

4.5 Media Statements & Public Notices

<i>Policy Title:</i>	<i>Media Statements and Public Notices</i>
<i>Date Adopted:</i>	<i>30/6/94</i>
<i>Date Revised:</i>	<i>24/9/98; 26/2/04; 23/9/10; 26/8/14; 25/09/18</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/6/94 Special Meeting, Item 5, page 28</i>
	<i>24/9/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/9/98, item 5.4, pages 12, 41 & 74)</i>
	<i>26/2/04 Item 4.10.1(c) page 28 (refer Audit & Finance Committee Minutes 12/2/04, item 4.4, pages 11-12)</i>
	<i>27/10/05 Item 4.10.1 (a) page 18 (refer Audit & Finance Committee Minutes 13/10/05, item 4.1, page 5)</i>
	<i>23/9/10 Item 4.10.1 (d) page 22 (refer Audit & Finance Committee Minutes 9/9/10, item 4.4, page 11)</i>
	<i>26/8/14 Item 4.10.5(c) pages 37-40</i>
	<i>25/9/18 Item 6.8 page 7</i>
<i>Next Revision Due:</i>	<i>August 2022</i>

PURPOSE

To establish a policy on media communications on behalf of the Council and circulation of public notices.

POLICY

Media Statements

Media releases and media comment (including social media comments) reflecting and/or representing the views of Golden Plains Shire Council are to be made by the Mayor, Deputy Mayor or the CEO (or their delegates).

If media delegation is required, CEO permission for the particular person must be given in writing and recorded in Altus Records (Bluepoint) under folder 78-07-006 (Media enquiries – general). Any delegation without this permission is not legitimate.

Media comment and statements should be coordinated through the Senior Communications and Marketing Officer in all instances.

Councillors using personal social media platforms are responsible for ensuring that it is clear that the opinions expressed and/or statements made are their own, and not those of Council.

Social Media Guidelines

All Golden Plains Shire social media accounts and activities shall comply with the Golden Plains Shire Social Media Manual (June 2014) and the relevant Code of Conduct.

Public Notices

The 'Ballarat Courier', 'Golden Plains News' and 'Geelong Advertiser' are deemed to be newspapers generally circulating in the district for the purpose of publication of public notices. Public notices are to be inserted in at least one of the newspapers identified, taking into account the intended audience.

Notices given under the *Planning and Environment Act 1987* are exempt from this policy, as the *Planning and Environment Act 1987* only requires that the public notices be booked in a newspaper generally circulating in the area in which that land is situated.