

# Communications and media Policy

## PURPOSE

This policy outlines how the Commission will communicate with its stakeholders, including through media, both traditional and social. It explains the responsibilities of Commission personnel.

## SCOPE

This policy relates to all internal and external communications activities of the Commission, including with the media.

The policy applies to all Commission employees and authorised persons.

## POLICY STATEMENT

The Commission recognises that effective and appropriate communication is a key component in fulfilling its work to improve the standard of conduct, propriety and ethics in Tasmania's public sector.

Any communication made that could be accessible by parties external to the Commission must not undermine the impartiality and independence of the Commission. All officers are responsible for ensuring that any statements they make in their role representing the Commission, regardless how the statement is made, remains consistent with the Commission's Brand and communications strategies.

## RESPONSIBILITIES

The Director, Misconduct Prevention is specifically responsible for managing the Commission's external communication activities. Further, the Director, Misconduct Prevention has specific responsibilities as the initial point of contact for all media enquiries and interactions with the Commission.

### Directors

- Monitor compliance with this Policy
- Ensure communication from their team complies with all aspects of the Policy.

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- Make staff aware of the policy and provide guidance where required.

## Employees

- Report conduct of any Commission staff that is not consistent with this policy.
- Seek guidance or clarification from their Director about how to comply with or apply this Policy.
- Make themselves aware of their obligations under the *State Service Act 2000*, the *Integrity Commission Act 2009* and the *Commission's Workplace Conduct Policy* in relation to communication.
- Refer Policy Framework for general responsibilities.

## Document Management - Corporate Services

### RELATED DOCUMENTS

#### Commission:

- Integrity Commission Workplace Conduct Policy (2016/001523)
- Procedure for Tabling Reports in Parliament (2011/001490)
- Communications Strategy (2019/000753)
- Brand Strategy (2013/000346)

#### Other:

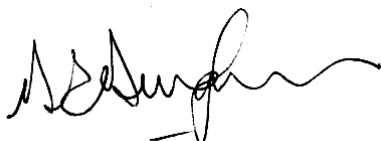
- [Integrity Commission Act 2009](#)
- [State Service Act 2000](#), (s7 and s9)
- [State Service Regulations 2011](#), (r11)
- [Archives Act 1983](#)
- [Copyright Act 1968](#)
- Multicultural Languages Services Guidelines for Tasmanian Government Agencies

### DOCUMENT CONTROL

Version	Release Date	Doc ref:	Reason
1.0	23/7/2018	2018/001238-1	Original Release
1.1	11/9/2019		Major - combines 2018/001238 Communications, 2019/000038 Communications/Media, 2018/000970 Social Media

### APPROVED

Richard Bingham, Chief Executive Officer



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