



UNCONFIRMED MINUTES

GOVERNANCE COMMITTEE MEETING

19 AUGUST 2024

I certify that the minutes of the meeting of the Governance Committee held on Monday, 19 August 2024 were confirmed on Monday, 21 October 2024.

Presiding Person



**UNCONFIRMED MINUTES
GOVERNANCE COMMITTEE MEETING
19 AUGUST 2024**

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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**GOVERNANCE COMMITTEE
WEIR ROOM, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 5.30PM**

1.0 OPENING PROCEDURES

The Presiding Member declared the meeting open at 5.31pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Announcement of Visitors

Nil

1.2 Attendance/Apologies

Members	Cr Prapti Mehta (Presiding Member)	Central Ward
	Pres Paige McNeil (Deputy Presiding Member)	Shire President
	Cr Neridah Zlatnik	East Ward
	Cr Luke Ellery	South Ward

Staff	Jason Whiteaker	Chief Executive Officer
	Robert Campbell	Acting Director Corporate Services
	Megan Griffiths	Director Strategic and Community Services
	Liz Nicholls	Governance Coordinator

Guests Nil

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

A Council Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Nil

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION	GC1.08.24
Moved by Cr Ellery	Seconded by Pres McNeil
That the Minutes of the Governance Committee Meeting held 17 June 2024 be confirmed.	
CARRIED 4/0	
For: Cr Ellery, Pres McNeil, Cr Mehta and Cr Zlatnik	
Against: Nil	

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

6.1 New Policy - Managing Conflicts of Interest for Council-Related Development

File Code	GV.OPP1
Author	Michael Pengelly, Strategic Projects Advisor
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Draft - Managing Conflicts of Interest for Council-Related Development Policy ↓

PURPOSE

A “Managing Conflicts of Interest for Council-Related Development Policy” has been drafted (**Attachment 1**) and is presented to the Committee for its consideration.

BACKGROUND

At the Ordinary Council Meeting of 11 June 2024, Council resolved the following (C13.06.24):

That Council:

1. *Adopts the new strategy: “Continuing to Grow Mundaring – Investment Property Strategy 2024 – 2027” with the following amendment:*
 - *The first dot-point under section 3.3 is deleted: and*
2. *Develop a policy that supports the management of conflicts of interest where Council is both the developer and the assessor.*

The “Managing Conflicts of Interest for Council-Related Development Policy” has been drafted in response to the above resolution to address the issue of potential conflict of interest arising from the legislative requirement for Shire of Mundaring to assess and determine its own development applications.

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 of the *Local Government Act 1995* (the Act) provides the role of council in relation to the determination of policies.

The Act provides the legal framework for local government operations, including property acquisition, disposal and management.

Local Government (Financial Management) Regulations 1996 prescribes financial management practices for local governments, including property investment and asset management.

Local Government (Functions and General) Regulations 1996 provide guidance on the functions and powers of local governments.

POLICY IMPLICATIONS

If the Governance Committee recommends adoption of the draft “Managing Conflicts of Interest for Council-Related Development Policy”, it will be presented to Council.

Alternatively, the Governance Committee may recommend that Council does not adopt the draft “Managing Conflicts of Interest for Council-Related Development Policy” and recommend that the content detailed within be incorporated into the existing “Governance Framework 2023-2028”.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: <u>Reputation</u>: Potential for real or perceived conflict of interest when Council is both the developer and assessor in property development.		
Likelihood	Consequence	Rating
Possible	Minor	Low
Action / Strategy		
Council details how the conflict will be managed, either via a new policy or via the existing Governance Framework.		

CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
						X

EXTERNAL CONSULTATION

Nil

COMMENT

Council have clearly expressed the requirement to address any real or perceived potential conflicts of interest with regard to implementation of measures under the newly adopted strategy “Continuing to Grow Mundaring – Investment Property Strategy 2024 – 2027”.

In support of this, Council Decision (C13.06.24) gives direction to drafting a policy that supports the management of conflicts of interest where Council is required to assess and determine its own development applications. In response to this decision, the “Managing Conflicts of Interest for Council-Related Development Policy” has been drafted (**Attachment 1**) encompassing the recommendations of Department of Local Government,

Sport and Cultural Industries Operational Guideline – Elected Members’ Relationship with Developers.

At the Governance Workshop held 15 July 2024, a policy review cover note was presented to seek feedback, with two likely scenarios being identified:

- a. Council adopts the draft “Managing Conflicts of Interest for Council-Related Development Policy” (**Attachment 1**)

Or:

- b. Council does not adopt the new policy and resolves that the content detailed within is incorporated into the existing “Governance Framework 2023-2028”.

Discussion by council members appointed to the Governance Committee indicated a preference to incorporate the content into the existing “Governance Framework 2023-2028”.

VOTING REQUIREMENT

Simple Majority

OFFICER / COMMITTEE RECOMMENDATION		GC2.08.24	
Moved by	Cr Ellery	Seconded by	Cr Zlatnik
That Council:			
1. Do not adopt the draft “Managing Conflicts of Interest for Council-Related Development Policy” (Attachment 1) as drafted; and			
2. Requests the policy content of the “Managing Conflicts of Interest for Council-Related Development Policy” be incorporated into the existing “Governance Framework 2023-2028.”			
			CARRIED 4/0
For:	Cr Ellery, Pres McNeil, Cr Mehta and Cr Zlatnik		
Against:	Nil		



2.X MANAGING CONFLICTS OF INTEREST FOR COUNCIL-RELATED DEVELOPMENT

Responsible Directorate	Strategic and Community Services	
Responsible Service Area	Strategic Services	
Resolution	Month Year	Res #
Procedure Ref	N/A	

1. PURPOSE

To address the issue of real or perceived conflicts of interest that may arise from the legislative requirement for Shire of Mundaring (the Shire) to assess and determine its own property development applications.

In order to manage this issue, the Shire must take all reasonable steps to ensure any conflicts of interest that may exist are separated to the greatest extent possible when either negotiating, preparing, assessing and determining the Shire's own applications for development.

2. SCOPE

This policy applies to all council members and employees who have a role in property development and assessment where the Shire is the applicant.

An example of this are actions that would be undertaken with regard to implementation of the strategy "Continuing to Grow Mundaring – Investment Property Strategy 2024-2027".

3. DEFINITIONS

Council	the body consisting of all council members sitting formally as the Council of Shire of Mundaring.
conflict of interest	a situation where an individual's personal interests or relationships could improperly influence their professional decisions or actions.
employees	an employee of the Shire including casual or contract employees.

4. POLICY

4.1. Council as both the Developer and Consenting Authority

The Shire, as with other local governments, is required through legislation to assess and determine its own property development applications. This includes the process of acquiring, improving, and managing real estate with

the aim of generating financial returns through rental income, resale, or increased property value.

4.2. Reasonable Steps to be Taken to Minimise Risk

The Shire must take every reasonable step to ensure that conflicts of interest that exist when preparing, assessing and determining its own applications are separated to the greatest extent possible.

4.3. Minimum Requirements

4.3.1. Employees

The minimum requirements for achieving separation would be that the employee responsible for managing a project would not be the same employee assessing the application and making a recommendation to Council. This ensures that process is both open and transparent.

4.3.2. Council

The minimum requirements to address the issue of a real or perceived conflict of interest when assessing and determining its own applications would be that council members must disclose an impartiality interest in the matter consistent with clause 22 of the "Code of Conduct for Council Members, Committee Members and Candidate" (1.1).

4.4. Consider External Advice when Appropriate

Having regard to the cost of the project and the public interest in the matter, achieving such a level of separation may require the engagement of a suitable independent expert to undertake the assessment.

5. RELATED LEGISLATION

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Functions and General) Regulations 1996

6. RELATED DOCUMENTS

Continuing to Grow Mundaring – Investment Property Strategy 2024 – 2027

6.2 Policy Review - Management of Property Held for Investment Purposes, OR-20

File Code	GV.OPP1
Author	Michael Pengelly, Strategic Projects Advisor
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Management of Property Held for Investment Purposes - OR-20 ↓

PURPOSE

The Committee is asked to consider and recommend that Council deletes the “Management of Property Held for Investment Purposes Policy” (OR-20) (**Attachment 1**).

BACKGROUND

The “Management of Property Held for Investment Purposes Policy” was adopted in October 2017 to guide decision-making with respect to the Shire’s investment property portfolio.

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 of the *Local Government Act 1995* (the Act) provides the role of council in relation to the determination of policies.

Local Government Act 1995 provides the legal framework for local government operations, including property acquisition, disposal and management.

Local Government Regulations 1996 (Financial Management) prescribe financial management practices for local governments, including property investment and asset management.

Local Government Regulations 1996 (Functions and General) provide guidance on the functions and powers of local governments.

POLICY IMPLICATIONS

The “Management of Property Held for Investment Purposes Policy” will be deleted if the recommendation is resolved by Council.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance: The policy provisions of the “Management of Property Held for Investment Purposes Policy” are not consistent with elements of the adopted strategy: “Continuing to Grow Mundaring – Investment Property Strategy 2024-2027”.		
Likelihood	Consequence	Rating
Almost Certain	Minor	Low
Action / Strategy		
The “Management of Property Held for Investment Purposes Policy” be deleted.		

CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
						X

EXTERNAL CONSULTATION

Nil

COMMENT

At the Ordinary Council Meeting of 11 June 2024, Council adopted “Continuing to Grow Mundaring – Investment Property Strategy 2024-2027” (C13.06.24) with some minor changes.

This strategy effectively supersedes the requirement for “Management of Property Held for Investment Purposes Policy” (OR-20) as much of the content within is now detailed within the new strategy.

VOTING REQUIREMENT

Simple Majority

OFFICER / COMMITTEE RECOMMENDATION	GC3.08.24
Moved by Cr Zlatnik	Seconded by Cr Ellery
That Council deletes the “Management of Property Held for Investment Purposes Policy” (OR-20).	
CARRIED 4/0	
For: Cr Ellery, Pres McNeil, Cr Mehta and Cr Zlatnik	
Against: Nil	

Shire of Mundaring

POLICY

MANAGEMENT OF PROPERTY HELD FOR INVESTMENT PURPOSES

Policy Ref:	OR-20
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Adopted:	C4.10.17	Date:	10 October 2017
Amended:		Date:	
Reviewed:		Date:	
Procedure Ref:		Delegation Ref:	CE-152 Disposal of Commercial Property
Statute Ref:	<i>Local Government Act 1995</i>		
Related Policy:	<i>FI-02 Investments</i>		
Local Law Ref:			

PURPOSE
 To guide decision-making with respect to the Shire’s investment property portfolio.

POLICY

1. Rationale

In October 2017 the Shire adopted an Investment Property Strategy to deal with Shire-owned freehold land that is held specifically for investment purposes (C4.10.17). The objective of the Strategy is to pursue a prudent policy of investment property disposal, acquisition and management to generate low-risk investment wealth and income.

This Policy guides decisions on property classified as being held for investment purposes.

2. Policy

The Shire will pursue a prudent policy of investment property disposal, acquisition and management to generate low-risk investment wealth and income.

The Shire will continue to dispose of properties that are classified as for investment purposes and are not producing an adequate financial return to the Shire.

Funds realised from those disposals will be used to acquire investment properties for the specific purpose of generating a reliable income stream and capital growth.

3. Guiding Principles

Investment in commercial property and leasing it out at commercial rates is considered an appropriate long-term method of developing an enduring income stream for the Shire.

Decisions as to property purchase will be made on a case-by-case basis, but subject to the following guiding principles:

- There is a presumption against investment in commercial property within the district of the Shire of Mundaring to insulate the Shire against any perception of conflict between its regulatory and community roles and its role as a property owner;
- Investment will generally be in established commercial property. Depending on market conditions, purchase of existing tenanted properties is preferred;
- Investment will not generally be in tenanted residential properties unless there is a real prospect of capital gain or rezoning which would otherwise make it appealing;
- Properties will be managed on a strictly commercial basis. No preference, discount or dispensation will be given to charitable or not-for-profit groups;
- Reliability of cash flow is preferred to a high yield. Secure and reliable tenants such as a government or semi-government agency with a significant lease term are considered preferable;
- Purchase of properties with improvements in good condition is preferred; and
- Over the longer term yields should compare favourably with the cash rate that might otherwise be obtained from investing in accordance with Policy FI-02.

Over time the Shire will work towards a balance of properties within the portfolio, including consideration of:

- spreading the proportion of lease income over a number of properties to reduce the impact should a particular lessee default;
- staggered lease expiry terms to avoid the potential for concurrent vacant properties; and
- affording the Shire the opportunity to take advantage of any attractive investment propositions that might present.

4. Capital Investment Reserve

The Shire will establish and maintain a Capital Investment Reserve in accordance with s. 6.11 of the *Local Government Act 1995* (the Act).

This Reserve is to:

- hold funds from sale of properties that are classified as for investment purposes in the Investment Property Strategy.
- hold interest earned from the funds in the Capital Investment Reserve.
- hold other funds as determined by Council from time to time.

Capital Investment Reserve funds are solely for the purpose of purchasing other income-producing properties, or to enhance the value of investment properties to maximise their earning potential.

Subject to cash flow and forecast capital expenditure requirements on investment properties, funds held in the Capital Investment Reserve are to be invested in accordance with the Shire's Investment Policy FI-02 until required for application to a capital purchase or improvement project.

5. Capital Income Reserve

The Shire will establish and maintain a Capital Income Reserve in accordance with s. 6.11 of the Act.

The Capital Income Reserve is to hold all rents and other income received from long-term investment assets.

Funds held in the Capital Income Reserve are to be applied:

- to meet direct costs incurred in managing the investment portfolio;
- to finance specific community projects as approved by Council; and
- for reinvestment in the Capital Investment Reserve as determined by Council from time to time to preserve and augment the value of the investment portfolio.

Subject to cash flow and forecast capital expenditure requirements, funds held in the Capital Income Reserve are to be invested in accordance with the Shire's Investment Policy FI-02.

Subject to cash flow projections and forecast capital expenditure requirements, the amounts in the Capital Income Reserve should be kept to a minimum.

6. Reporting

Returns from the Shire's investment property portfolio will be reported to Council in the normal course of financial reporting.

6.3 New Policy - Council Member Communications and Use of Social Media

File Code	GV.OPP 1
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Draft - Council Member Communications and Use of Social Media Policy ↓2. Draft - Council Member Communications and Use of Social Media Policy - with track changes ↓3. Draft Appendix 1 - Media Protocols for Council Members - Media Enquiries, Releases and Social Media ↓4. Draft Appendix 2 - Council Member Communications Guidelines ↓

PURPOSE

A “Council Member Communications and Use of Social Media Policy” has been drafted (**Attachment 1**) and is presented to the Committee for its consideration and recommendation to Council for adoption.

BACKGROUND

The Governance Committee has scheduled the development of a new policy regarding the use of social media.

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 of the *Local Government Act 1995* (the Act) provides the role of council in relation to the determination of policies.

Section 2.8 of the Act provides that the Shire President speaks on behalf of the local government.

Section 5.104 of the Act provides that the Shire must adopt a code of conduct for council members, committee members and candidates which incorporates the *Local Government (Model Code of Conduct) Regulations 2021*.

POLICY IMPLICATIONS

The draft “Council Member Communications and Use of Social Media Policy” will be adopted if resolved by Council.

The “Code of Conduct for Council Members, Committee Members and Candidates” (1.1) sets out the standards of ethical and professional behaviour expected of council members including in their communications.

The “Policy Development and Review Policy” (2.2) relates.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Comply with relevant policy, legislation, regulation, criteria and guidelines

RISK IMPLICATIONS

Risk: Compliance: Failure to meet legislative obligations on who speaks on behalf of the Shire or communications and use of social media is not consistent with the provisions of the “Code of Conduct for Council Members, Committee Members and Candidates”.		
Likelihood	Consequence	Rating
Likely	Moderate	High
Action / Strategy		
The draft “Council Member Communications and Use of Social Media Policy” be adopted.		

CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
						✓

EXTERNAL CONSULTATION

Nil

COMMENT

At the Governance Workshop held 15 July 2024, a policy review cover note was presented to seek feedback and inform the content of the draft “Council Member Communications and Use of Social Media Policy”.

The draft “Council Member Communications and Use of Social Media Policy” has been developed encompassing aspects of the Western Australian Local Government Association (WALGA) template policy for communications and the use of social media.

Additional information has been added from the WALGA template and included as track changes (**Attachment 2**). This includes:

- definitions

- clearly outlining who may speak on behalf of the Shire as the official spokesperson consistent with section 2.8 of the Act
- that “official communications relating to an incident or emergency are subject to consultation with the relevant agency responsible for managing the incident” consistent with the Shire’s current practice, removing the template paragraph relating to the use of social media in emergency management and response
- reference to relevant sections of the “Code of Conduct for Council Members, Committee Members and Candidates” (1.1) as the WALGA template incorrectly references superseded legislation
- inclusion of appendices (based off documents currently available to council members):
 - Appendix 1 “Media Protocols for Council Members – Media Enquiries, Releases and Social Media” (**Attachment 3**), outlines the obligations of council members and the protocols to follow when responding to media enquiries and using social media
 - Appendix 2 “Council Member Communication Guidelines”, (**Attachment 4**) which provides scenarios and the appropriate means of communication with employees

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION
That Council adopts the “Council Member Communications and Use of Social Media Policy” (Attachment 1).

COMMITTEE RECOMMENDATION	GC4.08.24
Moved by	Cr Ellery
Seconded by	Cr Zlatnik
That Council adopts the “Council Member Communications and Use of Social Media Policy” (Attachment 1), subject to the following amendment:	
<ul style="list-style-type: none"> • Update 1. Purpose to state: “To guide council members on communications and the use of social media.” 	
CARRIED 4/0	
For:	Cr Ellery, Pres McNeil, Cr Mehta and Cr Zlatnik
Against:	Nil



2.X COUNCIL MEMBER COMMUNICATIONS AND USE OF SOCIAL MEDIA

Responsible Directorate	Corporate Services
Responsible Service Area	Governance
Resolution	month/ year Res #
Local Law Ref	<i>Meeting Procedures Local Law 2015</i>
Policy Ref	Statements to the Media CEO Policy (4.26) Use of Social Media CEO Policy (4.27)
Procedure Ref	N/A

1. PURPOSE

To detail legislative obligations on the use of Shire of Mundaring's (the Shire's) official communications with our community, to ensure council members communications and use of social media is professionally and accurately represented and to maximise a positive public perception of the Shire.

2. SCOPE

This policy applies to council members when making comment in either their official Shire role or in a personal capacity about matters relevant to the Shire

3. DEFINITIONS

Code of Conduct	the Shire's adopted "Code of Conduct for Council Members, Committee Members and Candidates" (1.1) as required by the <i>Local Government (Model Code of Conduct) Regulations 2021</i> .
council members	a person elected under the <i>Local Government Act 1995</i> (the Act) as a member of Council. The Shire's council members include the Shire President, Deputy Shire President and Councillors (as defined by the Act).
official communications	communication that has been prepared to share information via broad official communication channels which may include the official Shire website, social media or newsletters and includes media releases, speeches, official comment, advertising or public notices.
social media	a social networking channel that enables users to create and share information.

4. POLICY

4.1. Official Communications

Consistent with the provisions of the Act, the Shire President is the official spokesperson for the Shire, representing the Shire in official communications. Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

The Chief Executive Officer (CEO) may speak on behalf of the Shire, where authorised to do so by the Shire President.

Official communications relating to an incident or emergency are subject to consultation with the relevant agency responsible for managing the incident.

4.2. Council Member Statements on Shire Matters

A council member may choose to make a personal statement publicly on a matter related to the business of the Shire.

Consistent with the provisions of clause 8 of the Code of Conduct “*a council member must ensure that use of social media and other forms of communication complies with the Code; and must only publish material that is factually correct*”.

Any public statement made by a council member, whether made in a personal capacity or in their local government representative capacity, must:

- Expressly state that the comment or content is a personal view only, which does not necessarily represent the views or opinions of Shire of Mundaring or the Council.
- Be made with reasonable care and diligence.
- Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws.
- Ensure that all content published is factually correct, not misleading and complies with all relevant Shire policies and legislative requirements.
- Not disclose confidential information.
- Avoid damage to the reputation of the local government.
- Not reflect adversely on a decision of the Council [c. 6.17 *Meeting Procedures Local Law 2015*]
- Not reflect adversely on any council member, external members (e.g., committee, advisory or working group members) or employees
- Adhere to the guidelines of the relevant social media platform/website, as well as any applicable law related to copyright, privacy, defamation, contempt of court, discrimination and/or harassment.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Model Code of Conduct) Regulations 2021*, may constitute a breach and may be referred for investigation.

7.0 URGENT BUSINESS (LATE REPORTS)

Nil

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next Governance Committee will be held on Monday, 21 October at 5.30pm in the Committee Room, Shire of Mundaring Administration Centre.

8.2 Closure of the Meeting

The Presiding Member declared the meeting closed at 6.06pm.