new contract factors in the contents of this policy.

Standard Inclusions

Laminated tinted windows, factory air conditioning, mud flaps, lockable fuel cap, electric windows, cruise control, floor mats, tow bar and ball with electrical plug.

Non-Standard Inclusions

Roo or Bull Bar for CEO, Executive Manager Works & Services, Rangers, Works Supervisor and Pool vehicles due to number of night meetings attended and after hours call-outs.

Lockable canopy covers for a tray back utility can be included as a standard inclusion where large size work tools need to be securely stored. Currently under this policy this only applies to the General Operations Coordinator.

The cost of non-standard inclusions is not included in the maximum capital outlay ceiling specified elsewhere in this policy.

Novated Leases

Under the current policy novated lease arrangements will not be entered into for Council vehicles. This is due to the problems caused to the organisation in having to

purchase a vehicle on short notice when a staff member with a novated leased vehicle departs the employment of the Shire.

Council however is aware the novated lease vehicles may become an attractive benefit for staff attraction and retention and will consider the need to review this matter upon receipt of specific information.

Fringe Benefit Tax

Council is responsible for all fringe benefit tax associated with private use of the Council vehicle and these costs are reflected in the value placed on private use of the vehicle in the remuneration packages of relevant officers.

The Chief Executive Officer reserves the right to rotate vehicles to ensure maximum utilisation and a reduction of Fringe Benefit Tax liability to the Council.

Value of Vehicle Private Use component in Employee Remuneration Package

The value of the private use component of the vehicle is as shown in individual contracts of employment or in the case of uncontracted staff in specific agreements or letters of appointment.

POLICY NO.	A.15
POLICY SUBJECT	Library – Personal Use Computer
ADOPTION DATE	31 October 2002
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Policy Objective

To provide conditions of use and equity of access for the Library's Public Use Computers.

Policy

1. The Shire of Bridgetown-Greenbushes Public Library provides in-house public use computers for the following purposes:
 - To search the library catalogue
 - To provide access to the Internet
 - Some word processing and other computer services
2. Users are required to “sign on” to use a computer at the Help Desk and to “sign off” at the end of the allocated session time.
3. A user may make an advanced booking for use of a computer at a predetermined time. If a user is more than 10 minutes late for a booking, the booking is forfeited and the remaining time may be allocated to another user.
4. Continuous access during the time booked cannot be guaranteed, due to the possibility of technical interruptions beyond the Libraries’ control.
5. Users are not permitted to modify the installed hardware or software in any way, for example, removal of a tool bar or icon.
6. The Library will not be held responsible for the security or privacy of content left on the public use computers by users. It is the user’s responsibility to remove any content at the completion of a booking session.
7. The following Disclaimer applies to the Library’s Public Use Computer Facilities:
 - The Shire of Bridgetown-Greenbushes has no control over the information accessed through the Internet and cannot be held responsible for its content.
 - A person must not use a computer service to transmit, obtain possession of, demonstrate, advertise or request the transmission of an article knowing it to contain objectionable material (*WA Censorship Act 1996*, s.101). The Shire of Bridgetown-Greenbushes is not responsible for any access points reached.
 - A person must not use a computer service to transmit restricted material to a minor or make restricted material available to a minor (*WA Censorship*

Act 1996, s.3). Supervision or restriction of a minor's access is the responsibility of the parent or guardian.

- The Shire of Bridgetown-Greenbushes does not guarantee or accept any liability for the information's accuracy, authoritativeness, timeliness, or usefulness for a particular purpose. The Shire of Bridgetown-Greenbushes shall have no liability for any direct or indirect or consequential damages related to the use of the information contained therein.

(A Notice including the above Disclaimer will be displayed beside the Public Use Computer Facilities when this Policy is adopted).

8. The written consent of the parent/guardian is required before a minor is permitted to make Internet facility bookings. A copy of the Consent Form is attached as Appendix A.
9. Library Membership is not a prerequisite for use of these facilities.
10. If insufficient space is available to enable groups to use the Library's Public Use Computers, a maximum of two (2) public users at any computer at one time is permissible. This policy may be varied at the discretion of the Library Officer on duty.
11. Clause 9 of this Policy notwithstanding, users are to respect the privacy of others using these facilities. Any user who disregards the privacy of another may be asked to leave the Library's Public Use Computer area without notice.
12. Any user who disregards this Policy may be prohibited from using the Library's Public Use Computer Facilities.

Attachment “A”

**PARENT / GUARDIAN’S PERMISSION FOR A CHILD TO USE THE LIBRARY’S PUBLIC
USE COMPUTER FACILITIES**

Public-use Internet facilities are available at the Library to enable members of the public to access electronic information sources. This service is free of charge.

It should be noted, however, that the Library has no control over information accessed through the Internet and cannot be held responsible for its content.

Supervision or restriction of a child’s access to the Library’s Public Use Computer Facilities is the responsibility of the parent or guardian.

Your child has asked to use this facility. Prior to arranging bookings, we require your written consent as indicated below. We also encourage you to accompany the child when they visit the Library to use the facility. Children under the age of 6 must be supervised by an adult.

For further information, please contact the Library on Tel. 97612503.

<u>Parent / guardian’s consent</u> For a minor (a person under 18 years of age) to use <u>Shire of Bridgetown-Greenbushes Library’s Public Use Computer Facilities</u>	
Child’s Name:	
Date of Birth:	
Address:	
(Print) Name of parent/guardian signing this form:	
Contact Telephone No.	
I hereby give my consent as parent/guardian for my child to use Shire of Bridgetown-Greenbushes Public Library’s Public Use Computer Facilities	
Signed:	Date:

POLICY NO.	A.16
POLICY SUBJECT	Records Management Policy
ADOPTION DATE	28 November 2002
LAST REVIEW DATE	29 November 2018 (C.04/1118)

1. Purpose

The purpose of this policy is to define the principles of the Shire of Bridgetown-Greenbushes' records management function and to document an orderly and efficient approach to the proper management of records. The policy incorporates applicable legislative requirements into standard Shire practices and enumerates basic records management requirements. This helps the CEO ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law (s.5.41(h)).

Records are recognised as an important information resource in the Shire of Bridgetown-Greenbushes, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Organisation. Due to legislative requirement, the Shire of Bridgetown-Greenbushes is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

The policy applies to all external and internal records, which are handled, received or generated by the Shire of Bridgetown-Greenbushes, regardless of their physical format or media type.

2. Policy Statement

The Shire's records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the Shire's records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements.

- ◆ All records are to be managed according to whether they are *significant* or *ephemeral* records, *vital* or non-vital records, and in accordance with their security classification
- ◆ All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate aspect of the record keeping system
- ◆ Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, FOI applications, assets, tenders photographs, forms, vital records, files and contracts
- ◆ All contractual arrangements are to ensure the Shire's ownership of *significant* records
- ◆ Any records / files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible

- ◆ Only approved record formats are to be used in effecting the Shire's business
- ◆ All records within record keeping series maintained by the Shire of Bridgetown-Greenbushes are to be disposed of in accordance with the State Records Office's *General Disposal Schedule for Local Government Records*
- ◆ Records are not to be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing approved business.

3. Roles and Responsibilities

3.1 Chief Executive Officer

The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.11(h) of the Local Government Act 1995.

3.2 Executive Officers

Executive Officers are to ensure their staff are familiar with, and adhere to the Records Management Policy and any associated procedures endorsed by the CEO.

3.3 Staff

Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office's *General Disposal Schedule for Local Government Records*.

4. Statutory Obligations

In addition to the requirements of the State Records Act 2000, the relevant aspects of the following statutes should also be considered in managing Shire records:

- ◆ *Evidence Act 1906*
- ◆ *Limitation Act 1935*
- ◆ *Freedom of Information 1992*
- ◆ *Local Government Act 1995*
- ◆ *Financial Administration & Audit Act 1985*
- ◆ *Criminal Code 1913 (Section 85)*
- ◆ *Electronic Transactions Act 2000*
- ◆ *Privacy Act 1988*

5. Custodianship

The Shire's records are a government-owned asset. The records created during the course of business belong to the Shire of Bridgetown-Greenbushes by virtue of their possession, and not to the individuals who created such records during their time as a public officer or elected member at the Shire of Bridgetown-Greenbushes. Officers

or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Shire.

6. Definitions

A Record

A record as defined in the State Records Act 2000 means 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 on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them,
- ◆ 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.

Records in the public sector are referred to as:

Government Records (or Public Records)

Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).

Records may be categorised as:

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Note: Distinguishing between significant and ephemeral records is a matter of judgment and the above definitions can only act as a guide. Reference to “records” in this guideline document should be read as relating to significant public records unless otherwise stated.

Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire’s reconstruction in the event of a disaster.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated State Archives at the Council, or by destruction in accordance with *General Disposal Schedule for Local Government Records*.

POLICY NO.	A.17
POLICY SUBJECT	Library Membership
ADOPTION DATE	30 November 2017 (C.19/1117)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Introduction

The Shire of Bridgetown-Greenbushes Public Library is a member of the South West Library Consortia (SWLC). The SWLC is a group of Western Australian Local Governments who entered into a Participation Agreement around a common set of resourcing sharing goals. The SWLC provides a One-Card library service to residents by way of a fully shared single database Library Management System (LMS) and standardised policies.

Policy

The majority of physical and electronic collections in SWLC libraries are considered to be State Government assets. Therefore (under the provisions of the Library Board Regulations 1985) any person who lives in Western Australia should be able to use those assets. If the person has the pre-requisite Proof of Identity and Address and is reasonably contactable via mail, telephone or email then there is no barrier to membership.

Residents of the Shire of Bridgetown-Greenbushes are entitled to enrol for membership of the Bridgetown-Greenbushes Library. In addition (under the provisions of the South West Library Consortia, members of other member libraries are entitled to use the Bridgetown-Greenbushes Library services. Users are to adhere to the Shire of Bridgetown-Greenbushes Member Code of Conduct and Borrowing Guidelines. The proof of identity, membership types, membership conditions and membership expiry are determined by the Participation Agreement and addressed in the Borrowing Guidelines (see Attachment 1).

*** ATTACHMENT 1**

BORROWING GUIDELINES

1) Proof of Identity

Any person wishing to register as a member of the Shire of Bridgetown-Greenbushes Library must complete a Library Membership Application Form and provide proof of identity (1) from the following list:

- A valid Driver's License or Proof of Age Card
 - Passport
 - Birth certificate
 - A Pension or Concession Card
 - Other proof of identification
-
- In addition, proof of current address is required. If located on primary identification such as a Driver's License, this is sufficient. If address is not on the Proof of Identity then a current utilities bill or bank statement in the name of the applicant or similar can be used as proof of address.
 - People who have no fixed address may join the library at the discretion of the Library Services Coordinator, if they have adequate Proof of Identity and can give evidence of the address and contact details of an agent or case worker or other responsible person who may be contacted to confirm they have regular contact with the applicant.
 - People under 18 years of age are required to have a parent or guardian as guarantor for the account activities of the minor in their care, including any penalties incurred for overdue or lost/damaged items and must be informed of this on joining.
 - Parents and guardians must provide Proof of Identity and Address as outlined for themselves and it is preferred that they provide some evidence of the identity of the underage applicant such as a Medicare Card with the name of the Parent/Guardian and the applicant or a birth certificate.
 - Library staff must be satisfied that the identity and address of the applicant is correct before providing active membership.
 - Library managers may exercise some discretion in special circumstances to either allow or disallow membership applications.

MEMBERSHIP

Membership options include:

Full User	Adult, Junior, Student, Young Adult
Now 18	Join Online, Now 18, Online
Outreach Membership	College Staff, Home Delivery, Outreach
Temporary Membership	Temporary Adult, Temporary Junior, Temporary Young Adult
Lite Membership	Lite Adult, Lite Junior, Lite Young Adult
Book Clubs Membership	

FULL USER	NOW 18	OUTREACH MEMBERSHIP	TEMPORARY MEMBERSHIP	LITE MEMBERSHIP	BOOK CLUBS MEMBERSHIP
Borrowing Limits: 30 items across the consortia (limit to 10 DVD's)	Borrowing Limits: None – until ID is sighted and membership is updated to full user	Borrowing Limits: 50 items across the consortia (limit to 10 DVD's)	Borrowing Limits: 5 items across the consortia	Borrowing Limits: 2 items across the consortia	Borrowing Limits: 2 sets across the consortia
Lending Period: 21 Days	Lending Period: N/A	Lending Period: 42 Days	Lending Period: 21 Days	Lending Period: 21 Days	Lending Period:
Renewals: 1 unsighted renewal	Renewals: N/A	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals: 1 sighted renewal	Renewals:
Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: 2 items from lending library	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits:
Inter-Library Loans Limits: 4 items	Inter-Library Loans Limits: N/A	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits:

Membership Conditions

When adding a user membership to the system the following fields are mandatory:

- Basic Info - First Name
- Basic Info - Last Name
- Basic Info - Library (Where user has joined)
- Basic Info - Profile Name (E.g. Adult, Junior, YA)
- Privilege – PIN (system automatically generates alpha-numeric / up to 20 characters)
- Demographics – Notify (How user is to be notified)
- Demographics – Council (Where user resides)
- Demographics – Birth Date (determines age in the system, dictates user privileges and provides data for reporting purposes).
- Address Information: Postal address (required for postal notifications) as per Australia Post Guidelines.
- Address Information: Email address (required for email notifications)
- Address Information: Mobile number (required for SMS notifications)

User Status

User status carries into all libraries in the consortium. If the user status restricts use at one library, user is restricted at all libraries until the issues are resolved:

- OK: User in good standing, with no outstanding issues
- Overdue: User has overdue items. The user may still borrow subject to the renewal of overdue items
- Restricted: Restricted from using services until issues are resolved. May use online services
- Banned: Prohibited from using all services until issues are resolved

Membership Expiry

Membership records require review and updating every 12 months. This will ensure user's details remain current throughout the consortia.

The membership privilege will automatically expire 24 months after registration. The membership record is retained an additional 12 months past the privilege expiry date. Should the user present to use the library service during that 12 month period, their ID and address may be confirmed and the membership reinstated.

If the membership is not reinstated, and if it has no outstanding fees or memos, it will be purged from the system 36 months after the initial registration. If a user has outstanding fees, memos, or other obligations, the home library may decide to retain or discard the user record subject to local rules.

POLICY NO.	A.18
POLICY SUBJECT	Injury Management and Rehabilitation Policy
ADOPTION DATE	30 January 2003
LAST REVIEW DATE	29 November 2018 (C.04/1118)

It is a policy of the employer:

- a) To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability.
- b) To treat all workers with dignity and respect.
- c) To guarantee that all information is treated with sensitivity and confidentiality.
- d) To return the injured worker to the fullest capacity for gainful employment of which they are capable.

With this in mind the 'Key Principles of Injury Management', as identified by WorkCover, will be adopted. They are:

1. Recognition that employers and injured workers are the primary stakeholders within the workers compensation system.
2. Maintenance in or a safe return to work is the expected outcome.
3. Medical practitioners and employers play a central decision making role in the return to work of injured workers.
4. The focus of all services should be workplace based.
5. The injury management process should be transparent, cost efficient and effective.
6. Early intervention and pro-active injury management is critical in achieving return to work goals.
7. When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely and effective injury management of employees, the employer has appointed an employee to the role of workplace injury management coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated injury management professional to assist and guide this individual. Further to this, the Scheme's claim team leader, appointed to the employer, is available to discuss any issues related to the management of the worker's claim.

POLICY NO.	A.19
POLICY SUBJECT	Supplementary Superannuation Contributions for Employees
ADOPTION DATE	29 April 2004 (C.21/0404)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Policy objectives

- ◆ To encourage the interest of quality staff to be employed with the Shire, and offer incentives for staff to remain within the Shire workforce.
- ◆ Remain competitive within the Local Government industry in attracting the highest calibre of staff
- ◆ To ensure Shire employees receives similar benefits of the majority of Local Governments in Western Australia.

Policy

This policy offers permanent staff* a superannuation benefit of 3% above their gross salary. Conditions required in being eligible for this benefit:

- ◆ Staff must be employed on a full-time basis, or a permanent part-time basis
- ◆ Staff must voluntary surrender 5% of their gross salary
- ◆ Staff must state, in writing, their intention of voluntary contributing 5% of their gross wage
- ◆ If intending to cease participating in the supplementary superannuation scheme a member of staff must give a minimum fourteen (14) days notice
- ◆ Staff can contribute more than the prescribed 5%, but can only receive a maximum of 3% council superannuation contribution.

This policy aims to “top up” the contribution to the employee’s superannuation fund by paying 3% of gross wages when the employee makes a voluntary contribution of 5% of their gross wage. This will result in Council contributing a total of 12.5% superannuation.

Superannuation guarantee (statutory)	9.5%
Employee voluntary superannuation contribution	5%
Council supplementary superannuation contribution	3%

** Where employees are employed under a contract, supplementary superannuation contributions will be provided from the date of their next contract renewal or a new contract is entered into.*

POLICY NO.	A.20
POLICY SUBJECT	Library Loans
ADOPTION DATE	30 November 2017 (C.19/1117)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

As a member of the South West Library Consortia [SWLC], the Shire of Bridgetown-Greenbushes Public Library offers an array of resources and services for the education and enjoyment of its members. These resources, and those of other Consortia Libraries, are shared jointly between all Consortia member libraries. Whilst the exact membership of the Consortia may change with time, the founding members are:

Australind	Bunbury	Eaton	Pemberton
Balingup	Busselton	Greenbushes	Walpole
Binningup	Capel	Harvey	Waroona
Boyanup	Dalyellup	Manjimup	Withers
Boyup Brook	Dardanup	Nannup	Yarloop
Bridgetown	Donnybrook	Northcliffe	

Resources available are “owned” by the purchasing Library either through local stock budget or via State Library funding allocation.

- Most items in the collection will be available for loan by users
- Reference items and special collections deemed “not for loan” are to be used in the library only
- Age restrictions will apply to the borrowing of DVDs rated MA15+ and R Restricted
- Users may borrow items at any library within the consortium
- Users may return items to any participating library in the consortium

Library Loans

- The total number of items borrowed by users can be made up from a variety of formats.
- Lending and renewal limits (total number of items) are outlined in the table below.

FULL USER	NOW 18	OUTREACH MEMBERSHIP	TEMPORARY MEMBERSHIP	LITE MEMBERSHIP	BOOK CLUBS MEMBERSHIP
Borrowing Limits: 30 items across the consortia (limit to 10 DVD's)	Borrowing Limits: None – until ID is sighted and membership is updated to full user	Borrowing Limits: 50 items across the consortia (limit to 10 DVD's)	Borrowing Limits: 5 items across the consortia	Borrowing Limits: 2 items across the consortia	Borrowing Limits: 2 sets across the consortia
Lending Period: 21 Days	Lending Period: N/A	Lending Period: 42 Days	Lending Period: 21 Days	Lending Period: 21 Days	Lending Period:
Renewals: 1 unsighted renewal	Renewals: N/A	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals: 1 sighted renewal	Renewals:
Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: 2 items from lending library	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits:
Inter-Library Loans Limits: 4 items	Inter-Library Loans Limits: N/A	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits:

- Users must present their library cards to borrow from any library within the consortium.

Renewals

- Renewal period begins from the original due date. Items are eligible for renewal one week prior to the due date.
- Requests for renewals may be made by telephone, e-mail, on-line or by coming into the library.
- Items on hold for other library users may not be renewed.

Holds

- Items on loan, housed at a different location, or specified as display may be placed on hold by readers who will be notified when they become available.
- Items can be placed on hold by:
 - Accessing the online catalogue link
 - Completing hold slips available at the issue desk
- When available, the item will be placed on the hold shelf and kept there for a period of fourteen days.
If the item is not collected within the fourteen day period, it will be returned to general circulation

Overdue Items

- Item(s) not returned or renewed by the end of the loan period become overdue.
- Automated overdue notices will be delivered from the lending library via the Library Management System in text or email format to the borrower.
- Overdue notices for members who do not have text or email receiver capacity are printed and posted by the Library to the borrower.
- All overdue Notices will be sent from the lending library at intervals of 7 and 14 days.
- After 21 days of item/s being overdue they are deemed lost and an invoice is issued by the lending Library in printed form and posted. The invoice contains the purchase price of the item/s as entered into the Library Management System by the purchasing Library to cover replacement cost. The invoice details are automatically entered into the user's financial records on the Library Management System.
- If the items are returned to the Library, this amount is automatically removed from the user's records.
If items are not returned to the Library, borrowing privileges are then suspended until the items are returned or all outstanding issues resolved.. Members may continue to use the libraries facilities during this time with the exception of borrowing privileges.

Inter-Library Loans

Inter-library loans for items not held by SWLC libraries are sourced via the State Library of Western Australia's Lending Service with all conditions, fees, lending periods and other stipulations identified by the State Library of Western Australia.

POLICY NO.	A.21
POLICY SUBJECT	Payments of Rates & Other Outstanding Debts by Employees
ADOPTION DATE	30 June 2005
LAST REVIEW DATE	29 November 2018 (C.04/1118)

All full time and permanent part-time employees employed by the Shire of Bridgetown-Greenbushes are able to make payments on their rates and any other outstanding Shire debts through fortnightly payroll deductions.

Staff wishing to pay rates and/or other outstanding monies owed to the Shire must complete and sign an Employee Deduction form. Employees are to ensure all outstanding debts are paid by the 30th June of the financial year in which the debt was raised.

In the case of payment of rates, payments must be in accordance with the following three payment types:

1. Payments in Advance – Rates payments in advance must not exceed an amount greater than the rates amount expected to be raised in the coming rates year.
2. Instalment Option – Payments are to be made in accordance with the instalment plan set down by Council. Sufficient fortnightly payments must be made to meet or exceed the instalment amount due at the instalment date. Rates assessments under this payment type will receive a charge for administration fees plus interest levied as set in the annual budget in accordance with section 6.13(6) of the Local Government Act.
3. Payments in Arrears – A payment plan must be entered into with the CEO where an employee will make sufficient fortnightly payments to clear the outstanding rate debt by 30th June of the financial year the rates were raised. Rates assessments under this payment type will have penalty interest levied as set in the annual budget in accordance with section 6.13(6) of the Local Government Act.

POLICY NO.	A.22
POLICY SUBJECT	Accrual of Annual Leave
ADOPTION DATE	28 February 2008 (C.19/0208)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

The purpose of this policy is to clearly outline the way in which employees' annual leave entitlements are managed to ensure that employees take their annual leave regularly each year to ensure their well being and that Council's annual leave liability is minimised.

Maximum Accrual

- Employees shall accumulate annual leave in accordance with their relevant award or enterprise bargaining agreement's provision.
- Annual leave is to be taken at a time mutually convenient to the employer and employee within twelve months of the date of accrual. This means that the maximum annual leave accrual at any time is eight weeks.
- Annual leave is not to accrue beyond eight weeks at any time except in cases in which extenuating circumstances preclude an employee from taking their leave.
- Where it is proposed that an employee's annual leave accrual will exceed this eight week limit, a written application for deferral will be submitted to the Chief Executive Officer for approval. This application must be submitted at least two months before the eight week maximum accrual is reached.
- If such approval is not granted, the employee will be required to commence taking their excess annual leave accrual within four weeks of this decision.

Directing Employees to Take Annual Leave

The Chief Executive may direct an employee to take a specified amount of annual leave at a prescribed time when:

- Work arrangements dictate;
- There is an annual close-down;
- The employee has accrued more than eight weeks annual leave.
- The Chief Executive Officer must give the employee a minimum of four weeks notice.

Transitory Arrangements

- The Council recognises that, at the time of the implementation of this policy, some employees have leave accruals in excess of eight weeks (including both entitled and pro-rata leave).
- Accordingly, for only those employees who have such excessive leave accruals, the relevant Manager, in consultation with the employee, will provide a plan to the Chief Executive Officer that outlines how the employee's leave accrual will be reduced below the eight week maximum.

POLICY NO.	A.23
POLICY SUBJECT	Banners
ADOPTION DATE	25 September 2008 (C.18/0908)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Policy Intent

This policy sets out Council's position regarding the use of the banners, including the six banner poles situated adjacent to Nelson Street along the northern South West Highway entrance to town.

Introduction

Council is committed to the promotion of local events and celebrations and to provide a welcoming and vibrant atmosphere to its townsites.

To achieve this Council has developed a policy regarding the display of promotional banners.

Council has a responsibility to ensure that banners displayed in public areas do not cause offence.

Banner poles are to be utilised for festivals, special events and general promotion of Bridgetown and Greenbushes.

Exclusions

This policy specifically excludes any form of commercial advertising. Council reserves the right to exclude any events that are not legally, socially or politically in keeping with community values.

Definition of an Event

An event can range from a Council sponsored event such as Anzac Day or Australia Day through to a major national awareness campaign. An "event" is defined the following way:

- A cultural, sporting, recreational and/or charity event or festival that is community based.
- Major events that result in an influx of visitors.
- Conferences/conventions/meetings being hosted that warrant a community awareness campaign.
- Community minded messages or campaigns.

Procedure

Applicants submit written request to the Shire a minimum of 6 weeks prior to installation of banner(s). The application is to include a photograph or graphic design component that enables the design of the banner to be clearly ascertained.

Banners are to be delivered to Council a minimum of five working days prior to the proposed installation date and will be installed for a minimum of two weeks and a maximum of six weeks (due to the rapid deterioration of the banners from sun and wind conditions). Once removed, all banners must be collected from Council within 14 days.

The installation and removal of the banners will be undertaken by Council's Works & Services staff.

Standard Banner Size

Banners are required to be of a sufficient size specification to enable the banner to fit the banner poles, with sufficient reinforcing for the purpose of anchoring the banner to its mounting.

POLICY NO.	A.24
POLICY SUBJECT	Social Media
ADOPTION DATE	26 September 2013 (C.25/0913)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

1. Scope

This Policy outlines what is expected of officers, elected members and contractors in relation to using social media in order to protect the reputation and legitimate interests of Council.

The aim of this Policy is to outline what Council considers appropriate and productive use of social media, to minimise miscommunication and prevent misuse of social media tools that will undermine Council's brand and reputation.

2. Key Principles

- I. Social media will be used as a communication tool, to facilitate a direct link with local community. Social media will not be the driver for building a communications strategy, but rather, a tool used to facilitate community engagement.
- II. Information disseminated through social media will be accurate, authorised and aligned with Council strategies, policies and decisions.
- III. Use of social media will always follow clear identification of objectives and the right tools to meet those objectives.
- IV. Private information will be protected and copyright, privacy and other applicable laws will be taken into account when interacting with social media.
- V. Record keeping of information disseminated or collected via social media will adhere to Local Government Authority requirements.
- VI. In developing and posting and responding to content, officers will uphold the values of Council by acting with honesty, integrity, courtesy and professionalism and will not be discriminatory, defamatory, harassing or encourage law breaking.
- VII. Officers and elected members are responsible for being familiar with this policy.

3. Objectives

With the CEO's approval, selective use of social media sites will be employed to:

- Enhance Councils reputation.
- Develop stronger relationships with community members.
- Provide an informal and accessible way for communication between community and Council.
- Promote selected services, events, policies and activities.
- Expand community engagement opportunities.
- Provide essential updates to the community during a crisis or emergency.

- Protect the organisation's reputation by monitoring social media activity that relates to Council.
- Respond or clarify an issue in detail.

4. Links to Other Council Policies

- Code of Conduct.
- Community Consultation.
- Complaints.
- Provision of Information.
- Email/internet.
- Records Management /Archiving.
- Emergency Management Plan.

These policies have been reviewed to ensure alignment with this Social Media Policy.

5. Corporate Use of Social Media

5.1 Delegated Site Moderators

Delegated site moderators will be trained and authorised to write and post /moderate incoming content and respond to positive and negative comments. Delegated site monitors will be nominated by the CEO and will be the only officers to post/upload content on the official social media site.

All other officers wishing to post content on official social media sites can forward their information and/or responses to the delegated site monitors. The site monitors will then seek CEO approval if required (see 5.2).

5.2 Content

i. Content-promotional

Officers developing promotional content for use on official social media site/s for the purpose of promoting activities, programs, community consultation and events should ensure that content is appropriate and forward to the nominated departmental site monitor to review and upload onto the official social media site/s.

ii. Content-policy/response

Officers developing content regarding policy or official responses to public comment for use on the official social media site/s should forward to the nominated departmental site monitor for review and approval by the CEO. Site monitors will ensure the information posted is accurate and not misleading in any way.

When developing and posting content, officers WILL:

- Uphold the values of Council by acting with honesty, integrity, courtesy and professionalism.
- Ensure that all relevant legislation has been complied with and that there is adherence to Council codes, policies and procedures.
- Avoid political bias.

- Act in a timely manner.
- Take steps to avoid real or potential conflicts of interest.

When developing or posting content, officers must NOT:

- Use abusive, profane or sexually explicit language.
- Undertake commercial solicitations or transactions.
- Use copyright or ownership protected materials without appropriate approvals.
- Be discriminatory, defamatory, or encourage law breaking.
- Compromise Council, officer or system safety.
- Engage in personal campaigns.

When developing content officers will consider:

- Protection of privacy and the confidentiality of Council, officer and ratepayer information.
- Preventing disclosure of corporate information outside that which is authorised or publically available.
- Protection of Council's intellectual property and copyright
- Terms of service for nominated social media sites.
- Level of response for issues raised by people outside the municipality.

5.3 Content Removal

The CEO reserves the right to remove content such as illegal or offensive material. Material that is reasonably critical of Council or Shire operations will not be deleted, but, appropriate responses will be developed by delegated site moderators and uploaded once responses have been approved by the CEO.

Delegated site moderators will always state why a post or content was removed regardless of who posted the content.

5.4 Monitoring/Moderating/Responding

As a minimum requirement, delegated site monitors will monitor social media content and exchanges at least daily (Monday to Friday) and establish whether:

- Comments need a reply or removal.
- Current content is factual, accurate and up-to-date.
- Posts are relevant.
- New information needs uploading.

Delegated site monitors will make use of digital monitoring tools whenever available as part of their evaluation of social media activities and report to Council.

Delegated site monitors will respond to constructive feedback, however will not respond to remarks of a derogatory nature. All feedback will be authorised by the CEO.

5.5 Access

Delegated site monitors must post comments from the administrative profiles set up for the Shire of Bridgetown-Greenbushes. Those accounts are:

- Shire of Bridgetown-Greenbushes Facebook pages.
- Any other social media sites approved and implemented by the CEO.

5.6 Branding

The brand is the corporate identity of Council and can take many forms (name, sign, symbol, colour combination, slogan). A clear brand is an essential tool in online communications. The Shire logo will be attached to all corporate content.

5.7 Engagement

Social media tools may be used for community engagement as appropriate. When an officer requests to use social media for community engagement the officer will provide a project outline which briefly articulates the desired outcome of the consultation process, how the outcome will be achieved, the relevance of social media tools in the consultation process and how the process will be managed and evaluated.

5.8 Copyright

Material which is copyrighted (applications, audio, video, graphics, images, photographs, publications) will not be used unless prior written consent is obtained from the creator or copyright owner and the original author or source of the material is acknowledged. Delegated officers will be diligent in their consideration of brand, copyright, fair use and trademarks.

5.9 Website

Information provided on the Shire website can be replicated through official social media sites as determined by the CEO.

5.10 Review and Evaluation

Ongoing procedural evaluations will be undertaken regularly by the delegated site monitors to ensure any arising issues relating to daily activity or content are dealt with swiftly. Procedural evaluations will be attended by current delegated site monitors and CEO.

An annual review of this policy to assess its effectiveness will be undertaken. During this process consideration will be given to any arising issues not solved during ongoing operations and procedural evaluations.

5.11 Record Management

In developing content and using social media, officers will comply with the requirements of the *Archives Act 1983* with reference to the State Archivists Guidelines on digital record management. Consideration of recording keeping requirements will be made before each new planned use of social media.

5.12 Resourcing/Training

The CEO will ensure that social media activities are adequately resourced to allow for adequate content development, monitoring, interpreting and responding to volume and content of messages as required.

6. Misuse of Corporate Social Media

Officers, other than delegated site monitors should not comment directly on official Shire social media pages but may send comments to the relevant delegated site monitor after the content has been approved by CEO.

Officers wishing to upload content onto an official Shire social media site are required to adhere by this policy including content development and authorisation before forwarding information to authorised officers for up-loading.

Delegated site monitors must not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, and/or sexist or infringes copyright.

Whilst commenting or posting content onto Council's official social media sites, delegated site monitors must not bring Council's integrity into disrepute, or harm the operations or reputation of the Shire of Bridgetown-Greenbushes.

7. Legal Issues/Liabilities

7.1 Defamation/Offensive/Obscene

Social media can appear to blur private and public spheres but activities on social media websites should be considered public activities. Despite the availability of privacy functions on social media websites, the possibility exists for content to be shared beyond intended recipients. Additionally it should be noted that the terms and conditions of use for most social media sites state that all content becomes the property of the site on which it is posted.

Online content is essentially permanent and should NEVER be considered private. Use of offensive, obscene or defamatory content may breach a number of Federal and State Laws. For example:

- Defamation Act 2005
- Commonwealth Criminal Code Act 1995 – offences related to telecommunications for example Section 474.17 deals with using a carriage service to menace or harass or cause offence.

Officers and elected members must not post offensive, obscene or defamatory content onto any of Council's official social media sites.

7.2 Privacy/Confidentiality

In developing content to uploading onto an official Council social medial site, officers and elected members will be cognisant of requirements under the *Personal Information Protection Act 2004*, the *Privacy Act 1988* and the *Local Government Act 1993*.

Personal and sensitive information cannot be published without permission from the person to which that information belongs, this includes photographs or quotes.

Delegated site monitors and elected members will not disclose confidential Council information, including but not limited to matters relating to closed meetings of Council.

7.3 Security Risks

Officers and elected members will be cognisant of security risks to Council through all use of social media.

Officers and elected members will also give consideration to security risks in relation to content development and uploading, recognising that while one small fact alone might not form a security risk, however, jointly all posted information can form part of a collective whole that can be used against the interests of Council and the operations of the Shire of Bridgetown-Greenbushes.

8. Personal Use of Social Media by Officers

Officers and elected members must not use Shire email addresses for personal social media logins. Officers and elected members must not establish fictitious names or identities deliberately intended to deceive, mislead or lie on Shire social media sites.

8.1 In Work Time

Incidental personal use of social media during work time is permissible provided the use of equipment and consumption of space on network is kept to a minimum and does not compromise, pre-empt or impact adversely upon Council business. Such use should not interfere with productivity, effectiveness and legitimate work activities and the time spent on personal use must be kept to minimum. Excessive use will not be tolerated.

The CEO will provide notice to staff if monitoring of social media usage is to be introduced.

8.2 Making Comments About Council

When using personal social media sites, officers and elected members must not purport to represent Council. It is permissible to mention where you work provided the website is appropriate for people of all ages – e.g. not a gambling or adult website, but you must make it clear you don't speak on behalf of Council.

When commenting on personal social media sites officers and elected members can post public information about Council – if the information can be found on the Official Council website.

In using personal social media accounts for personal communication, officers must not:

- Damage the reputation of Council.
- Use Council's intellectual property or copyrighted materials.
- Disclose sensitive or confidential information.
- Post offensive or defamatory comments – particularly about Council, officers or elected members.

Consideration should be given to the following:

- Could what you are doing harm the reputation of Council?
- Are you disclosing Shire material that you are not authorised to disclose?
- Have you made it clear to others when your contribution is as a private individual, not an employee of the Shire?
- Are you willing to defend your post to your Executive Manager or CEO?
- Are you behaving with integrity, respect and accountability?

9. Breach of Policy-Penalties

Officers and elected members must comply fully with the policy at all times.

If you are not sure if an activity complies, speak to your Executive Manager or CEO.

Noncompliance is a serious matter and appropriate action will be taken.

Nothing in this policy should be interpreted as diminishing or attempting to diminish an employee's right to engage in lawful activities.

An elected member breaching this policy may be subject to a Code of Conduct complaint (as per *the Local Government Act 1993* and the *Local Government (General) Regulations 2005*).

Officers breaching this policy may be subject to disciplinary action as per the Code of Conduct Policy (Officers and Elected Members).

10. Dispute Resolution

Disputes will be managed in accordance with dispute resolution policy.

Appendices

1. Social Media Platforms

Social media platforms vary in their level of engagement from 1:1 (eg Email, Personal Messages, Chat) to 1:Many (Blogs, photo sharing), Many:Many (Forums) and Few:Few (gated – follow me services).

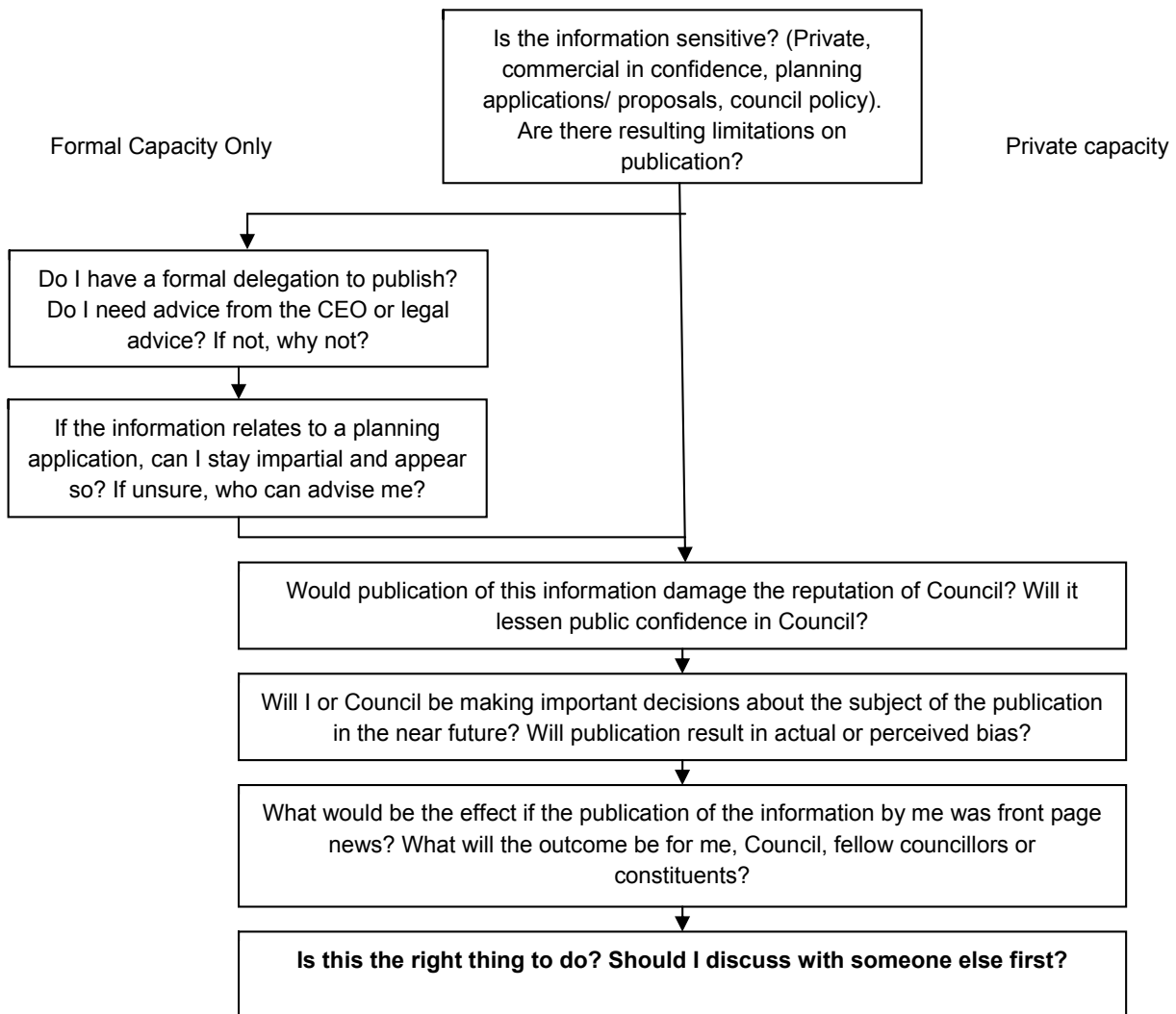
Wiki	Collaborative websites where users can create web pages and have others add, remove and maintain information on a topic or thread.
Social Networking Users can upload content that is used to connect, communicate and share with others, building online communities with shared interests.	Facebook Popular free site that allows registered users to create profiles, upload photos and video, send messages and keep in touch with friends, family and colleagues. ¹
	Twitter Social networking and micro blogging site enabling users to send and read short messages called Tweets.
	Linked In This site is geared towards companies and industry professionals looking to make new business contacts or keep in touch with previous co-workers, affiliates and clients. ²
	Yammer is an enterprise social networking and collaboration service for employees within a business organisation ³ . Only users with a specific email address connect to each other.
Internet Forums	A forum or message board is an online discussion site.
Blogs	Online journals of opinion captured in brief paragraphs that a constantly updated.
Photo sharing sites Allows users to upload images and is useful for categorising and organising pictures. Allows other users to comment on them or re-use with permission.	Pinterest A virtual pinboard which allows organisation and sharing of internet based information and photos.
	Flickr Online photo management and sharing application.
	Instagram A photo sharing and social network program with distinctive visual features.
Video sharing Sites	YouTube A video sharing website which allows users to upload, share and view videos.
Podcasting	Sites supporting the posting of audio files that can be downloaded and used by others.

¹ <http://whatis.techtarget.com/definition/Facebook>

² <http://www.hudsonhorizons.com/Our-Company/Internet-Glossary/LinkedIn.htm>

³ <http://searchcio-midmarket.techtarget.com/definition/Yammer>

2. Questions for Consideration By Elected Members.



Howard A.E (2012), *Connecting with Communities: How Local Government is Using Social Media to Engage with Citizens*, ANZOG Institute for Governance at the University of Canberra and Australian Centre for Excellence in Local Government,

POLICY NO.	A.25
POLICY SUBJECT	Leisure Centre Discounted Membership for Employees
ADOPTION DATE	27 October 2016 (C.04/1016)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

Purpose

To offer a benefit to employees in the form of discounted leisure centre membership.

Policy

In order to promote physical activities which will contribute to productivity in the workplace and a healthy work/life balance all staff (full-time, part-time and casual) will be eligible for a discounted membership at the Bridgetown Leisure Centre.

The Bridgetown Leisure Centre offers a range of memberships, including:

- Pool Only
- Gym Only
- Gym and Pool
- Gym and Health & Fitness
- Whole of Leisure Centre

Taxation advice is that fringe benefit tax is exempted where recreational facility memberships are provided to employees of the owners of that recreational facility, in this case the Shire of Bridgetown-Greenbushes. However this exemption doesn't apply to classes and programs offered by the recreational facility. Therefore the discounted membership available to Shire employees is only for the following types of membership:

- Pool Only
- Gym Only
- Gym and Pool

Discounted membership will be in the form of a 50% discount on a single adult membership in the name of the employee.

Exclusions

- The discounted membership must be in the name of the employee and isn't transferrable to any family member or other person.
- The value of the discounted membership can't be transferred as a contribution towards another type of membership such as family membership. This is because fringe benefits tax would be triggered by the provision of any non-employee membership, including a subsidised family membership.
- In the event of an employee leaving the employ of the Shire of Bridgetown-Greenbushes the applicable membership can be retained up until its expiry date notwithstanding that the person is no longer an employee. After that expiry date the ex-employee is no longer eligible for a discounted employee membership.

Review

- In the event of taxation laws or rulings changing with respect to applicable fringe benefits tax Council will reserve the right to withdraw, without notice, the employee discounted membership benefit. Where employees have already paid for a discounted membership a determination will be made on whether a partial refund of paid membership will be made or a continuation of membership until the applicable expiry date will apply. This determination will be based on the implications of the changes to taxation laws or rulings.
- Like all Council policies, this policy is open to annual (or more regular if required) review and Council can determine to amend or revoke the policy via a formal resolution. In this situation where employees have already paid for a discounted membership the membership can continue until the applicable annual expiry date.

POLICY NO.	A.26
POLICY SUBJECT	Salary Packaging
ADOPTION DATE	30 March 2017 (C.09/0317)
LAST REVIEW DATE	29 November 2018 (C.04/1118)

1. Purpose

The objective of this policy is to make various salary packaging options available to eligible Shire employees and to provide the guiding document for the provision of such benefits.

2. Scope

This policy applies to all full time, part time and fixed term employees (longer than 12 months duration), subject to meeting specific eligibility criteria relevant to the packaged benefit sought. Due to the variant hours of casual employees, they are able to access salary packaging of superannuation only, and are therefore not covered under this policy.

Superannuation is already offered as a salary packaging benefit by Council and will continue to be offered outside of this Policy.

3. Definitions

Allowable Benefits means the following range of salary packaging benefits:

- Work Related Items – i.e. laptops, mobile phones
- Novated Leasing of Vehicles
- Remote Area Housing Benefit - Rental
- Remote Area Housing Benefit Mortgage Interest
- Remote Area Domestic Energy

ATO means the Australian Taxation Office.

Base Cash Salary means remuneration in accordance with relevant workplace agreement or contract of employment paid by way of regular periodic cash payments subject to PAYG tax. This does not include superannuation guarantee contributions.

Benefit means any non - cash benefit and cash payment (other than base salary) made or expected to be made for the benefit of the employee.

Fringe Benefits Tax (FBT) means tax payable by the Shire of Bridgetown-Greenbushes to the Government on some categories of benefits provided to employees.

FBT Year means 1 April to 31 March each year.

Otherwise Deductible means a legitimate expense incurred in the course of earning assessable income which could otherwise be claimed by the employee at the time of submitting an income tax return.

PAYG means Pay As You Go taxation.

Remote Area means an area 'over 40 kms from a town with a population of 14,000 to less than 130,000, and over 100 kms from a town with a population of 130,000 or more'. Note all land within the boundaries of the Shire of Bridgetown-Greenbushes is classified as a remote area.

Salary Packaging means an arrangement between an employee and employer whereby the employee elects to exchange cash salary for benefits but for the purposes of this Policy does not include superannuation.

Salary Sacrifice means an allocation of amount of money to be deducted from gross earnings before PAYG tax deductions are calculated.

Total Remuneration means total package value (expressed as an annual sum) assigned to the permanently occupied position that the employee is entitled to receive under an appointment or contract of employment with the Shire.

4. Policy Content

Salary packaging will be made available to employees as a benefit in accordance with any operational practices and procedures implemented by the CEO and in accordance with ATO legislation, rulings, and any other relevant legislation, as amended from time to time, but only to the extent of the Allowable Benefits as defined in this Policy.

Salary packages will be adjusted accordingly (within an employee's agreed total remuneration) to account for variations in a salary packaging arrangement, including variations in Allowable Benefits, taxation, and scheme participation.

No employee may salary package more than 50% of their Total Remuneration.

Salary Packaging Arrangements will be administered at no financial cost to the Shire and where required by the CEO or when required the external salary package provider administering the package. As part of any salary packaging arrangement, the cost of administering the package (if applicable) is to be met by the participating employee. Prior to approval by the CEO of any Salary Packaging Arrangements the participating employee is to be provided with a cost estimate for the Shire to administer the package in the form of an estimate of the number of hours per annum that Shire staff will expend on administering the employee's Salary Packaging Arrangements with an annual administration fee calculated based on the estimated hours times the salary and overheads of the relevant employee charged with administering the Shire's end of the arrangements. This administration fee will be charged against the employee as a payroll deduction and a written agreement is to be entered into prior to the Salary Packaging Arrangements commencing.

All employees entering into a salary packaging arrangement for the purposes of an allowable benefit must enter into an agreement as appropriate to the type of benefit. All employees must ensure compliance with the agreement entered into and all organisational practices and procedures, as amended from time to time.

Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee and the employee must agree to this by signing a salary packaging agreement prior to entering into a salary packaging arrangement with the Shire.

It is an individual employee's responsibility to monitor packaging arrangements and to be aware of and responsible for any individual consequences of participating in an arrangement relating to allowable benefits. The Shire strongly urges employees contemplating salary packaging to seek independent financial or other appropriate advice.

Benefits of participation will vary according to individual circumstances and individual participation, therefore participation is a matter of individual employee decision, responsibility and risk.

In the event of tax rulings or laws changing the Shire of Bridgetown-Greenbushes takes no responsibility or liability for the rectification, amendment or ceasing of any existing Salary Packaging arrangement.

All salary packaging arrangements, with the exception of novated leasing, cease immediately when an employee leaves the employ of the Shire of Bridgetown-Greenbushes or is on Leave without Pay (LWOP) for a period exceeding 10 days. This includes employees on parental leave. Employees on LWOP must ensure that the reduced income and any payment consequences of that are notified and discussed with HR or the relevant external provider at least one (1) month prior to taking the leave.

Salary Packaging, with the exception of novated leasing, will be suspended during claims for Workers Compensation. As Workers Compensation is calculated on the taxable income, figures submitted to LGIS in relation to a claim will be based on the normal base wage applying to that employee (as would be the case without salary packaging).

The following benefit specific eligibility criteria apply:

Remote Area Housing – Rental

All employees, within the scope of this Policy, may be eligible for remote area housing benefits whereby they rent a property privately within a Remote Area.

Remote Area Housing – Mortgage Interest

All employees, within the scope of this Policy, may be eligible for remote area mortgage interest benefit whereby they own and live in a property located within a Remote Area.

Work Related Items

The following items (limit of one item per category per annum), where used for work purposes only and not provided by the Shire, may be paid for from an employee's pre-tax salary:

- portable electronic devices (laptops, mobile phones and PDA's)
- protective clothing
- briefcase
- calculator
- computer software

Novated Leasing of Vehicles

Novated car leases for new or used cars may be packaged by employees. Novated leases may not be entered into for Shire provided (fleet) vehicles.

In entering into a novated lease, the Shire and an employee will enter into an agreement with the financier whereby the Shire will ensure repayments under the finance lease are made by deducting the repayment amount from the employee's salary.

The employee will own the vehicle and has the right to take the vehicle with them should they leave employment of the Shire.

On termination of the employee's employment, or on termination of the novated lease, the responsibility of the vehicle is passed on to the employee. This will also occur when the employee is on extended periods of LWOP and/or Workers Compensation.

Remote Area Housing

The Shire of Bridgetown-Greenbushes is considered a 'Remote Locality' under the ATO's definition of 'Remote Area'. Additionally an employee may live outside of the Shire area and also be within a 'Remote Locality'.

Where an employer subsidises certain costs that employees incur in acquiring accommodation in Remote Areas, housing assistance concessions may be applicable. Specifically, eligible employees may salary package the following items under this Policy:

Rent - Employer Provided Housing

The CEO, at his discretion may agree to provide eligible employees with a Council owned or leased rental property as part of their package, whereby the employee may enter into a salary sacrifice arrangement to salary package 100% of the rental value tax free.

Rent - Private Rentals

Employees renting privately (i.e. employees who have a rental agreement with a landlord or agency), within a Remote Area can apply to salary package 50% of their rental value tax free through being paid part of their total remuneration as a non-taxable remote housing reimbursement. Their Base Cash Salary will be reduced accordingly.

Rental value relates to the employee's portion of the rental payment only, i.e. if an employee rents with another non dependant person, then the rental value will be half of the total rental value paid.

The employee must provide to the CEO (or when required the external salary package provider administering the package) a copy of their rental lease and this must clearly specify the rent payable, the term of the lease, and show them as the lessee or co lessee of the rental property. The employee must also sign a declaration stating whether they rent the property alone or with others and whether those others are dependants or not.

Mortgage Interest

Subject to further qualifying criteria below, employees that have a mortgage on their home and which is in a Remote Area can apply to salary package their interest expenses on the mortgage. The home must be their usual place of residence.

The employee receives reimbursement of 100% of their interest expenses paid through being paid part of their total remuneration as a reimbursement. Their Base Cash Salary will be reduced accordingly. 50% of the reimbursement does however attract FBT, which is payable by the employee. The reimbursement is not a reportable fringe benefit and is therefore exempt from payment summary reporting.

To be eligible to access a Mortgage Interest benefit under this Policy, the mortgage that an employee holds must be in strict accordance with the following criteria:

- The sole purpose of the loan must have been for the purchase of the employees home;
- The employee must reside in this property as their primary place of residence;
- The loan can be fixed and/or variable;
- The loan may be a principal and interest type loan or an interest only loan. In the event that an interest only loan is converted to a principal and interest loan, consolidation of other debts into the loan will disqualify it from eligibility;
- The loan cannot have a redraw facility;
- The 'home' must be a house, unit, flat or apartment (a caravan or mobile home is not considered a 'home' for these purposes)

The employee must provide to the CEO (or when required the external salary package provider administering the package) any evidence required to demonstrate the above criteria is met. Typically this will be:

- Property settlement papers showing the purchase details for the house.
- Copy of bank letter showing the loan arrangement – whereby the loan must be in the employee's name or jointly with their spouse and for the purposes of the purchase of the house only.
- Mortgage statements clearly identifying the interest reimbursement sought.

Remote Area Domestic Energy

Employees who package remote area housing benefits can apply to salary package 100% of the value of the cost of their residential electricity tax free through being paid part of their total remuneration as a reimbursement. Their Base Cash Salary will be reduced accordingly. 50% of the reimbursement does however attract FBT, which is payable by the employee. The reimbursement is not a reportable fringe benefit and is therefore exempt from payment summary reporting.

The employee is only able to package residential electricity costs paid during the period of their employment with the Shire of Bridgetown-Greenbushes and for the period that they are claiming a remote housing benefit.

The employee must provide to the CEO (or when required the external salary package provider administering the package) tax invoices and any other required evidence of purchase and payment of the domestic energy and that the energy was used in the house being packaged. The invoices must be in the employee's name or jointly with their spouse or partner.

Note domestic gas has not been included as a claimable item due to the nature of purchasing bottled gas from local suppliers in the Shire of Bridgetown-Greenbushes, specifically receipts provided are a form of till receipt and not an invoice with the level of detail required by the ATO.