

TITLE: COUNCIL PUBLICATIONS POLICY

REFERENCE NUMBER:	Doc/15/57832
RESPONSIBLE DEPARTMENT:	Council Services
APPLICABLE LEGISLATION:	Local Government Act 1999
STRATEGIC PLAN 2012-2017:	Governance and Leadership
RELATED POLICIES:	<ul style="list-style-type: none">• Nil
SUPPORTING PROCEDURES:	<ul style="list-style-type: none">• Nil
ENDORSED BY COUNCIL:	3 August 2015
NEXT REVIEW DATE:	3 August 2019

1. POLICY STATEMENT

Council is committed to providing stakeholders with information in the form of various publications about Council services, products, corporate performance, community initiatives, community participation and consultation and awareness..

2. POLICY OBJECTIVES

The primary objectives of this Policy are to:

- Outline the parameters in which publications will be produced

3. DEFINITIONS

Council Publications includes any publication developed by, or on behalf of the Council and may be in the form of:

- Any written material (such as the text of brochures, newsletters, documents, catalogues, lists, guidelines, newspapers, text on the website)
- Agendas, letters on Council letterhead
- Council images (eg photographs, drawings, graphs, charts, building plans), films.

Copyright - means the exclusive right of a creator/author to reproduce, publish, broadcast, communicate, adapt, distribute, perform, assign or licence his or her work pursuant to the Copyright Act (Commonwealth) 1968.

Electoral Material - includes any advertisement, notice, statement or representation calculated to affect the result of an election or poll (as defined by the Local Government (Elections) Act 1999).

Defamatory Content - means information that defames or has the potential to defame any person (natural or corporate) in the opinion of the Chief Executive Officer (after taking legal advice).

Stakeholders - means the groups and individuals who have an interest in the Council, including but not limited to, residents and ratepayers, State and Federal Government Departments, Local Members of Parliament, local businesses, retail industry, community and sporting associations, visitors and tourists, other Local Councils, other agencies and Council members and employees.

4. ROLES & RESPONSIBILITIES

Council:

- Approve a relevant Policy

Chief Executive Officer:

- Ensure that relevant publications are produced

General Managers:

- Will review the publications

Communications Officer

- Will collaborate with the relevant General Manager in the production of publications.

5. CONTENT

All information provided by Council Members and Council officers for inclusion in a Council Publication must be accurate and truthful. They will aim to be free of any discriminatory, defamatory or potentially discriminatory or defamatory content.

A Council Publication will not endorse the personal view of any Council Member or Council officer where that personal view involves a breach of a Council or administrative policy, code or decision.

Personal views, which do not place Council at risk of legal action (eg defamation), may only be incorporated on authorisation of the Council. All publications will be grammatically edited at the discretion of the Communications Officer and/or Chief Executive Officer.

It is expected that comments made in Council publications will not expose the Council to any legal action. In accordance with this policy, any person(s) making a contribution to a Council publication will not be permitted to include comments that may in the opinion of the Chief Executive Officer result in a potential for legal action against the Council.

Council officers will endeavour to obtain consent to take a person(s) photograph and/or write an article which refers to that person(s). Council will endeavour to publish photographs and/or information that is relevant to the context in which they are to be used.

6. COPYRIGHT

Any original written material or Council images developed by, or on behalf of the Council, is protected by Copyright laws, as such the Council retains all intellectual property rights.

7. PRIVACY

The Council is committed to a culture that protects privacy and recognises the importance of protecting the privacy of stakeholders and their personal information. However, the Council is not bound by the Privacy Act 1988 (Commonwealth), the National Privacy Principles, the Information Privacy Principles, nor the Information Privacy Principles Instruction (Cabinet Administrative Instruction No. 1 of 1992).

The Council will endeavour to protect the personal information it collects, stores, discloses and uses in accordance with the standards set by the National Privacy Principles (or if the Council chooses, the Information Privacy Principles).

8. ELECTORAL MATERIAL

During the election period Council will comply with the publishing requirements of the Local Government (Elections) Act 1999 and regulations and Council's Caretaker Policy.

9. USE OF COUNCIL LETTERHEAD

Council letterhead is to be used for the specific purpose of conveying and transacting official Council business. A Council Member or Council officer must not use the Council letterhead, for personal purposes, eg personal letters stating a personal viewpoint.

10. REVIEW

This Policy will be reviewed every 4 years or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the Manager Community and Customer Services.

11. ACCESS TO THE POLICY

The Policy is available for public inspection at the Customer Service Centre, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia and on the Council's website www.dcmtbarker.sa.gov.au.

12. FURTHER INFORMATION

For further information on this Policy, please contact:

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