



RAMJO
Riverina & Murray Joint Organisation

COMMUNICATIONS POLICY

November 2024

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Policy #	Adoption Date	Effective Date
1	8 November 2024	8 November 2024

Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
1	8 November 2024	Executive Officer	Board	November 2025

Communications Policy

1 Purpose

The purpose of the Communications Policy is to provide direction and ensure Riverina and Murray Joint Organisation (**RAMJO**) stakeholders including the community, State and Federal Government, Board members, members, project teams representatives, member staff and RAMJO staff are informed of:

- Decisions
- Policies
- Issues
- Events
- Programs of the Joint Organisation.

To ensure that this information is provided consistently, accurately and through the appropriate channels.

2 Scope

All Board members, staff, contractors and consultants must comply with this policy in their conduct of official business for RAMJO. This policy applies to communications in all formats.

3 Statement

All media statements are prepared in accordance with RAMJO's standard format and approved prior to release by the Chair. The Chair or nominee provides all media comment and is the voice of RAMJO. The Executive Officer and Senior Project Managers may provide comment where appropriate and with the Chairs approval.

Board members may communicate with the media, provided their comments are not perceived as representing official RAMJO position or policy.

RAMJO employees may communicate with the media as private individuals, with the following restrictions:

- They do not comment on RAMJO business or policy
- They are not identified as RAMJO employees
- Their comments are not perceived as representing RAMJO's official position or policy

Contractors or service providers employed by RAMJO must refer all media enquiries to the Executive Officer.

Requests to film or photograph RAMJO employees at events for news and current affairs purposes must be referred to Executive Officer for approval.

RAMJO sub-committee members must refer all media enquiries to the Chairperson of the Committee, who will then refer it to the Executive Officer.

All RAMJO meetings are open to the media, except those dealing with employee issues, confidential legal advice or commercial in-confidence matters.

All RAMJO documents that are on the public record are open to perusal by the media, with the exception of those relating to employees, confidential legal advice and commercial in-confidence matters. All file perusals by the media are subject to the provisions of related legislation and RAMJO policies dealing with privacy and freedom of information.

Unauthorised release of RAMJO documents by employees or Board members will be subject to disciplinary action as directed by the Board.

END OF POLICY