

## Media Release Policy

Policy No:	HR-030
Council Resolution Ref:	Chief Executive Officer
Date Adopted:	June 2025
Review Date:	June 2028
Version No:	1.0
Responsible Officer:	HR Manager

### Purpose

The purpose of this policy is to outline the conditions under which Media release is used by Murweh Shire between MSC and yourself and the obligations of employees.

### Commencement of Policy

This Policy will commence on adoption by Chief Executive officer (CEO). It replaces all other Media Release policies (whether written or not).

### Application

This policy applies to employees of Murweh Shire Council. It does not form part of any employee's contract of employment.

### Policy

This agreement is between Murweh Shire Council (MSC) and yourself and is for MSC to use and print any form of media materials of you in the promotion of MSC through various sources including but not limited to functions, websites, newsletters, articles, advertising material, employee profiles, newsletters and client updates or articles.

By signing this form, you allow MSC the right to use and incorporate (alone or together with other materials), in whole or in part, various modes of media of you that we collect and other mediums now and in the future.

Out of courtesy, where possible we will make every attempt to contact you prior to distribution of media materials, and we will not exploit media of you.

This form also waives your ability to bring or consent to others bringing claim or action against MSC on the grounds that anything contained in publicity reflects adversely on you, including, without limitation, rights of privacy and publicity. You hereby release MSC, and its employees from and against any and all claims, demands, actions, costs, expenses, liabilities and damages whatsoever that you may hereafter have against MSC in connection with the media.

This Media Release Form will be kept on your employee file by MSC as reference for your individual approval.

<input type="checkbox"/>	After reading the above information, <b><u>I give permission</u></b> for MSC to take, use and retain any media of myself for their usage in a positive manner.
<input type="checkbox"/>	After reading the above information, <b><u>I do not give permission</u></b> for MSC to take, use and retain any media of myself for their usage in a positive manner.

## Media Release Policy

Your full name:	
Signature:	Date:    /    /

If under 18, approval from a parent /guardian is required	
Full name:	
Relationship to above person:	
Signature:	Date:    /    /

Upon completion, this form should be forwarded to HR and placed on the appropriate personnel file.

### Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

### Version Control

Version No.	Date	Approved	Amendment
1.0			

### Approval

Chief Executive Officer	Bruce Scott
Date: 18.06.2025	Signature: 