

### Introduction

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Media often contact elected members and employees for comment. Only an authorised person can provide comment to the media on behalf of the Council. Elected members can express personal opinions at any time.

### Purpose

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To specify when an unauthorised person is permitted to speak to the media on behalf of the Council.

### Policy statement

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Under the act, the President can speak to the media on behalf of the Council. The Deputy President is permitted if the President is not available, unable, or unwilling. The Chief Executive Officer (CEO) can speak on behalf of the Council with the Presidents written approval. The President can withdraw the approval at any time. The CEO can authorise employees to speak about specific matters related to their area of responsibility on behalf of the Council.

All requests for comment must be referred to an authorised person for response.

Elected members can express personal opinions to the media – making it clear that the opinion is personal and not reflective of the Council. The elected member should consider the Council’s decisions, resolutions, and potential impacts before responding. Responses must comply with the Code of Conduct and relevant policies.

### Application

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Current Shire of Capel elected members and employees.

### Procedure

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<b>Department:</b>	Corporate Services	<b>Next review:</b>	April 2023
<b>Reviewer:</b>	Strategic Governance & Risk Coordinator	<b>Legislation:</b>	Local Government Act 1995
<b>Adopted:</b>	Minute SCO122, 19.01.99	<b>Delegation:</b>	
<b>Amended:</b>	Minute OC1220, 13.12.06 Minute OC0204, 19.02.14 Minute OC0903, 27.08.17 Minute OC081/2021 28.04.21	<b>Risk:</b>	
<b>Policy ref #:</b>	1.1	<b>Version:</b>	1