

1.1 COMMUNITY COMMUNICATION

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Last Review Date	June 2016	Next Scheduled Review Date	June 2020
Policy Responsibility	Chief Executive Officer		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number

OBJECTIVE

To promote an equitable 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), involving the Shire's activities should reflect the status and objectives of the Shire. Communications should be accurate and professional.

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

- As a member of the Shire there is a respect for the decision making processes of the Council which are based on a decision of the majority of the Council.
- Information of a confidential nature ought not be communicated until it is no longer treated as confidential.
- Information relating to decisions of the Shire on approvals or permits should only be communicated in an official capacity by a designated officer of the Shire.
- 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 the Shire in accordance with an adopted viewpoint or as an individual.
- In expressing personal views, care is taken not to show disrespect for the Shire, its decisions, decision making, other Shire Councillors or staff.

Media

- The President shall have major responsibility for handling interviews with the media. The President may deputise the Vice President to handle an interview with the media. In the event of their unavailability, the President may deputise interviews to the Chief Executive officer.
- Media releases from Council Management must be sighted and passed by the President and Vice President before publication.
- The Chief Executive Officer shall cause all media releases to be prepared, (and amended if required) and circulated after consultation with the President, Vice President.

Meetings of Council - Agendas and Minutes

The Council agenda for the Ordinary General Meetings will be uploaded to the Coomalie Community Government Council website on the Friday prior to the Tuesday meeting.

Council Minutes will be uploaded onto the Coomalie Community Government Council website within seven days of the Council Meeting in which they are accepted as true and correct.

Agendas and Minutes are available for download free of charge on the Coomalie Community Government Council website <http://www.coomalie.nt.gov.au/>.

“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 the Council publication – “Stop Press” and

- distributed to key locations in the Shire and
- published on the Coomalie Community Government Council website <http://www.coomalie.nt.gov.au/>.

“Stop Press” 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.

Advertising in “Stop Press”

- Council **does not allow** private businesses to advertise within the “Stop Press” except in special circumstances.
- Local positions vacant can be advertised in the “Stop Press”; for a fee of \$22.00 for a ¼ page advertisement.

Council Notice Boards

Council notice boards are located at the Post Office/General Stores in Adelaide River and Batchelor, the libraries at both Batchelor and Adelaide River and at the Service Station in Batchelor. Notices of Council and events etc of interest to the community will be posted on these boards. Council will clear the notice boards of notices each month.

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.

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

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.