

Divisional Newsletters Policy

Policy Identifier:	GOV-013-P
Approved by:	General Meeting
Date of Approval:	10 June 2020
Effective Date:	10 June 2020
Review Date:	10 June 2023
Version:	5

Head of Power

This policy supports Council's Corporate Plan 2018-2023 – Outcome 8 Inclusive and ethical governance.

Policy Objective

To ensure the community is objectively and accurately informed about Council decisions, activities and services.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to enriching community lifestyles and making a positive difference in our customers' lives through the services we provide. We are forward thinking, engaged and strive to maintain the highest standards of service to ensure we are delivering real value.

Council is committed to objectively and accurately informing the community about its activities and services through funding the publication of a Divisional Newsletter based on the following requirements:

- Councillors may provide contributions for the Divisional Newsletter about Council decisions, activities and services.
- All material for publication must be submitted in accordance with *POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors* that states "Council may publish divisional newsletters up to four times per year. None will be published in the period of three months prior to a local government election."
- It is the Chief Executive Officer's (CEO) responsibility and/or their delegate to ensure that the material provided by Councillors to a Divisional Newsletter is accurate and in accordance with the Redland City Council *Code of Conduct for Councillors in Queensland* and council's relevant external communication and information management policies.
- All material submitted by Councillors for a Divisional Newsletter must be vetted by the CEO and/or their delegate before it is published. Any material that the CEO and/or their delegate considers does not comply with Council policy will be referred to the relevant Councillor to determine the most appropriate action.

Definitions

Term	Definition
Councillors	Includes the Mayor and Deputy Mayor
Divisional Newsletter	Refers to the periodic newsletter funded by Council containing references to Council decisions, activities and services.

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Associated Documents

Local Government Act 2009

Identity Management Administrative Directive ([A196569](#))

Data Management Administrative Directive ([A196656](#))

Enterprise Content Management Administrative Directive ([A196611](#))

Application Management Administrative Directive ([A196574](#))

Expenses Reimbursement and Provision of Facilities for Councillors Policy ([A196648](#))

Code of Conduct for Councillors in Queensland

Corporate Plan 2018-2023

Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Version Information

Version number	Date	Key Changes
3	February 2017	Reviewed and no changes to Policy.
4	August 2019	<p>Policy Statement and Related Policies, Legislation Documents – administrative changes:</p> <ul style="list-style-type: none"> • Obsolete <i>GL-3076-001 Expenses Reimbursement and Provision of Facilities for Councillors</i> removed and replaced with current policy <i>POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors</i>. • Obsolete <i>Redland City Council Code of Conduct for Councillors</i> replaced with current document <i>Redland City Council Code of Conduct for Councillors in Queensland</i>. • Corporate Information Resources Management Policy (POL-0054) removed and reference to current policies added, POL-1001 Identity Management Policy, POL-1002 Data Management Policy, POL-1003 Enterprise Content Management (ECM) Policy and POL-1004 Application Management Policy. <p>Policy Statement – administrative change – wording updated for:</p> <ul style="list-style-type: none"> • Newsletter publications to replicate current wording in <i>POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors</i> - intent remains the same. • After CEO - 'and/or their delegate' added.
5	October 2019	<p>Updates as required by policy framework review:</p> <ul style="list-style-type: none"> • Head of Power - clarified Corporate Plan and Vision Outcome • Associated Documents – added objective links and included Corporate Plan 2018-2023. • Added Document Control