



Policy No 2014 - 20

Media Policy

Responsible Officers: General Manager

For Review By: General Manager

Review Date: 31/12/2018

Signed By:

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Mayor

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[Handwritten Signature]

General Manager

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27/1/16

Date

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27/1/16

Date

Adopted at Council Meeting

21/01/2014

Reviewed & Adopted at Meeting

19/01/2016

PURPOSE OF POLICY

The purpose of the policy is to establish the authority for speaking to the media

SCOPE

This Policy applies to all staff and councillors.

POLICY OBJECTIVES

The Objectives of this policy are:

- To ensure that staff and Councillors are aware of who can speak on behalf of Central Highlands Council.
- To ensure that messages which come from Central Highlands Council are true, consistent and accurately reflect the views of the elected members.
- To protect and promote the reputation of Central Highlands Council.

RESPONSIBILITIES AND OBLIGATIONS

- (1) The Mayor, under Section 27 (1) (b) of the Local Government Act 1993 is to act as spokesperson of the Council.
- (2) All media relations, on behalf of Council, shall be conducted through the Mayor/and in his/her absence the Deputy Mayor.
- (3) All 'open' decisions adopted by Council are public and can readily be quoted. Matters raised in closed sessions are confidential and cannot be discussed with the media.
- (4) All views expressed, when acting as Council Spokesperson, must be those of the elected members.
- (5) Whenever Councillors publicly express their own opinions, they must make it clear that:
 - They are speaking for themselves as an individual and not a councillor;
 - Must not include personal criticism of other Councillors or Council staff; and
 - Must not disclose confidential Council information.