



## PUBLIC INFORMATION AND STATEMENTS POLICY

**Rationale:**

To ensure professional accurate and responsible communications with the Community.

**Purpose:**

To facilitate communication links with the Community, the media and other relevant organisations.


**Guidelines:**

1. The only personnel authorised to speak on behalf of the College are the Board Chairperson and Principal, or another Board member as delegated by the Board Chairperson.
2. There will be clear procedures in place which relate to this policy.
3. Unless a decision is taken "In Committee", all official records – Board minutes, audited accounts, strategic plan etc will be made available to all interested parties on request.
4. A copy of all official records will be held at the College Reception Office.
5. This policy will be included in the staff induction programme.

**OTHER RELEVANT DOCUMENTATION**

**Review schedule:** Tri-Annual

Reviewed	Next Review Date
March 2016	July 2017
July 2020	July 2023

Board Chair Signature:	
Date:	July 2020