

Policy Details

Directorate:	People and Engagement
Branch:	Corporate Communications
Responsible Manager:	Corporate Communications Manager
Date adopted:	04/12/2019 (minute number 188/2019)
Date for review:	2 years from the date of adoption or date of last review
Legislative basis:	N/A
Related Documents - forms and procedures	Media Handbook for Logan City Council (DM: 8569183) Social Media Policy (DM: 12039545) Social Media Procedure (DM: 12873871)

1. Policy Purpose

The purpose of this policy is to set out Council's position in relation to the management of media enquiries and media releases, and to provide guidance to Councillors and Council employees in dealings with the media.

2. Scope

This policy applies to all Councillors, employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

This policy applies to all corporate media liaison conducted on behalf of Council.

3. Policy Statement

Principles

Logan City Council is committed to ensuring that its profile and reputation is advanced through the effective and efficient management of Council's interaction with the media or Council's media activities.

Council will ensure transparency with the community through the release of media statements both proactively and in response to media enquiries on matters of approved policy, corporate decisions or to clarify corporate direction.

Media Engagement Procedure

All engagement with the media will be managed in accordance with the Media Engagement Procedure (DM: 13315403).

4. Definitions

TERM	DEFINITION
Councillor	all elected representatives including the Mayor.
Employee	any person employed directly by Logan City Council regardless of their employment status, and contractors undertaking duties on behalf of Council.
Media	means all print and broadcast media (newspapers, TV and radio) plus digital media platforms including blogs and online news sites.
Personal advantage	means any benefit or gain sought by a Councillor or Council employee which may result in the Councillor or Council employee gaining an advantage for themselves rather than for Council, and includes but is not limited to electioneering, campaigning, and financial advantage.

Document Control

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Amendment History

Version Number	Description of Change	Author / Branch	Date
1.0	Creation	Corporate Governance	4 December 2019