



## **Policy No. 2014- 20**

### **Media Policy**

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## **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) (e) 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.
- (3) The Mayor, under Section 27 (2A) of the Local Government Act 1993, by notice in writing, may delegate for a specified period, the function of acting as spokesperson of the Council to the Deputy Mayor, a Councillor or the General Manager
- (4) 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.
- (5) All views expressed, when acting as Council Spokesperson, must be those of the elected members.
- (6) 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 information.

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