

	<b>EMERGENCY COMMUNICATIONS POLICY</b>	
	CATEGORY:	GOVERNANCE
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

## 1. PURPOSE

To describe for the community the methods Council will employ to communicate with them during an emergency.

## 2. SCOPE

This policy relates to the platforms used by the Council to communicate with ratepayers and residents about critical issues. These platforms include:

- Notices placed on Council Web page [www.wagait.nt.gov.au](http://www.wagait.nt.gov.au)
- Notices placed on Council Facebook page
- Notices placed on the shop and Council notice boards
- Notices placed on the street side chalk board
- Notices sent by email to those registered for the newsletter service
- Notices sent by SMS message to those registered for the SMS service

## 3. POLICY

### 3.1. Principles

In an emergency it is critical that information is provided quickly and efficiently to the community and residents that will be impacted. The information needs to be:

- 3.1.1. Succinct - all the information required and presented in a manner easily read without extraneous material.
- 3.1.2. Timely - relevant and not too far in advance of the event.
- 3.1.3. Accurate - across all platforms.
- 3.1.4. Consistent - the same message across all platforms e.g. same date for event, same information about criteria etc.

### 3.2. Authorisation

To achieve the outcome described above a process for coordination and authorisation is required to ensure that the communication/media platform(s) used by council for an emergency event maintains integrity and confidentiality.

Authorisation can only be given by the CEO who will vet all proposed messaging prior to the notice or message broadcast and advise the communications platform(s) to be used.

### Related Interest Groups

- Wagait Shire Council

- Wagait Shire Emergency Committee
- Cox Peninsula NTES
- Cox Peninsula Volunteer Bushfire Brigade

#### Related Legislation

- NT Emergency Management Act
- Territory Emergency plan 2021
- Darwin Local Area Emergency Plan 2020/21
- NT Privacy Act

<b>Date Approved</b> 14/12/2020	<b>Approved By WSC EMC</b>	<b>Resolution #</b> 2020/192	<b>Date for review</b> November 2021
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<b>Date Approved</b> 19/01/2021	<b>Approved By Council</b> Moved: President Neil White Seconded: Vice-President Tom Dyer AIF	<b>Resolution #</b> 2021/009	<b>Date for review</b> January 2022
<b>Date Approved</b> 15/02/2022	<b>Approved By Council:</b> Moved: Vice President Tom Dyer Seconded: Cr Michael Vaughan AIF	<b>Resolution #</b> 2022/034	<b>Date for review</b> January 2023
<b>Date Approved</b> 21/02/2023	<b>Approved By Council:</b> Moved: Cr Sarah Smith Seconded: President Neil White Vote: AIF	<b>Resolution #</b> 2023/29	<b>Date for review</b> Next council election