



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 27 April 2016

at

2:06pm

at

Walcha Council Chambers

PRESENT: Clr JM Archdale (Chairman) Mayor together with Councillors KW Ferrier, WJ Heazlett, L Levingston, CM Lyon and MJ Woods.

IN ATTENDANCE: Mr JG O'Hara, General Manager, Mr R Ranjit, Director – Engineering Services, and Mrs LJ Latham, Environmental Services Manager.

1. APOLOGIES:

153 **RESOLVED** on the Motion of Councillors Lyon and Levingston that the apology received from Clr Schmutter, due to work commitments, and the apology received from Clr Thomson, due to illness, be **ACCEPTED**.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 30 MARCH 2016:

154 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that the Minutes of the Ordinary Meeting held on Wednesday, 30 April 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

CONFIRMATION OF THE EXTRA ORDINARY MEETING MINUTES HELD ON THURSDAY, 7 APRIL 2016:

155 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that the Minutes of the Extra Ordinary Meeting held on Thursday, 7 April 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

Nil.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

156 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that the Senior Officers' Reports be **RECEIVED** for further consideration.

6.1 Draft Budget 2016 – 2017

WO/2016/00357

157 **RESOLVED** on the Motion of Councillors Lyon and Levingston that the Draft Budget for the year 2016 – 2017 be **ADOPTED** by Council and placed on public exhibition for a period of 28 days **FURTHER THAT** the Budget be included in the annual Operational Plan.

6.2 Request for Sponsorship of a local Sportsperson representing Australia
WO/2016/00572

158 **RESOLVED** on the Motion of Councillors Woods and Ferrier that Council give Public Notice for a period of 28 days that it proposes to provide \$2,000 financial



sponsorship to Jack Feltham to assist with his costs to represent Australia as an Australian Team Rider at the Mountain Bike Championships in Nove Mesto, Czech Republic in June 2016.

6.3 School Crossing Grant Application WO/2016/00571

159 **RESOLVED** on the Motion of Councillors Woods and Levingston that Council note the applications for the grant projects:

- ◆ North Street Far East, Walcha - \$49,599
- ◆ Angle Street, Walcha - \$18,214

6.4 Shooting in National Parks and State Forests WO/2016/00513

It was **MOVED** Councillor Lyon Seconded Councillor Ferrier that Council write to the Minister requesting that all State Forests in the Walcha Shire be removed from the recreational shooting list.

Councillor Woods **FORESHADOWED** a **MOTION** that Council request the Minister to increase the policing of illegal shooting in the State Forests.

160 The **Original Motion** was put to the **Vote** and **CARRIED**.

6.5 Draft Social Media Policy WO/2016/00618

161 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council **ADOPT** the Social Media Policy as submitted.

**Walcha Council
Draft Social Media Policy**



Introduction

Social Media is a two way form of communication between Council, residents, the community, partners and stakeholders. It offers an opportunity to disseminate information immediately and swiftly as well as being a tool for consultation and engagement.

Walcha Council accepts social media has the potential to improve communication with stakeholders including residents, partners and business and industry organisations. Council also recognises the value of social media as a listening mechanism to improve the understanding of community expectations and to respond as it sees fit.

This policy sets out the purpose, responsibilities, management and other issues concerning the use of social media and also outlines Council's expectations of staff in regards to personal use of social media.



Purpose & Objectives:

Social Media use at Walcha Council:

Social media refers to internet-based tools for sharing and discussing information by people. Social media includes but is not limited to:

- ✓ *Social networking sites (such as Facebook and Linkin, Google=+)*
- ✓ *Video and photosharing (Youtube, Flickr, Instagram)*
- ✓ *Blogs*
- ✓ *Micro-blogging (Twitter)*
- ✓ *Forums, discussion boards and groups (Google groups, hangout)*
- ✓ *Wikis (Wikipedia, wikispaces)*
- ✓ *Vodcasts and Podcasts*
- ✓ *Instant messaging and chat services*

Purpose of Policy:

The purpose of Council utilizing social media platforms is to:

- ✓ *Complement and enhance other council communication channels and objectives including traditional media, Council's dedicated websites, face-to-face communication*
- ✓ *Provide an efficient method of delivering factual, up-to-date information*
- ✓ *Provide a listening mechanism to gather information about Council or the town.*
- ✓ *Provide a listening mechanism to inform Council, Council business and facilities on community expectations.*
- ✓ *To enhance Council's ability to be transparent, accessible and responsive to the community through encouraging dialogue and two-way communication.*

The Objective of this Policy is:

- ✓ *To ensure Council's use of social media conforms with its corporate identity standards*
- ✓ *To define roles and responsibilities for the management of social media tools on behalf of the Organisation*
- ✓ *To ensure Council's use of social media platforms is aligned with Council's communication objectives*
- ✓ *To inform Council employees of their responsibilities when using social media.*

Roles & Responsibilities

Staff:

All Staff have a responsibility to act ethically and honestly when making comment on social media platforms. In addition staff should take measures to ensure personal comments cannot be mistaken for an official comment of Council.

Corporate Administration:

The Corporate Administration section will maintain a register of approved social media platforms and channels used within Walcha Council. The Section will also maintain a register of Authorised Social Media Officers, login details and passwords for each platform/channel. The General Manager will authorise appropriate Social Media Officers.

Authorised Social Media Officers:

Only Authorised Social Media Officers (ASMOs) may comment via social media channels on behalf of Walcha Council. The Authorised Media Officer for each channel is responsible for developing a



strategy for social media use in consultation with the General Manager, monitoring and reporting of the respective channel.

General Manager:

The General Manager is the approving officer of all requests for new social media channels.

Procedures:

Content:

All Authorised Social Media Officers must exercise sound judgement in regard to content and material communicated via Council's social media channels. All material published or communication via Council's social media channels must:

- ✓ *Comply with all related Council policies, including the Code of Conduct.*
- ✓ *Be approved by relevant staff when and where appropriate*
- ✓ *Be a high standard*

- ✓ *Not plagiarise or breach copyright*
- ✓ *Comply with the Privacy and Personal Information Protection Act 1998.*

The following content is not appropriate to be communicated via Council's social media channels:

- ✓ *Un-associated commercial advertising and sponsorship*
- ✓ *Intentionally misleading or inaccurate information.*

Authorised Social Media Officers are responsible for establishing rules of use for the relevant social media channel and monitor and moderate that channel appropriately.

Dealing with inappropriate content and behaviour:

Walcha Council will not publish User Generated Content, UGC (content on a social media site that is created by the audience), or will remove any previously published UGC, that:

- ✓ *Defames any individual, group or organisation*
- ✓ *Vilifies any individual, group or organisation because of their political affiliation, race, religion, cultural background, gender, age or sexual identity*
- ✓ *Contains obscene, racist, sexist, threatening or otherwise offensive language or images*
- ✓ *Breaches copyright*
- ✓ *Is or potentially unlawful*
- ✓ *Contravenes any policies or guidelines set forth by Walcha Council.*

Copyright:

Walcha Council respects the copyright of others and will protect the copyright of its own materials. Walcha Council retains the copyright on all material created by Walcha Council and posted to Council's social media channels.

Authorised Social Media Officers will ensure content posted on Walcha Council's social media channels does not breach copyright and that Council copyrighted material is approved for acceptable use on social media.



Record Management, Measures & Reports:

Records of all social media correspondence will comply with Council's Record Management Policy. Any post to a social media site is defined as a Council record in accordance with the State Records Act 1998 and must be recorded in Council's electronic management system (TRIM).

Personal Use of Social Media:

Walcha Council accepts employees will engage social media for professional and personal reasons. Staff should be aware that comments, including personal comments, made on social media regarding the organisation are connected to the organisation and as such relate to their employment with Council.

When using social media staff should at all times:

- ✓ *Ensure personal online activities do not interfere with the performance of duties*
- ✓ *Clearly distinguish personal comments from official comments*
- ✓ *Do not disclose confidential information obtained through your role*
- ✓ *Act lawfully*
- ✓ *Do not post defamatory, disrespectful or deliberately misleading comments.*

In appropriate behaviour may lead to a breach of Council's policies or Code of Conduct. This breach may result in disciplinary action including formal warnings and/or dismissal.

6.6 Warra-li Northern Region E-Waste Agreement WO/2016/00600

162 **RESOLVED** on the Motion of Councillors Woods and Lyon that the Northern Region E-Waste Facility Agreement be executed by the General Manager on behalf of Council, thereby providing initial support for the supply of E-Waste feedstock to an E-Waster Recycling Facility in Inverell.

7. NOTICE OF MOTION

Nil.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS WO/2016/00607

163 **RESOLVED** on the Motion of Councillors Levingston and Ferrier that items included in the Management Review Report, numbered 1 to 15 inclusive, be **NOTED** by Council.



10. COMMITTEE REPORTS

- 10.1 Minutes of the Walcha Traffic Committee Meeting held in the Council Chambers, Hamilton Street, Walcha on Wednesday, 30 March 2016.
WO/2016/00476**

11. DELEGATE REPORTS

- 11.1 Minutes of the New England Transport Forum held on Wednesday, 10 February 2016 at Moore Park Inn, Armidale WI/2016/02002**
- 11.2 Minutes of the Meals on Wheels / Food Forum Meeting held on Thursday, 10 March 2016 at Guyra Home & Community Care. WI/2016/02003**
- 11.3 Minutes of the Namoi Councils Joint Organisation Meeting held at Narrabri Shire Council Chambers on Thursday, 7 April 2016.
WI/2016/01895**

12. COMMITTEE OF THE WHOLE

Nil.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:10PM.