

PUBLIC STATEMENTS POLICY	
Council Policy	
TRIM Reference	AR19/37775
First Issued	25 October 2004
Last Reviewed	17 January 2023
Next Review	January 2027

1. POLICY STATEMENT

Public Statements made on behalf of Council are only to be made by an approved representative of the Council.

2. PURPOSE

2.1 Purpose

To ensure accountability and accuracy for all statements made on behalf of Council.

2.2 Scope

This policy applies to all Elected Members, Employees, Volunteers and Contractors of Council.

2.3 Strategic Reference

5 Governance and Financial Sustainability

5.1 We are inclusive, engaged and open

3. PRINCIPLES

3.1 The Mayor and Chief Executive Officer are responsible for all public statements and press releases on behalf of the Council. In the absence of the Mayor, the Deputy Mayor may take on this responsibility.

3.2 All approaches from the media will be co-ordinated through Council's Media and Communications Officer and approved by the Chief Executive Officer before any staff member or Elected Member (other than the Mayor) speaks to a representative of the media. If a member of the media contacts a staff member or Elected Member directly, they will be referred to Council's Media and Communications Officer.

3.3 The Chief Executive Officer may involve other staff in media releases from time to time.

3.4 The Chief Executive Officer may delegate responsibility for public statements to other staff from time to time.

3.5 The Chief Executive Officer is to ensure that all statements provided to the Press are accurate and express the view of Council.

3.6 Public statements may include:

- Media releases
- Media interviews
- Addresses to public events

4. RESPONSIBILITY & REVIEW

4.1 Responsible Officer

Chief Executive Officer

4.2 Availability

This policy will be available on Council's website.

4.3 Review

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

5. REFERENCES

5.1 Legislation

Statutory Behaviour Standards for Elected Members

5.2 Other References

Employee Performance Standards