

COMMUNICATION POLICY

Approved Date	29 April 2016
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Review Date	18 May 2018
Next Review Due	May 2020
Policy/File Number	CO.197.1
Related Documents	Public Consultation Policy
Applicable Legislation	<i>NIL</i>

OVERVIEW

The Fleurieu Regional Aquatic Centre (FRAC) Authority undertakes to effectively communicate to the community and wider audience on a variety of aspects of Authority's role as defined in the Charter, business, operations and policy. It is committed to working with the media to ensure all relevant items are communicated in a timely and accurate manner.

POLICY PRINCIPLES

Media Comment and Press Releases

The Executive Officer, and the Chairperson in consultation with the Executive Officer, are the only authorised spokespersons of the Authority for media comment and press releases regarding FRAC Authority business, operation or policy. Press releases, advertising, notifications, signage and public commentary will be authorised by the Executive Officer before publication.

General Community Communication

The use of a variety of mediums, including (but not limited to) the Fleurieu Aquatic Centre website, signs, notice boards, email, social media, newspapers, radio, television and advertising are available and may be used to inform stakeholders of a variety of FRAC information, operations and strategic directions.

All communication must adhere to the principles of:

- balance and honesty
- openness and transparency
- achieving the aims and supporting the objectives of the FRAC Authority and the community.

When using social media in issues relating to the FRAC, staff and Authority members are expected to:

- Seek prior authorisation from the Executive Officer
- Adhere to FRAC codes of conduct, policies and procedures
- Behave with caution, courtesy, honesty and respect
- Comply with relevant laws and regulations
- Reinforce the integrity, reputation and values of the FRAC
- Refrain from bringing the FRAC into disrepute
- Personal social media accounts do not necessarily reflect the views of the FRAC Authority.

Communication Policy

Note: Executive Officer cannot authorise public communication, publication or release of any document or part of a document if:

- the document or part relates to a matter of a kind referred to in s.90 of the *Local Government Act, 1999*, or
- the FRAC Authority orders that the document or part be kept confidential.

AVAILABILITY OF POLICY

This Policy is available on the [Fleurieu Aquatic Centre Website](#).

Document History

VERSION	DOCUMENT	ACTION	DATE
1.0	Approved version	FRAC Authority endorsement	29 April 2016
2.0	Revised version	FRAC Authority endorsement at meeting 18 May 2018	