

Section 2.1 – Human Resources

APPENDIX 2

POLICY 2.1.5 - SELECTIVE VOLUNTARY SEVERANCE**OBJECTIVE**

To provide guidelines for the implementation of a selective voluntary severance package to meet the requirements of the Local Government Act 1995 and to prepare a policy in relation to payments to employees in addition to contract or award.

STATEMENT

In an ever changing organisational environment it is considered appropriate to recognise that on occasions it will be in the best interest of both the organisation and individual employees to offer selective voluntary severances.

The quantum of the selective voluntary severance package for employees shall consist of all existing entitlements for annual leave, long service leave and superannuation in addition to:

- two weeks pay for each completed year of service;
- four weeks pay in lieu of notice or five weeks in the case of employees over 45 years of age;
- pro-rata long service leave for employees who have worked in excess of 5 years;

☐ for the purpose of calculating items 1 and 2, the annual salary be adjusted to recognise motor vehicle use will be in accordance with the Mercer Cullen Egan Dell formula, as follows:

- ☐ full private use ————— \$10,000
- ☐ modified private use — \$ 5,000
- commuter use ————— \$ 2,400

Expressions of interest from employees for voluntary severance may be either accepted or declined at the absolute discretion of the Chief Executive Officer.

This policy does not apply to any severance or redundancy pursuant to any relevant Award or Enterprise Bargaining Agreement.

Previous Policy No.	B2-30
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	Local Government Act 1995 Delegated Authority

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POLICY 2.2.5 - COUNCIL CHAMBER AND MEETING ROOMS
- USE OF

OBJECTIVE

To determine the nature and extent of the use of the Council Chamber, Conference Rooms and Ward offices.

STATEMENT

The Council Chamber, Conference Rooms and Ward offices located within the Joondalup Civic Centre shall NOT be used for any purpose other than official Council functions, such as the conduct of Council meetings, Committee Meetings, Special Electors' meetings, Local Government Association Meetings, Regional Council Meetings and citizenship ceremonies, and the conducting of Council business (Ward Offices only), unless the prior consent of the Mayor is obtained with requests being made in writing.

Previous Policy No.	A1-02; EM4
Amendments	CJ213-06/99, CJ187-06/01
Issued:	July 2001
Related Documentation:	

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**POLICY 2.2.6 – COUNCIL AND ELECTORS' MEETINGS –
ELECTRONIC SOUND RECORDING OF PROCEEDINGS**

OBJECTIVE

To provide for the electronic-recording of Council meetings to ensure that a true and accurate account of the debate and discussions at the meetings is available.

STATEMENT

- 1 All ordinary and special Council meetings, and electors' meetings shall be electronically recorded except when the Council has resolved to go behind closed doors, where the decision to record that part of the meeting shall be at the discretion of the Mayor.
- 2 Members of the public may purchase a copy of the taped proceedings or alternatively listen to recorded proceedings under the supervision of a person as designated by the Chief Executive Officer.
- 3 Elected Members may obtain a copy of the taped proceedings of the Council upon request, free of charge.
- 4 Elected Members may, at the specific direction of the Chief Executive Officer, obtain a transcript of a particular section or all of a Council meeting. No other transcript will be provided.
- 5 Costs of providing taped proceedings to members of the public will be the cost of the tape plus staff time to make the copy. The cost of supervised listening to recorded proceedings will be the cost of the staff time. The cost of staff time will be set in the City's schedule of fees and charges each year.
- 6 All tapes are to be retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office.
- 7 The use of video cameras, electronic recording devices (other than for the express purpose of official minute taking) or still photography to record proceedings of the local government within the Council Chamber shall be by a simple majority decision of the Council.

Previous Policy No.	A1-06; EM6
Amendments	CJ213-06/99, CJ121-06/02, C169-08/03
Issued:	June 2002
Related Documentation:	Schedule of Fees and Charges Manual Delegated Authority Manual

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POLICY 2.2.7 - ACKNOWLEDGMENT OF SERVICE
- ELECTED MEMBERS

OBJECTIVE

To provide a standard guideline for acknowledging the service of retiring elected members.

STATEMENT

Elected members' work is largely voluntary. The introduction of sitting fees has enabled members to receive some financial recompense for the time they spend serving the community. The Council believes that no financial reward or gift can adequately acknowledge this service but will provide the following:-

- 1 On retirement, each elected member shall be presented with:
 - (a) a framed plaque of the council crest with an engraved plate identifying the name of the elected member and the years of service to Council, including any special achievements that elected member may have contributed to; and
 - (b) a gift on the basis of one hundred and ~~twenty~~thirty dollars (\$1230) per annum of continuous service, and Mayors one hundred and ~~fifty~~sixty dollars (\$1560) per annum of continuous service;
- 2 The gift will not be given as a cash payout and will be selected by the Chief Executive Officer in conjunction with the retiring elected member.
- 3 The plaques shall be presented at a special function to be held in July (or thereabouts) of each ordinary election year.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ001-02/01
Issued:	March 2001
Related Documentation:	Delegated Authority Manual

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**POLICY 2.2.13 - PAYMENT OF FEES, ALLOWANCES AND EXPENSES
AND THE PROVISION OF FACILITIES TO THE MAYOR,
DEPUTY MAYOR AND COUNCILLORS**

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APPENDIX A

APPLICABLE LEGISLATION

Relevant provisions of the Local Government Act 1995 and Local Government (Administration) Regulations 1996

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PART 1 - PRELIMINARY**1.1 Title**

This policy may be referred to as the City of Joondalup Payment of Fees, Allowances and Expenses and Provision of facilities to the Mayor, Deputy Mayor and Councillors.

1.2 Commencement

This policy shall come into operation on 1 May 2002.

1.3 Legal Framework

This policy has been prepared to conform with the provisions relevant to Elected Member entitlements under the Local Government Act 1995 and Regulations made under that Act. The particular Sections of the Local Government Act 1995 or Regulations relating to Elected Member's fees allowances or expenses to be met in accordance with this policy, have been outlined in appropriate areas of this policy for ease of reference.

1.4 Expense Period

For the purpose of calculating expenses and application of limits set and applied under this policy, the Annual Expense Period shall be from May to May in the following year.

PART 2 – PROVISION OF FACILITIES**2.1 Objective**

To provide elected members with appropriate facilities, equipment, material and information to support them in performing their duties of office.

2.2 Mayor

- (1) The Mayor shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under Section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995 :-
 - (a) The provision of a V8 Ford Fairlane or equivalent luxury sedan type motor vehicle with unrestricted use for all official and social duties connected to the office of Mayor and for personal private use.
 - (b) Membership of the Qantas Club;
 - (c) ~~The cost of functions attended as a member of the 250 Club provided all membership fees are paid personally by the Mayor;~~

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- (cd) The cost of the Mayor and Partner of attending any breakfast, dinner or similar function where invited as the Mayor and representative of the City provided such function does not fall into the category of a conference as defined in clause 5.3 of this policy or is for election purposes;
 - (de) Suitable office accommodation within the Civic Centre;
 - (ef) Secretarial services including word processing, photocopying, printing, postage, facsimile and telephone facilities;
 - (fg) Administrative assistance associated with any Council functions, meetings, publications and the like;
 - (gh) Access to the elected Members Lounge and Office refreshments;
- (2) All equipment and facilities subject of this policy, are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

2.3 Deputy Mayor and Councillors

- (1) The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction (unless otherwise stated) of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the Act:-
- (a) Access to the Elected Member Lounge and refreshments;
 - (b) Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre;
 - (c) Secretarial support including limited word processing, photocopying, printing, postage, facsimile and telephone facilities;
 - (d) The cost of attending any breakfast, dinner or similar function where invited as the Deputy Mayor or Councillor and representative of the City or Ward, provided such function does not fall into the category of a conference as defined in clause 5.3 of this policy or is for election purposes.
- (2) All equipment and facilities subject of this policy, are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

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PART 3 – ISSUE AND RETURN OF COUNCIL EQUIPMENT**3.1 Objective**

A person elected to the office of Mayor or Councillor of the City shall be issued with various items of equipment, documentation, etc that are considered helpful in the performance of their duties as an Elected Member.

This policy details the equipment, documents, stationery and other items that will be issued to Elected Members and the conditions that apply.

3.2 Equipment

Unless otherwise advised, the following equipment will be issued to Elected Members:

- (a) 1 mobile telephone (Replaceable after each 2 years)
- (b) Mobile telephone hands free kit installed in vehicle (~~Optional~~)
- (c) Facsimile/answering machine
- (d) ~~Personal computer or~~ laptop computer and printer and dedicated telephone line
- (e) 4 pin power board
- (f) Elected Member lounge key
- (g) Security card/Building Access Card and ID Card
- (h) Satchel or briefcase (optional)
- (i) 1 City of Joondalup vehicle licence number plate, selection of numbers 2 to 20 (optional)
- (j) Palm pilot or similar electronic diary (optional).

3.3 Documentation

The following documentation will be issued to Elected Members:

- (a) Committee members booklet
- (b) Community Directory
- (c) Local Government Act 1995
- (d) Local Laws Manual
- (e) Policy Manual
- (f) Civic & Corporate Procedures manual
- (g) Code of Conduct
- (h) ~~Western Australian Municipal~~ Local Government Association - Elected Member Manual
- (i) Internal Telephone directory
- (j) Planning Scheme text and report
- (k) Budget
- (l) Service Agreement – Elected Members & Information Services Business Unit

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3.4 Other

The following items will be issued to Elected Members:

- (a) Name badge
- (b) Business cards
- (c) Appropriate stationery
- (d) Computer desk (optional)
- (e) Pair safety footwear (optional)
- (f) Hard hat (optional)
- (g) Street directory
- (h) Filing cabinet (upon request)
- (i) Elected Member Uniform issue (non -compulsory)
(1 Jacket, 2 Trousers/Skirts and Shirts/Blouses)
- (j) Driz-a-bone Jacket or similar (optional)
- (k) Paper shredder (optional)

3.5 Mobile Phone Facilities

- (1) Elected Members may have a mobile phone hands free kit installed in their vehicle. A hands free kit will not be installed in the last six months of an Elected Member's term. An Elected Member is eligible for the transfer of the mobile phone equipment at the cost of the City to another vehicle once every two years. If the mobile phone equipment is to be transferred more than once every two years, then the second and subsequent transfer shall be at the cost of the Elected Member.
- (2) Elected Members may have memo or message bank facilities connected to their Council allocated mobile telephone.

3.6 Vehicle Licence Number Plate

- (1) Elected Members may have a City of Joondalup vehicle licence number plate fitted to their vehicle. An Elected Member is eligible for the transfer of the vehicle licence number plate at the cost of the City to another vehicle once every two years, but not in the last six months of an Elected Member's term. If the vehicle licence number plate is to be transferred more than once every two years, then the second and subsequent transfer shall be at the cost of the Elected Member.

3.7 Return of Equipment Issued

- (1) An Elected Member retiring after serving a term of two years or more, is entitled to retain equipment issued by Council with the exception of:
 - (a) Any equipment that is less than two years old (with the exception of a mobile phone - See 3.7(3))
 - (b) Equipment leased by Council;
 - (c) Security Card/Building Access Card and ID Card;

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- (d) Elected Member Lounge Key.
- (2) An Elected Member retiring after serving less than two years is not entitled to retain equipment or material issued by Council other than clothing and stationery.
- (3) Retiring Elected Members may retain their Council allocated mobile phone and hands free kit as detailed in 3.7(1)(a). The retiring Elected Member shall bear all costs associated with the transfer of the mobile phone to their name.
- (4) Retiring Elected Members who choose not to retain the mobile phone hands free kit will have it removed from their vehicle at the cost of the City.
- (5) Retiring elected members ~~are to~~shall return the Council issued vehicle licence number to the City within fourteen (14) days of ceasing to be an elected member. Any costs associated with this transfer of the elected member's vehicle licence number plate shall be met by the City.
- (6) When equipment is returned to Council, that equipment may be issued to the newly Elected Member provided that the balance of the term of office to be served is less than two years.

3.8 Equipment to be Appropriate

All equipment issued shall be reviewed on a regular basis to ensure that the technology is appropriate for the needs of Elected Members.

PART 4 – PAYMENT OF FEES AND ALLOWANCES**4.1 Objective**

To detail the amount of fees, allowances, payment structure and conditions under which those fees and allowances shall be paid to Elected Members, as resolved by Council in accordance with Sections 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

4.2 Annual Meeting Attendance Fees

Council ~~has resolved~~ to pay the maximum amount within the prescribed legislated limit that may be claimed annually for meeting attendance fees for the Mayor, ~~being \$12,000~~ and for Councillors, ~~being \$6,000~~.

4.3 Annual Local Government Allowances - Mayor and Deputy Mayor

Council ~~has resolved~~ to pay the maximum Annual Local Government Allowance within the prescribed legislated limit that may be paid to the Mayor, ~~being \$60,000~~ and for Deputy Mayor, ~~being \$15,000~~.

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4.4 Telecommunications Allowance

- (1) Council ~~has resolved~~ to pay all elected members an annual telecommunication allowance of \$2,000. to the maximum amount within the prescribed legislated limit.
- (2) The annual telecommunication allowance is for costs relating to Council provided mobile telephone and facsimile machine and call costs incurred relating to Council business on a personal telephone/facsimile machine.
- (3) Any claims by elected members for expenses incurred over the ~~\$2000~~maximum annual telecommunication allowance detailed in (1) above are to be submitted on the form provided. (Additional claims above the ~~\$2000~~maximum limit must be supported by receipted invoices for the ~~\$2000~~maximum limit and the additional amounts claimed). *Refer to clause 5 under Reimbursement of Expenses.*

4.5 Conditions of Payment

- (1) Payment of meeting fees and allowances under this policy, shall be subject to the following conditions:
 - (a) The meeting fees, allowances for Mayor and Deputy Mayor and annual telecommunication allowance, shall be paid monthly in arrears unless an elected member has advised the CEO in writing that they do not want to claim any or part of those fees and allowances. Without advice to the contrary, payment of the fees and allowances will be automatic.
 - (b) If payment is not accepted initially, subsequent requests for payment will be accrued from the date of such request.
 - (c) Payment is applicable to each Expense Period;
 - (d) Each elected member regularly attends Council and associated meetings and carries out other normal duties of the office;
 - (e) The taxation liability arising from these payments is the individual responsibility of each elected member;
- (2) ~~The value of fees and allowances included in this policy shall be reviewed at the Ordinary Council Meeting following each bi annual election.~~

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PART 5 – ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA**5.1 Objective**

To detail the annual amounts and guidelines for Elected Members attendance at local, interstate and overseas conferences, seminars, lectures, courses and sister city visits. Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfil their duties of office.

5.2 Annual Conference and Training Expense Allocation

- (1) The following annual conference and training expense allocation shall be made available to elected members:
 - (a) The Mayor shall be entitled to an annual expense allocation of \$10,000; and
 - (b) All Councillors shall be entitled to an annual expense allocation of \$5,000.
- (2) In addition to the annual expense allocation detailed in clause (1)(a) above, the Mayor shall be entitled to attend the Annual WALGA and ALGA conferences.

5.3 Definition

In this part, “Conferences and Training” means conferences, seminars, congresses, forums, workshops, courses, meetings deputations, information and training sessions and events related to the industry of local government and held within Australia.

5.4 Approval Process

- (1) Elected Members may be nominated and authorised to attend conferences and training by:
 - (a) The Council through a resolution passed at a Council Meeting;
 - (b) The CEO acting within delegated authority.
- (2) Under this Policy, Authority is delegated to the CEO:
 - (a) to authorise Elected Members attendance at conferences and training;

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- (b) to nominate and authorise a substitute Elected Member to attend any conference in lieu of the Mayor or another nominated or authorised Elected Member.

5.5 Conferences and Training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- (a) West Australian Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences;
- (b) Special “one off” conferences called or sponsored by or for the WALGA and/or ALGA on important issues;
- (c) Annual Conferences of the major Professions in Local Government;
- (d) Australian Sister Cities Conferences;
- (e) City of Joondalup Councillor Induction Program;
- (f) Municipal Training Service’s Councillor Induction Program;
- (g) WALGA Elected Member Training and Development;
- (h) Training relating to the role of elected members; ~~Courses relevant to their portfolio or committee responsibilities; and~~
- (i) other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

5.6 Payment of Conference and Training Costs

- (1) Payment from Conference and Training Allocation

Council will pay Conference or Training costs where the Elected Member has been nominated and authorised to attend and there is sufficient funds remaining within the Elected Members Annual Conference and Training Expense Allocation.

- (2) Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer with the appropriate Council discount for travel and accommodation being provided. All costs including airfares, registration fees and accommodation will be paid direct by the City.

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(3) Registration

The City will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

(4) Accommodation

- (a) The Council will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.
- (b) Where available, accommodation shall normally be booked at the conference venue.

(5) Conference Travel

- (a) Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference. All reasonable travel costs for Elected Members/delegates to and from the conference location and venue will be met by the Council.
- (b) Approval for air travel must where possible, be sought two months prior to departure.
- (c) Air travel standards will apply as follows unless varied with the prior approval of the Council:

	Inter & Intra State	Overseas
Elected Members	Business Class	~~Economy~~ — <u>Business Class</u>

If Business Class is not available, Economy Class is to be used.

- (d) If accommodation is at the conference venue or in close proximity, taxis should be used. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending conferences, will be reimbursed by the Council.

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- (e) Where in particular circumstances Elected Members desire to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.
- (6) Daily Allowance- Payment and Reimbursement.
 - (a) An advance of ~~\$100~~105 per day for interstate travel and ~~\$155~~160 per day for overseas travel shall be made available for food, drink and incidental expenses.
 - (b) The administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.
 - (c) The Daily Expense Allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance such as:
 - (i) hotel/motel charges other than accommodation, ie. laundry;
 - (ii) reasonable telephone or facsimile use;
 - (iii) breakfasts, lunches, dinners and other meals not included in the conference registration fee;
 - (iv) any optional activity in a conference program.
 - (d) The Daily Expense Allowance shall not cover:
 - (i) any expenses or time occupied on matters other than Council business;
 - (ii) meal claims where meals are provided at a conference.
 - (e) Documentary evidence in the form of original invoices and receipts must be provided for the acquittal of all advances. All advances must be acquitted within one week of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City.

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5.7 Elected Member/Delegate Accompanying Person

- (1) Where an Elected Member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Elected Member/accompanying person and not by the Council. The exception to the above being the cost of attending any official conference dinner where partners would normally attend.
- (2) An accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, at time of registration. The Council is prepared to receive such registration and payments to forward them on to the conference organiser, with any Council delegates' registration.
- (3) Where the Council meets, an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Council by the Elected Member/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

5.8 Guidelines for Conference Attendance

- (1) Subject to the provisions of clause 5.2 "Annual Conference and Training Expense Allocation" the guidelines detailed in this clause shall apply.
- (2) Elected members may attend several local conferences including those that require overnight accommodation, subject to Clause 5.6(1) and (4) of this policy. ~~but only one requiring overnight stay, per expense period (May to May). Should any member wish to attend an additional local conference requiring overnight stay, that request shall be referred to Council for approval.~~
- (3) No more than two elected members may attend a particular conference, seminar, lecture or course outside Western Australia at the same time. The CEO or Council may however approve attendance by more than two members if a particular purpose or need arises.
- ~~(4) Elected members may attend two interstate conferences, seminars, lectures, training and courses during a two year period between Council elections. (ie May to May in election years).~~
- (4) An elected member may, after providing written notice to the CEO of their intention to do so, carry forward into the next year any unspent amount from their Annual Conference and Training allocation. The written notice shall be provided to the CEO before the end of May for budget purposes.

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- (5) At the commencement of each two year period between Council elections (May to May in election years) as referred to in (4) above, each elected member will commence their annual expense allocation as detailed in 5.2(1)(a) and (b) and forfeit any unspent funds.
- (65) Elected Members will only be registered for conference/training courses itemised in this policy, if the elected member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet cost of requested conference or training in the elected member's conference and training allocation, Council approval must be obtained before costs are incurred.
- (76) The cost of training that is specifically arranged for attendance by all elected members, (eg teambuilding) shall be paid from a separate allocation for the purpose and not considered as part of and debited to the individual elected members allocation referred to in this policy.
- (87) (a) Subject to Council approval, an Elected Member may agree to meet the costs and forfeit same from their own annual conference and training allocation, of sending another elected member to a conference or training, where that member has insufficient funds remaining in their allocation.
- (b) In such cases, the elected member agreeing to meet those costs, shall provide the CEO with a written statement to that effect, signed by both elected members and authorising the CEO to initiate necessary arrangements and debit the authorising members allocation.
- (c) Initiation of the necessary arrangements to allow the elected member to attend a conference under the above circumstances, will only proceed if there is sufficient funds remaining in the overall Council Budget for elected members conferences and training.

PART 6 – ATTENDANCE AT OVERSEAS CONFERENCES

- (1) An Elected Member may, with Council approval, attend an overseas conference.
- (2) ~~An Elected Member planning to attend an overseas conference may, after providing written notice to the CEO of their intention to do so, carry forward into the next expense period, any unspent amount from their Annual Conference and Training Allocation. The written notice shall be provided to the CEO before the end of May for budget purposes.~~
- (3) ~~The unspent amount carried forward from the previous expense period shall be added to the next expense period conference allocation and be used to meet the costs of an~~

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~~overseas conference related to the local government industry as detailed in PART 5, section 5.5 of this policy.~~

- (2) An elected member may attend an overseas conference if the elected member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas conference or training in the elected member's conference and training allocation, Council approval must be obtained before costs are incurred.
- (43) Attendance at an overseas conference is subject to authorisation being obtained from Council prior to departure, with a specific Council resolution supporting that the conference attendance will be of benefit to the City and the Elected Member and detailing any conditions that may apply.

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PART 7 - REPORT

Upon attendance at any interstate or overseas conference, seminar or training session as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending elected member shall be required to prepare a report on their attendance and benefits, to be circulated to all members of the Council.

PART 87 - REIMBURSEMENT OF EXPENSES**78.1 Objective**

To provide for the reimbursement of expenses necessarily incurred by elected members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

78.2 Child Care

- (1) The payment of child care costs is covered under Local Government (Administration) Regulations 1996, Regulation 31(1)(b) and 31(3) and (5) refers. An extract of those regulations is reproduced as follows:

Reg. 31(1)(b) "child care and travel costs incurred by a council member because of a member's attendance at a council meeting or a meeting of a committee of which he or she is a member."

Reg 31 (3) "The extent to which child care costs referred to in sub regulation (1) (b) can be reimbursed is the actual cost per hour or \$10.00 per hour which ever is the lesser amount."

Reg 31 (3) "For the purposes of subregulations (2) to (4), actual amounts and actual costs are to be verified by sufficient information."

- (2) In accordance with Regulation 31, child care costs will be paid for an elected member's attendance at a council meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
- (3) Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council related activity and incurs child care costs, such costs may be claimed provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
- (4) Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- (5) Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

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- (6) Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Members Annual Expense Reimbursement Limit as referred to in clause 7.3 of this policy.

78.3 Travel

- (1) Travel costs incurred and paid by Elected Members will be reimbursed for:
- (a) Travel and parking expenses incurred by a member using a private vehicle to, from and attending:-
 - (i) meetings of the Council or a Committee of the Council and civic functions;
 - (ii) as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
 - (iii) a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty;
 - (iv) attending social functions where the member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity;
 - (b) The amount payable in respect of travelling expenses shall be paid from the time the Returning Officer has declared a person elected as a Council member.
 - (c) Travel expenses claimed under this policy are to be calculated in accordance with the rate per kilometre prescribed for the class of vehicle as detailed in the Local Government Officers' Award where the members vehicle is used.
 - (d) A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by members to ensure that the transport expense can be verified.
- (2) Where it is deemed to be otherwise more appropriate for an Elected Member to travel to a Council related commitment, a taxi may be used and the costs incurred claimed.
- (3) All expenses claimed other than travel in a members own vehicle, must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

78.4 Other Specified Expenses

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- (1) An Annual Reimbursement Limit of \$500 shall be available to Elected Members for reimbursement of costs incurred and paid by Elected Members for:
 - (a) Clothing, suit hire and dry cleaning of clothes worn for Council business;
 - (b) Protocol gifts as approved by the House Committee.
 - (c) Communication costs incurred above the communication allowance under Part 4 of this policy (~~currently \$2000~~maximum legislated limit), for:-
 - (i) call costs associated with the Council provided mobile telephone and facsimile machine and
 - (ii) call costs incurred by the member relating to Council business, on a personal telephone/facsimile machine;provided all such costs up to and over the ~~\$2,000~~maximum legislated limit are substantiated;
- (2) Costs incurred and paid by Elected Members will be reimbursement by Council up to the reimbursement limit in each expense period. When a member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (3) All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.
- (5) Original invoices and receipts are required for audit purposes and to enable GST to be claimed. Where a GST refund is received it will be credited to the Elected Members Expense Reimbursement record.

78.5 Time Limit on Claims and Approval Process

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form to the CEO, together with supporting documentation, within 2 clear calendar months after the month in which the expenses were incurred. Expenses not claimed within such time shall be deemed forfeited.

Previous Policy No: 2.2.1; A2-14; EM10
 2.2.2; A2-11; EM14

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Amendments:

2.2.3; A2-01; EM7

Issued:

2.2.10;

Related Documentation:

2.2.12; A2-06; A2-09; A2-10; EM12

CJ422-12/01, CJ121-06/02

June 2002

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APPENDIX A

**PROVISIONS OF THE LOCAL GOVERNMENT ACT 1995 AND
ADMINISTRATION REGULATIONS 1996****8.1 Local Government Act 1995 - Extracts**

The following information is considered that most applicable to the contents of this policy. The information has been extracted from the Local Government Act 1995.

*Division 8 – Fees, expenses and allowances***Fees etc. for council members**

- 5.98.** (1) A council member who attends a council or committee meeting is entitled to be paid –
- (a) the prescribed minimum fee for attending a council or committee meeting; or
 - (b) where the local government has set a fee within the prescribed range for council or committee meeting attendance fees, that fee.
- (2) A council member who incurs An expense of a kind prescribed as being an expense –
- (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,
- is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense –
- (a) where the minimum extent of reimbursement for the expense has been prescribed, to the extent; or
 - (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the prescribed range (if any) of reimbursement, to that extent.

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- (4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.
- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid –
 - (a) the prescribed minimum annual local government allowance for mayors or presidents; or
 - (b) where the local government has set an annual local government allowance within the prescribed range for annual local government allowances for mayors or presidents, that allowance.
- (6) A local government cannot –
 - (a) make any payment to or
 - (b) reimburse an expense of,

a person who is a council member or a mayor or president in that person's capacity as a council member, mayor or president unless the payment or reimbursement is in accordance with this Division.
- (7) A reference in this section to a "committee meeting" is a reference to a meeting of a committee comprising –
 - (a) council members only; or
 - (b) council members and employees.

Allowance for deputy mayor or deputy president

- 5.98A. (1)** A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

** Absolute majority required.*

- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

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Annual fee for council members in lieu of fees for attending meetings

5.99. A local government may decide* that instead of paying council members a fee referred to in section 5.98 (1), it will instead pay all council members who attend council or committee meetings –

- (a) the prescribed minimum annual fee; or
- (b) where the local government has set a fee within the prescribed range for annual fees, that fee.

** Absolute majority required.*

Allowances for council members in lieu of reimbursement of expenses

5.99A. A local government may decide* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all council members –

- (a) the prescribed minimum annual allowance for that type of expense; or
- (b) where the local government has set an allowance within the prescribed range for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

** Absolute majority required "*

8.2 Local Government (Administration) Regulations 1996

The following information extracted from the Local Government (Administration) Regulations 1996 is considered that most applicable to the contents of this policy.

"Meeting attendance fees – s.5.98 (1)

- 30.** (1) For the purpose of section 5.98 (1), subject to subregulation (3) –
- (a) the minimum fee for a council member other than –
 - (i) the mayor or president; or
 - (ii) in the case of a regional local government, the chairman, attending a council meeting is \$50 for each meeting; and

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- (b) maximum fee for a council member other than –
 - (i) the mayor or president; or
 - (ii) in the case of a regional local government, the chairman, attending a council meeting is \$120 for each meeting.
- (2) For the purpose of section 5.98 (1), subject to subregulation (3) or (5), as the case requires –
 - (a) the minimum fee for a council member attending a meeting of a committee of which he or she is also a member is \$25 for each meeting and;
 - (b) the maximum fee for a council member attending a meeting of a committee of which he or she is also a member is \$60 for each meeting.
- (3) The total fee paid to a council member other than –
 - (a) the mayor or president; or
 - (b) in the case of a regional local government, the chairman, for attending a council meetings (whether of the council or of any committee) in each year is not to exceed \$6,000.
- (4) For the purpose of section 5.98 (1), subject to subregulation (5) –
 - (a) the minimum fee –
 - (i) for the mayor or president; or
 - (ii) in the case of a regional local government, for the chairman, attending a council meeting is \$100 for each meeting; and
 - (a) the maximum fee –
 - (i) for the mayor or president; or
 - (ii) in the case of a regional local government, for the chairman, attending a council meeting is \$240 for each meeting.

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- (5) The total fees paid –
 - (a) to the mayor or president; or
 - (b) in the case of a regional local government, to the chairman, for attending meetings (whether of the council or of any committee) in each year is not to exceed \$12,000.

Expenses that are to be reimbursed – s. 5.98 (2) (a) and (3)

31. (1) For the purposes of section 5.98 (2) (a), the kinds of expenses that are to be reimbursed by all local governments are –
- (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (2) The extent to which an expense referred to in subregulation (1) (a) can be reimbursed is the actual amount.
- (3) The extent to which child care costs referred to in subregulation (1) (b) can be reimbursed is the actual cost per hour or \$10.00 per hour, whichever is the lesser amount.
- (4) The extent to which travel costs referred to in subregulation (1) (b) can be reimbursed –
- (a) if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back –
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (I) is more than 100km, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

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- (5) For the purposes of subregulations (2) to (4), actual amounts and actual costs are to be verified by sufficient information.

Expenses that may be approved for reimbursement – s.5.98 (2) (b) and (3)

- 3.2** (1) For the purposes of section 5.98 (2) (b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are –
- (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applied by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.
- (2) The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.

Annual entertainment allowances for mayors or presidents – s. 5.98 (5)

- 33.** (1) For the purposes of section 5.98 (5) –
- (a) The minimum annual local government allowance for the mayor or president is \$500; and
 - (b) The maximum annual local government allowance for a mayor or president is –
 - (i) \$10,000 or
 - (ii) 0.002 of the local government's operating revenue, whichever is the greater amount, but in any case no more than \$60,000.
- (2) In this regulation –

“operating revenue” has the meaning that it has in the *Local Government (Financial Management) Regulations 1996*.

- 33A.** For the purposes of section 5.98A(1) the prescribed percentage is 25%.

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Annual attendance fees – s.5.99

34. (1) For the purpose of section 5.99 –
- (a) The minimum annual fee for a council member other than –
 - (i) the mayor or president; or
 - (ii) in the case of a regional local government, the chairman, attending meetings (whether of the council or of any committee) is \$2,000; and
 - (b) the maximum annual fee for a council member other than –
 - (i) the mayor or president; or
 - (ii) in the case of a regional local government, the chairman, attending meetings (whether of the council or of any committee) is \$6,000.
- (2) For the purpose of section 5.99 –
- (a) the minimum annual fee –
 - (i) for the mayor or president; or
 - (ii) in the case of a regional local government, for the chairman, attending meetings (whether of the council or of any committee) is \$6,000; and
 - (b) the maximum annual fee –
 - (i) for the mayor or president; or
 - (ii) in the case of a regional local government, for the chairman, attending meetings (whether of the council or of any committee) is \$12,000.

Allowances in lieu of reimbursement of telecommunications expenses s. - 5.99A

- 34A. For the purposes of section 5.99A(b), the maximum total annual allowances for telephone and facsimile machine rental charges referred to in regulation 31(1)(a) and any other telecommunications expenses that might otherwise have been approved for reimbursement under regulation 32 is \$2,000.

Section 2.3 – Office of the Chief Executive

POLICY 2.3.2 - COMMUNICATIONS

OBJECTIVE

To indicate the City's high level of commitment to public consultation and to provide good, open and accountable government.

STATEMENT

The City of Joondalup is committed to ensuring that the community is kept informed on matters before Council, fairness and equity; friendly, helpful, respectful and professional service. Effective communication is a key to ensuring that these principles of operation are met.

The City will strive to meet and where possible exceed the objectives laid down within its Customer Service Charter.

Correspondence Received

All communication regarding council business from a member of staff or an elected member shall be at all times courteous, clear and professional.

All external written correspondence will receive a response within 7 working days of receipt, however an acknowledgment will be provided if, in the view of the appropriate Business Unit Manager, a full and detailed reply is not possible within that time frame.

External correspondence that is received marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the relevant Director or Business Unit Manager, a response is appropriate.

Facsimiles and electronic mail will be treated as written correspondence.

Directors and the Chief Executive Officer shall determine which items of correspondence will be presented to the Council, through the appropriate committee or direct to full Council.

Mayoral correspondence

Mayoral correspondence and invitations to civic functions will be issued on mayoral letterhead. Council letterhead is reserved for use by the administration. A file copy of mayoral correspondence shall be maintained in the appropriate file/s, together with the originating correspondence. In instances where the mayor is providing technical information to correspondents, the appropriate officer will draft the correspondence or that section of the correspondence.

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Councillor Correspondence

The use of individual councillor letterhead is at the discretion of the individual councillor, however, it is not to be construed as official correspondence of the City.

Council Stationery

No Council stationery is to be used for election purposes.

Communication between Elected Members and Staff

In order to facilitate effective use of staff resources, all inquiries and requests from Elected Members shall be directed to the Chief Executive Officer or relevant Director for action. Where the request entails the use of City resources (human or physical) to an extent which the Director believes may impact on the smooth administration of the directorate, the request is to be referred to the Chief Executive Officer for determination.

Communication between Elected Members and staff will in general be governed by the 'Civic and Corporate Protocols and Procedures Manual' and the 'Code of Conduct'.

Media Contact

In accordance with the Local Government Act 1995, the spokespersons for Council are the Mayor and Chief Executive Officer, either of whom may delegate authority to the appropriate Director to make a statement on behalf of the City. Directors may determine if a Business Unit Manager is the most appropriate person to provide a statement. All Business Unit Managers will receive some internal training on dealing with the media through the Marketing Unit. Written media statements are to be approved by the Chief Executive Officer prior to their release.

Publications

Publications produced by the City will be available for loan through all libraries within the local government area and available for reading at the Council office and customer service centre(s). Publications distributed to households will also be available through the library system. The following publications will be advertised as available in the weekly section of a newspaper circulating in the district and will also be available, on request, in alternative formats:

- Annual Report;
- Community Services Directory;
- Principal Activities Plan;
- Strategic Plan

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Advertising

All statutory advertisements shall be placed in either the 'West Australian' , or a newspaper circulating in the district, as specified by the relevant legislative requirement.

Previous Policy No:	See B3-13/CS-11; EM9/EM-09; EM11/EM-15; B3-04/MKT-03; B3-01/CS-02;B1-04/CS-04
Amendments:	CJ213-06/99, CJ148-06/00
Issued:	July 2000
Related Documentation:	Customer Service Charter Local Government Act 1995 Delegated Authority Manual

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**POLICY 2.3.3 - USE OF COMMON SEAL AND THE SIGNATORIES
FOR CONTRACT EXECUTION**

OBJECTIVE

To provide a policy for the use of the common seal and signatories for the execution of agreements.

STATEMENT

Subject to the compliance of Sections 3.57 and 3.58, and in accordance with Section 9.49 of the Local Government Act 1995 and Part IV of the Local Government (Functions and General) Regulations 1996, the following applies to the use of the common seal and affixing the signatures in agreements:

- 1 all deeds including Land Transfer deeds, Service Agreements between two local governments or between the City and another public sector organisation, Leases without a financial consideration, to be executed under a common seal affixing the signatures of the Mayor and the Chief Executive Officer. Should the Mayor be absent or unavailable for execution of his/her signature, the Deputy Mayor or the Acting Mayor may execute the document; AND IN the absence of the Chief Executive Officer (unless a resolution of the Council otherwise determines) the acting Chief Executive Officer or the Director Corporate Services & Resource Management will affix his/her signature;
- 2 an Agreement for the procurement of goods or services for a lump sum consideration in excess of ~~\$250,000~~ \$1,000,000, is to be executed under a common seal affixing the signatures of the Mayor and the Chief Executive Officer
- 3 an Agreement for a lump sum consideration up to \$1,000,000 and all fixed term contracts can be executed by the Chief Executive Officer;
- ~~43~~ an Agreement for a lump sum consideration up to \$250,000 and all fixed term contracts can be executed jointly by a Director/~~Executive Manager~~ and Manager Assets & Commissioning; ~~or the Chief Executive Officer.~~
- ~~54~~ a common seal is not necessary to be affixed for the execution of an Agreement for the procurement of goods or services for a lump sum consideration up to \$250,000 or an annual or a longer term contract other than a Service Agreement;
- ~~65~~ an Agreement for a consideration up to \$100,000 can be executed jointly by a Manager and Manager Assets & Commissioning;

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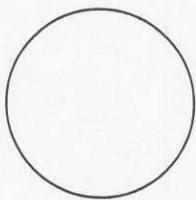
- 67 A single Purchase Order for procurement of vehicles or non customised off the shelf goods will be issued instead of execution of a Formal Instrument of Agreement provided such procurements are complying with Local Government (Functions and General) Regulations 1996. The Purchase Order should specifically insert the following words: *“This Purchase Order is issued subject to the terms and conditions of contract as provided under Contract No ... and accepted by the Council”*;
- 87 for a direct purchase item including goods and minor services the total worth of which does not exceed \$25,000 the execution of a Formal Instrument of Agreement is not necessary provided such procurement has been done complying with the City's Regional Purchasing Policy;

Agreement: For the purpose of this policy, the scope of the word “Agreement” will include Deeds, Leases, Hire purchase agreements, Letter of Intent, Simple Contracts for procurement of goods or services, and Purchase orders where no Agreement has been executed. The “Agreement” for the purpose of this policy will not include any Employment Contracts including an EBA, one to one negotiated contracts, Work Place Agreements between the City and one or more of its Employees. The word “Employee” is as defined under section 5.37, 5.39 or 7.11 of the Local Government Act 1995, amended from time to time.

- 98 a typical form for affixing the common seal is as shown below:

“EXECUTED on the date set out at the commencement of this Agreement

The Common Seal of City of Joondalup was hereunto affixed and signed by the authority of a resolution of the Council in the presence of :



Mayor

Chief Executive Officer

Previous Policy No:	EM25
Amendments:	CJ213-06/99, CJ148-06/00, CJ163-07/00
Issued:	June 2002
Related Documentation:	Delegated Authority Manual

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POLICY 2.3.5 – ONLINE SERVICES**1. PURPOSE**

At the City of Joondalup, the Internet and email facilities have become an critical working tools for internal and external business communications. This policy highlights the rules and guidelines covering the use of the Internet and email facilities within the City of Joondalup.

The policy explains how Internet and email access should be used and what an online user is permitted and not permitted to do. Furthermore it will outline the action strategies to be used when non-compliance occurs.

2. SCOPE

This policy will apply to all ‘**council representatives**’ including, Councillors, employees, contracted and temporary workers, work experience students and volunteers who have access to the Internet and email systems at the City of Joondalup.

3. POLICY**3.1 Usage of Login Accounts and Passwords**

Users are provided with access to the City’s computer network and corporate systems via a personalised login account(s). Associated with each login account is a password that the user is required to change at periodic intervals defined by the security policy.

Users must always ensure that they only access the network and corporate systems using their individual login accounts. Furthermore, the passwords for these login accounts are not to be divulged to other persons.

The above policy ensures:

- ☐ Access to the network and corporate systems can always be traced to specific individuals
- ☐ Access to system functions and facilities are properly authorised
- ☐ Financial transactions performed are consistent with the approved authority for each position

3.2 Use of the Internet and Electronic Mail

The use of the Internet and email facilities and equipment by council representatives is permitted and encouraged, where such use is for business purposes and supports the goals and objectives of the City of Joondalup and its business units.

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Council representatives are not permitted to use these systems for offensive material, which includes and is not limited to:

- Obscene or harassing languages or images;
- Racial, ethnic, sexual, or erotic or gender specific comments or images; and
- Other comments or images that ~~would~~ could reasonably be expected to offend other council representatives or members of the public on the basis of their religion, or political beliefs, sexual orientation, physical feature, national origin or age.

Other activities which are considered improper include, but ~~is~~ are not limited to:

- Chain letters or junk email;
- Operating an outside business, business venture operations or activities offering personal gains;
- ~~Employees are not permitted to visit using~~ masking sites, unauthorised news groups, anonymous email sites or anonymous proxy servers;
- ~~Using Email is not to be used to~~ advertise any information which is not work related;
- Conducting illegal activities;
- Chat lines or free Email services; and
- Gambling.

~~The Web and Systems Administrator Information Management~~ may apply an interim revision to the policy as necessitated by changing business requirements. These changes are to be advertised in the Desk of the CEO publication, with all Council representatives being informed via email. The interim revision of this policy must be presented to the next meeting of Council for adoption by Council of the revised policy.

3.2.2 Personal Use

The Internet and email facilities exist for business purposes. However the City of Joondalup recognises that on occasions council representatives use the facilities for incidental 'personal use' for example online banking, and stockmarket sites. When using the facilities for personal use the council representatives ~~is~~ are responsible for using good judgement and adhering to all aspects of the Online Services Policy.

3.2.3 Encounter of Controversial Material

Users may encounter material which is controversial and which they may consider inappropriate or offensive. It is the users responsibility not to initiate access to such material.

In a case where a user opens an email or Internet site, and was unaware of the contents they should not forward the material to any internal or external users and must close down the page or delete the material from the deleted folder immediately.

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Continual non-compliance will result in disciplinary action.

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3.2.4 Newsletters and Discussion forums

Council Representatives are permitted to subscribe to electronic newsletters and authorised newsgroups which are work or professional development related. ~~from a professional body when used for organisational and professional development.~~

~~In order for a staff member to gain subscription to a newsletter they must seek authorisation from their supervising Manager. At any time the supervising Manager can revoke permission of subscription for any purpose.~~

All Council Representatives at the City of Joondalup are able to participate in discussion forums included in reputable organisations' web sites. These discussion forums are only permitted for business purposes.

The City may terminate subscriptions to newsgroups and mailing lists where it is deemed such subscriptions are causing excessive data traffic.

3.2.5 Study Purposes

All council representatives of the City of Joondalup who are attending a course of study approved by and appropriate to the needs of the Council are allowed to use the Internet and email facilities for study purposes. ~~The time allocated for this purpose is determined by the Manager and must be recorded. These records must be signed by the Manager and employee and monitored regularly.~~

3.3 **All Internet and email transactions are the property of the City of Joondalup.**

The City of Joondalup respects the rights of council representatives to privacy however the Council reserves the right to access business records created by its Council representatives and to investigate any suspected improper conduct on the part of any council representative.

All Internet and email transactions made by a council representative ~~is~~ become the property of the City of Joondalup.

3.4 **Intellectual Property**

The Internet and email facilities and equipment are provided to council representatives to assist in the performance of the Ceorporation's² responsibilities and execution of individual jobs. Therefore all material created by a council representative on these systems, during work hours, is the intellectual property of the City of Joondalup.

~~However, it is indicated in the policy that council representatives are allowed to use these facilities during non-work hours for study purposes (See 3.1.4). All material, which is created for this purpose and conducted during no-work periods is the intellectual property of the author and not the City of Joondalup.~~

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However, all usage undertaken pursuant to Section 3.2.5 of this policy shall remain the intellectual property of the individual and not the City.

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3.5 Sensitivity and Confidentiality

While emails are a fast and convenient way of communication it should not replace personal communication

It would be improper for bad news to be distributed by email, for example negative feedback or criticism.

The Internet and email facilities and equipment are not secure because of the ease of sending, forwarding and storing messages, and being printed in a common area where others can read the information. Thus they are an unsuitable medium for distributing sensitive or confidential information.

A council representative should:

- Not send information, which is sensitive in nature;
- ☐ ~~Not send corporate information or copyright material without Managerial permission;~~
- Ensure emails sent from the City of Joondalup contain a corporate confidentiality note, which is displayed below;

'The information contained in this communication may be confidential or commercially sensitive information. If you are not the intended recipient you must not copy this communication, disclose its contents to any other party; or take any action in reliance on it. Please delete and destroy all copies and immediately notify the sender on {insert telephone number} or by reply message'.
- Do not send any information to media organisations without permission from the Business Unit Managers and acting in accordance with the council's policy for media releases.
- Not use emails in lieu of contracts or for formal agreements because of the potential for forgery or misrepresentation.

3.6 Record Management

All business communications appropriate to the ~~Cities~~ City's projects should be stored to the Records Management System (RMS). This is to prevent the City's records being inadvertently destroyed.

All messages which have been stored to a Council representative's hard drive, or to a file server must be deleted after they are no longer required for business purposes.

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Be aware that Information Services Management performs monthly clean-ups of the email server deleting:

- Emails in trash folders older than 30 days;
- Emails sent items folder older than 60 days;
- Emails in inbox folder older than 90 days.

3.7 Monitoring and Surveillance

Monitoring and surveillance of Internet and emails facilities occurs ~~not for policing~~ rather to protect the City of Joondalup from potential consequences that may occur through misuse of the Internet and email.

The City of Joondalup maintains a log of Internet and email access transactions for all users and examines unusual usage patterns. The City is able to determine the pages browsed and the time this material was accessed.

The City of Joondalup respects the right of its council representatives to privacy however the City has the right to review, audit, intercept, access and disclose all activities, received or sent via the Internet or email.

3.8 Professionalism

Emails are often viewed as an informal means of communicating, however the same corporate writing standards for business letters, faxes and memos are also to be applied to emails. (See Written Communication Guideline.)

All email users must have a standard auto signature, which includes:

- City of Joondalup;
- Users full Name;
- Users position title;
- City of Joondalup's address;
- Telephone/mobile number;
- Fax number;
- Email address;
- Confidentiality quote/Disclaimer (see 3.54 for standard confidentiality note).

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3.9 Users Responsibility

It is the user's responsibility to ensure Microsoft ~~e~~Outlook is maintained at a good standard.

- Check and read your emails twice daily.
- Respond to emails promptly and in accordance with the Customer Service Charter.
- Maintain your Outlook calendar on a daily basis.
- Manage your inbox, deleted items and sent items the way you would when managing paper records.
- The Microsoft 'Out of Office Assistant' must be in operation when a Council representative is out of the office.

4.0 Virus Awareness

The City of Joondalup has protection from a number of computer viruses, however there are many new strains, which are able to penetrate our system, causing much damage.

~~All e~~Employees ~~should~~must not download ~~and or~~ install free or pirated software, especially from unknown sources, as there is a danger of introducing viruses into our system.

All software installed at the City of Joondalup should be licensed and checked by Information ~~Services~~Management to confirm it operates in conjunction with the corporate standard operating environment.

The City of Joondalup maintains anti-virus facilities in order to minimise potential threats from virus attacks to our internal systems. The City of Joondalup also recognises the responsibility to reduce the potential for viruses to be propagated to other individuals and organisations from sources within the City of Joondalup.

Anti-virus facilities will be maintained in a timely manner with information from software providers and other sources being reviewed frequently and assessed in terms of potential threats to internal and external systems. Software updates and any other measures considered appropriate will be undertaken in order to maintain and protect internal systems. The City of Joondalup reserves the right to withdraw services, filter content and quarantine files and data intended for internal and external recipients on either a temporary or permanent basis.

The problems associated with viruses have been demonstrated in many major virus outbreaks and it is recognised that completely up to date anti-virus software does not provide total protection against all computer viruses. As such the following user responsibilities have been identified:

Section 2.3 – Office of the Chief Executive

- (a) Users should exercise care when accessing files, programs or services from external sources such as email or the internet. Unsolicited email or email from a source not known to the recipient should not be opened or forwarded to other email users. If the information is considered to be potentially useful it should be forwarded to the Information ~~Services~~ Management Help Desk for virus analysis.
- (b) Virus reports received by users should be forwarded ONLY to the Information ~~Services~~ Management Help Desk. Many computer viruses have been distributed as “notifications” or “fixes” and the potential disruption of mass distribution of a virus hoax is in many ways as threatening as a real computer virus.
- (c) Users must adhere to directives that may be issued from time to time regarding the use of services and data from Information ~~Services~~ Management. These instructions are designed to protect the availability and integrity of network services.
- (d) All software installed at the City of Joondalup must be licensed and approved by Information ~~Services~~ Management that it is consistent with the corporate standard operating environment. Users must not download ~~and or~~ install free or pirated software as these are potential sources of viruses.

4.1 Acknowledgment of Policy Understanding

All current and new council representatives at the City of Joondalup are required to read and understand this policy. The policy will be a part of the induction manual and a signed copy of the Acknowledgment of Policy Understanding form (Appendix 1) needs to be forwarded to the Manager Human Resource and place on the employees file for record.

To ensure awareness and understanding of the policy and knowledge of other restricted activities, the Online Policy will be addressed in a council representative's yearly performance review.

4.2 Breaching the Policy

Improper use of the Internet and email systems may pose a threat to the systems security and the privacy of staff and others and the legal liability of the organisation.

The City of Joondalup continually carries out monitoring and surveillance of the Internet and emails. When a council representative does not observe this policy, appropriate action will be taken in accordance with the Code of Conduct and City of Joondalup Award conditions.

Previous Policy No: N/A

Section 2.3 – Office of the Chief Executive

Amendments:

CJ361-12/00, CJ002-02/01

Issued:

March 2001

Related Documentation:

Online Service Provision Policy 4.2.2

CITY OF JOONDALUP

ACKNOWLEDGMENT OF POLICY UNDERSTANDING ONLINE SERVICES POLICY

NAME

DIRECTORATE

BUSINESS UNIT

POSITION

Definitions:

For the purpose of the following declaration the below definitions are understood.

- Online Service: any electronic communication method that involves the intercommunication with any electronic network not owned and administered by the City of Joondalup.
- Council representative: Is any Councillor, employee, contracted and temporary worker, work experience students and volunteers who have access to the Internet and email facilities at the City of Joondalup.

I have read and understood the Online Services Policy and agree to abide by the conditions as outlined in the Online Services Policy.

Furthermore I ~~will agree to read, and confirm my understanding and adhere to~~ be bound by all activity changes that are advertised by email and on the City's internet. ~~in the Desk of the CEO publication from the Web and Systems Administrator.~~

I understand that the City monitors the Internet and email facilities and may revoke access to any or all online services, at any time, if I breach the Policy. Further I understand that in the event of a breach appropriate action can be taken in accordance with the Code of Conduct, the City of Joondalup's Award conditions and other relevant legislation.

Signature

Date
