

1.0 STATEMENT

Resource Recovery Group (RRG) is committed to providing clear, accurate and responsible information about the RRG and its operations and activities to people external to the RRG.

2.0 SCOPE

This Policy applies to the Councillors and members of staff of the RRG.

3.0 OBJECTIVE

To ensure accurate and effective communication of the views and activities planned, or currently performed by the RRG are conveyed to the media and stakeholders.

4.0 ROLES & RESPONSIBILITIES

Chairperson

Section 2.8 (d) of the Local Government Act 1995, provides for the role of the Chairperson or Deputy Chairperson to speak on behalf of the Regional Council.

Chief Executive Officer

Section 5.41 (f) of the Local Government Act 1995, provides for the CEO to speak on behalf of the Regional Council if the Chairperson agrees.

The attached pro forma, signed by the Chairperson authorising the CEO to speak about issues on behalf of the Regional Council, forms part of this Policy.

The Chief Executive Officer is responsible for ensuring that information on the website is appropriate and accurate.

5.0 CONTENT

The Council takes a coordinated approach to all media enquiries. As such, the following procedures are to be abided by when dealing with various media outlets (i.e. radio, print and television)

All media enquiries are to be directed to the Communications & Marketing Manager in the first instance. The Manager, in consultation with the Chairperson and CEO will then determine if a response is appropriate.

All written Media Statements shall be given written approval by the Chairperson or (where the Chief Executive Officer has delegated authority) the Chief Executive Officer shall provide written approval prior to distribution to media outlets.

The Chairperson and the Chief Executive Officer are authorised to clarify/highlight Regional Council resolutions or prepare or speak about Regional Council activities to media outlets.

Under no circumstances are Councillors or RRG members of staff (with exception of the CEO) permitted to make unauthorised comment on any issue relating to the RRG to any media outlet. This includes any publication or broadcast program that transmits to the public through any type of distribution method, including 'on-line' media. Any such requests for information made to the Councillor should be directed to the Communications & Marketing Manager or CEO.

A Councillor who wishes to make a 'personal statement' on a matter must clearly inform the media that their comment is being made as an individual and the statement is their opinion only and as such do

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not necessarily represent the position of the Regional Council

RRG members of staff are not permitted to speak with the media without prior permission from the CEO. Staff may express their views in a public debate in their capacity as a local citizen but not as a Regional Council representative. Staff should avoid any perception of a conflict of interest and take care not to give the impression that the comments are made on behalf of the Regional Council.

Councillors and RRG staff should abide by the Media Statements policy in relation to any communication with any media outlet.

The Regional Council shall maintain and keep up-to-date a website presence informing third parties of the planned and current activities and functions of the Regional Council.

6.0 REFERENCES & REVIEW

Statutory Compliance	▪ Local Government Act 1995	
Organisational Compliance	▪ Delegated Authority Manual	
Approved by	Regional Council - Resolution	
Next Revision Date	November 2025	
Related Documents	Code of Conduct for Councillors Code of Conduct for Employees Communications Plan Community Engagement Plan Social Media Policy 4.12	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Communications)	Chief Executive Officer	Biennial
Risk Rating	Risk Register – High	
Location of document	Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2000	Original	1	MAF	MAF	27/07/2000
2001	Review	2	MAF	MAF	26/07/2001
2002	Review	3	MAF	MAF	25/07/2002
2003	Review	4	MAF	MAF	20/11/2003
2004	Review	5	MAF	MAF	25/11/2004
2012	Review	6	DCS	EMCS	06/09/2012
2015	Review	7	DCS	EMCS	30/4/2015
2017	Review	8	DCS	EMCS	23/02/2017
2018	Review	9	CO	CEO	15/02/2018
2020	Review	10	EMCS	CEO	27/02/2020
2022	Review	11	EMCS	CEO	24/02/2022
2023	Review	12	EMGC	A/CEO	23/11/2023

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PROFORMA MEDIA AUTHORISATION



I **Cr Karen Wheatland** being duly appointed **Chairperson** of the **Resource Recovery Group** hereby delegate to **Tim Youé** being the Chief Executive Officer, or Brendan Doherty as Acting Chief Executive Officer, the authority to speak on behalf of and represent the views of the Council of the **Resource Recovery Group** to the media and stakeholders as appropriate.

This authority is granted through delegation in accordance with section 5.41(f) of the Local Government Act 1995 and is current until **25 November 2025**.

SIGNATURE OF CHAIRPERSON

DATE

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