

## 1.1 COMMUNITY COMMUNICATION

<b>Policy Number</b>	<b>1.1</b>	<b>Date Commenced</b>	17/4/2013
<b>Date Adopted</b>	16/4/2013	<b>Resolution Number</b>	16/04/2013/010
<b>Review Timeframe</b>	4 years		
<b>Last Review Date</b>	July 2020	<b>Next Scheduled Review Date</b>	June 2024
<b>Policy Responsibility</b>	Chief Executive Officer		

### Document History

Version	Date Amended	Details Comments e.g. Resolution Number
<b>1</b>	<b>ADOPTED</b> 16 June 2013	Resolution 16/04/2013/010
<b>2</b>	14 June 2016	Resolution 14/06/2016/014
<b>3</b>	21/07/2020	Resolution 21/07/2020/017

### OBJECTIVE

To promote an equitable, diverse, culturally inclusive, accessible and transparent approach to local governance and effective community communication.

### POLICY STATEMENT

#### Communications and Public Relations

All aspects of communication by staff (including verbal, written or personal), regarding the Council's activities should reflect the objectives of the Council. Communications should be accurate, accessible and professional.

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

- As a member of the Council there is a respect for the decision making processes of the Council which are based on a decision of the majority of the Council at its monthly meetings.
- Information of a confidential nature ought not to be communicated until it is no longer treated as confidential.
- Information relating to decisions of the Council on approvals or permits should only be communicated in an official capacity by a designated officer of the Council.
- Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- In addressing the community or the media, it must be made clear whether or not they are representing the Council in accordance with an adopted viewpoint or as an individual.

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

## **Media**

- The President shall be the appropriate spokesperson for all dealings with the media. The President may deputise the Vice President to speak on behalf of the Council. In the event of their unavailability, the President may deputise interviews to the Chief Executive Officer.
- Media releases from Council Management must be approved by the President and Vice President before publication.
- The Chief Executive Officer must ensure all media release be prepared, (and amended if required) and circulated after consultation with the President, Vice President.

## **Meetings of Council - Agendas and Minutes**

### As per section 67 of the Local Government Act 2008

- The Council agenda for the Ordinary General Meetings will be uploaded to the Coomalie Community Government Council website no less than 3 business days prior to an Ordinary General Meeting.
- Council Minutes will be uploaded onto the Coomalie Community Government Council website within ten business days of the Council Meeting in which they relate.

## **“Stop Press” Newsletter**

After each Council meeting, where considered by the Chief Executive Officer to be of relevance, information for the community will be prepared and published in Council’s electronic publication “Stop Press” and

- distributed electronically to Council’s database
- distributed in hard copy only by request
- published on the Coomalie Community Government Council website <http://www.coomalie.nt.gov.au/>.

“Stop Press” will be used to promote and inform:

- Decisions of Council.
- Council programs, activities and events.
- Planned road, infrastructure and construction works for the purposes of the community consultation
- Council services
- Community based programs and events
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- Community relevant Council news
- Community updates

## Advertising in “Stop Press”

- Council **does not permit** private businesses to advertise within the “Stop Press”.
- Council may allow not for profit events and community information to be advertised

## Council Notice Boards

Public notice boards are located at the Post Office/General Stores in Adelaide River and Batchelor, the libraries at both Adelaide River and Batchelor and at the Service Station in Batchelor. Notices of Council, dog impoundments and events of interest to the community will be posted on these boards. Council notices will be monitored to ensure accuracy and relevance.

## Social Media

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

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

## Citizenship ceremonies

Arrangements for the presentation of Citizenship certificates shall be at the discretion of the President, and that Council provide the recipients with a small suitable presentation within the budget allocation.

*The Australian Citizenship Ceremonies Code contains all the information required to conduct citizenship ceremonies and is available at [www.citizenship.gov.au](http://www.citizenship.gov.au)*

## Shire Logo

- The Council has adopted a design as its official logo, which is to be shown on letterheads, envelopes and other Council material and stationery, as and when considered appropriate.
- Any application for the use or reproduction of the logo is to be considered on its merits and the Chief Executive Officer shall determine such applications.
- Any such applications will only be granted permission to use the official logo in its original design and colour.
- Council supports the use of the logo by local organisations seeking to identify geographically with the district.