



Public Communications Policy

Responsible Officer	Chief Executive Officer
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Objective

The Shire of Cocos (Keeling) Islands regards the inclusion of the community's views in its planning and decision-making processes as paramount to obtaining the best possible results for the Shire and the community. This requires engaging with residents and stakeholders including; bringing awareness to Shire projects as well as encouraging community feedback.

The Shire endeavours to ensure effective communication with all members of the public is achieved by recognising the need for public notices and community events to support linguistic and cultural diversity. In doing so, the Shire aims to encourage community engagement with Shire projects and community events.

Scope

This policy is to provide guidance for all community meetings, workshops, notices and public events organised by the Shire of Cocos (Keeling) Islands.

Policy

Notices

Notifications will be made to the public when it is either required by legislation or is considered advantageous to the Shire and the community to do so.

Statutory notices from the Shire must always be translated into Cocos Malay, unless it is unreasonable to do so.

Public notices from the Shire will be translated into Cocos Malay where appropriate. Such notices will be published in "The Atoll"

Other notices from the Shire will be translated into Cocos Malay when it is deemed advantageous to the Shire and community either by the Chief Executive Officer or the Shire Council.

Although the translation of notices into Cocos Malay is considered a high priority, it must be recognised that in some circumstances, providing translations of particular documents will be beyond the capacity of the Shire.

Meetings and public events

Council meetings and public meetings organised by the Shire must never be scheduled to coincide with the pray times of the Cocos Malays, unless there is no appropriate, alternative time in which the meeting could be held.

Community and staff workshops organised by the Shire, should be scheduled with pray times being considered and factored into the programme timetable.

Translators should be used at major public events organised by the Shire, when it is deemed appropriate either by the Chief Executive Officer or the Shire Council.

Office Use Only				
Relevant Delegations				
Council Adoption	Date	30/8/2017	Resolution #	3008/05
Reviewed/Modified	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	