

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	14/01/2003	25	14/01/2003
2	30/09/2008	0393	30/09/2008
3	11/05/2010	0142	11/05/2010
4	09/06/2015	15/161	09/06/2015
5	11/04/2017	14/15160	11/04/2017
6	12/04/2022	22/101	17/05/2022

## 2 Policy Objective

- Maintain effective communication between Council and the community.
- Ensure information is provided by those who are authorised to speak on Council matters.
- Maintain community confidence in the processes of Council by:

Ensuring all communication with the media is consistent, well informed, timely and appropriate and is a true representation of Council.

Clearly identify Council's authorised spokespersons and also identify the subjects upon which they are able to comment.

Improving communication with internal and external customers and enhance Council's public image.

Positively promote the Council's role in the community and to assist the community to better understand that role.

## 3 Roles and Responsibilities of Mayor and Councillors

### 3.1 Mayor

The Mayor is the official Council spokesperson on matters concerning policy and decision making. This includes speaking at civic occasions, community events, chairing public meetings and making major Council announcements.

The Mayor may, at any time, delegate this authority to speak to another Councillor

### 3.2 Councillors

All Councillors should notify the Communications Officer of any contact with the media that relates to Council matters.

When communicating with the media, Councillors are not to use or disclose information gained during the ordinary course of business of Council in a way that may:



- a) cause significant damage or distress to a person;
- b) damage the interests of Council or a person; or
- c) confer an unfair commercial or financial advantage on a person or business when dealing with the media; or
- d) disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, Workshops or briefing sessions).

All Councillors should notify the Communications Officer of any contact with the media that relates to Council matters.

The Councillor Chairperson of a Council Committee is the primary spokesperson on matters that have been discussed by a Committee. Priority should be given to the Chairperson to comment on Council decisions, projects and initiatives associated to the relevant Committee unless the Mayor elects to do so.

Unless requested by the Mayor or Deputy Mayor (in the Mayor's absence) Councillors should not write Letters to the Editor on behalf of Council.

### **3.3 Council Committee Chairperson**

The Chairperson of a Council Committee is the primary spokesperson on matters that have been discussed by a Committee. Priority should be given to the Chairperson to comment on Council decisions, projects and initiatives associated to the relevant Committee unless the Mayor elects to do so.

Contact with the media should be done in the first instance (where possible) by Media Release. All Chairpersons should notify the Council Corporate Communications Officer of any contact with the media that relates to Council matters.

### **3.4 Council Committee Members**

When communicating with the media, Council Committee members are not to use or disclose information gained during the ordinary course of business of Council in a way that may:

- e) cause significant damage or distress to a person;
- f) damage to the interests of Council or a person; or
- g) confer an unfair commercial or financial advantage on a person or business when dealing with the media; and
- h) disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, Workshops or briefing sessions).



All Committee members should notify the Communications Officer of any contact with the media that relates to Council matters.

## 4 Role and Responsibilities of the General Manager

The General Manager is the official Council spokesperson on all matters concerning Council's operations including staff, administrative, election and industrial issues. In addition, the General Manager may act as the Council spokesperson in regard to technical or legislative matters and all issues relating to the day to day management of Griffith City Council.

At the General Manager's discretion, the approval of media releases or responding to enquiries on routine operational issues may be delegated to Directors or facility managers. In addition to this, the General Manager may delegate authority for other officers to communicate with the media on specific issues. All media requests are to be referred the Communications Officer.

Contact with the media should be done in the first instance (where possible) by Media Release. The Corporate Communications Officer should be notified of any contact with the media that relates to Council matters.

When communicating with the media, the General Manger is not to use or disclose information gained during the ordinary course of business of Council in a way that may:

- i) cause significant damage or distress to a person;
- j) damage the interests of Council or a person; or
- k) confer an unfair commercial or financial advantage on a person or business when dealing with the media; or
- l) disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, Workshops or briefing sessions).

## 5 Related Documents

GOV-CP-404 – Code of Conduct  
GOV-CP-402 – Council Committees

## 6 Directorate

Economic & Organisational Development



## ***Council official acknowledgement***

I acknowledge and confirm:

- receiving a copy of Council's Statements to the Media Policy;
- I have read and will comply with the Policy; and
- I understand there may be disciplinary consequences if I fail to comply the Statements to the Media Policy, including up to termination of my employment.

Name:

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Signed:

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Date:

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