

1.1 COMMUNITY COMMUNICATION POLICY

Policy Number	1.1	Date Commenced	17/4/2013
Date Adopted	17/6/2016	Resolution Number	16/04/2013/010
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	June 2020
Policy Responsibility	Chief Executive Officer		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		Resolution of Council 84/96 – Notice Boards
		Resolution of Council 210/95 - Media Releases
		Resolution of Council 33/06/04 - Stop Press
		Resolution of Council 07/10/04 - Road Works stop Press
		Resolution of Council 06/02/05 - advertising positions vacant in Stop Press
		Resolution of Council 06/02/05 - fee for advertising positions vacant in Stop Press

OBJECTIVE

Council endeavours to promote an equitable and transparent approach to local governance through effective community communication.

POLICY STATEMENT

All communication of the Council's activities should reflect be accurate, professional and reflect the status and objectives of the Council..

PROCESSES

Councillors

Councillors are required to be responsive to community views and to adequately communicate the attitudes and decisions of the Council. In doing so, Councillors should acknowledge that:

- There is a respect for the decision making processes of the Council.
- Information of a confidential nature is not communicated.
- Information relating to decisions of Council on approvals or permits should only be communicated in an official capacity by a designated officer.
- Information concerning adopted policies, procedures and decisions of the Shire is conveyed accurately.
- In addressing the community or the media, it must be made clear whether or not they are representing Council in accordance with an adopted viewpoint or as an individual.

- In expressing personal views, Councillors will not to show disrespect for the Council, its decisions, decision making, other Councillors or staff.

Staff

Staff are required to effectively and accurately convey Council's policies, decisions and procedures. Staff must ensure that advice provided is in accordance with the Council's Policies and Procedures and that personal views are not misinterpreted as Council's views.

Media

- The President and CEO will convey Council's position in interviews with the media.
- In specific cases where appropriate and on a case by case basis these may be delegated to other representatives
- THE CEO may prepare Media releases, but these must be approved by the President prior to publication.
- The Chief Executive Officer shall ensure all approved media releases are circulated to all councillors as soon as practical.

Meeting Agendas and Minutes

The Council agenda for all Meetings will be made available in accordance with the Local Government Act, Regulations and Guidelines.

Newsletter

After each Council meeting, the Chief Executive Officer will publish in the next Edition of the Council newsletter, relevant information and Council decisions.

The Newsletter will be published under the banner of STOP PRESS.

The publication will be used to promote and advertise:

- Decisions of Council relevant to the community.
- The Community Recreation Officer's activities and events in the Shire.
- Major road works before beginning the work so that residents can raise any concerns they may have about the upcoming work.
- Local Community Group reports and advertisements.
- Forthcoming events.

The publication will not be used for private businesses to advertise.

Local positions vacant can be advertised in the "Stop Press"; for a fee of \$22.00 for a ¼ page advertisement.

The Newsletter will be distributed:

- at a variety of locations throughout the council areas including major retail outlets and accommodation facilities
- by subscription by email or mail (the subscriber to pay postage costs)
- by publishing on council's website.

Notice Boards

Council notices and flyers will be posted on notice boards at the following locations:

- Adelaide River Store
- Adelaide river Library
- Batchelor store
- Batchelor BP
- Lake Bennett Resort.

Social Media

Council staff will maintain a Facebook page. The Facebook page will be used to communicate and advertise relevant Council information, activities and events.

All correspondence in or out via the Facebook page will be approved by the Chief Executive Officer.