

Media Engagement Policy

1 Purpose

To provide direction for the framework of interaction between the University and the Media.

The policy provides University Member and Student responsibilities in relation to direct contact with the Media, and obligations with regard to the management and dissemination of information, which could reasonably reach the Media.

2 Scope

This policy applies when a University Member or Student:

- is authorised to represent the University in the Media for University business purposes; and/or
- makes reference to the University when interacting with the Media in a personal capacity.

Exclusions:

This policy does not apply to personal interaction with:

- the Media, where a University Member or Student makes no reference to University related issues
- internal University publications.

3 Policy Statement

The University will ensure a coordinated and consistent approach when dealing with the Media, while not detracting from the concepts of intellectual and academic freedom.

4 Principles

4.1 Position and profile

The University seeks to celebrate the successes in its education, research and community capacity building through Media engagement.

In all Media - local, national and international, specialist and digital - the University's position and profile must demonstrate a unified position and support its professional reputation.

4.2 Reputation and image

University Members or Students must respect and care for the reputation and image of the University and at all times will conduct themselves in accordance with the University's Code of Conduct Policy, the Student General Conduct Policy and other relevant policies. Consideration will be given to the impact that all communications and/or activities may have on the University's standing in the regional, national and international communities in which it operates.

4.3 Academic and intellectual freedom

The University recognises the rights, concepts and practice of academic and intellectual freedom and enquiry in supporting the role of Universities as places of independent learning and thought, where ideas may be put forward and opinions expressed freely and independently.

University Members and Students have a responsibility to practise academic and intellectual freedom and enquiry in a manner consistent with a responsible and honest search for, and dissemination of, knowledge and truth. This will be undertaken in accordance with the University's Code of Conduct Policy and the Student General Conduct Policy.

4.4 Authorisation to comment

Comment on any University management issue must be made by the Vice-Chancellor or a person authorised by the Vice-Chancellor.

The Vice-Chancellor may at any time give or withdraw authorisation for any University Member or Student to initiate or respond to Media contact.

4.5 Confidential information

University Members and Students must respect the confidentiality of others and ensure that Personal Information and University business (in particular, commercial and in-confidence matters) are accessed and used only for University purposes and not disclosed except where authorised by legislation. University Members and Students who have access to such information have a duty to maintain the confidentiality, integrity and security of such information, irrespective of the storage medium.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Pro Vice-Chancellor (Engagement)
Responsible Officer	Director (Media and Strategic Communications)
Policy Type	Executive Policy
Policy Suite	Media Engagement Procedure
Subordinate Schedules	
Approved Date	23/8/2019
Effective Date	23/8/2019
Review Date	15/1/2029
Relevant Legislation	Anti-Discrimination Act 1991 Corporations Act 2001 Corporations (Queensland) Act 1990 Defamation Act 2005 Evidence Act 1977 Health Act 1937 Human Rights Act 2019 Information Privacy Act 2009 Integrity Act 2009 Public Interest Disclosure Act 2010 (Qld) Public Health Act 2005 Right to Information Act 2009

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's [Policy and Procedure Library](#).

Policy Exceptions	Policy Exceptions Register
Related Policies	Academic Freedom and Freedom of Speech Policy Business Continuity Policy Code of Conduct Policy Enterprise Risk Management Policy Handling Personal Student Information Policy and Procedure Privacy Policy Public Interest Disclosure Policy Research Code of Conduct Policy Right to Information Policy Social Media Policy Student General Conduct Policy
Related Procedures	Employee Complaints (Sexual Harassment, Sexual Assault and Sex Discrimination) Procedure Privacy Procedure Right to Information Procedure Social Media Procedure
Related forms, publications and websites	Right to freedom of opinion and expression guidance sheet
Definitions	Terms defined in the Definitions Dictionary Media <p>All print, radio, television and electronic Media including the internet and allied distribution channels. Includes social Media which are works of user-created video, audio, text or multimedia that are published and shared in a social environment, such as a blog, podcast, forum, wiki, or video hosting site. More broadly, social Media refers to any online technology that enables people to publish, converse and share content online.</p>

Personal Information

Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable from the information or opinion - (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

University Members

Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.

Vice-Chancellor

The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998 , including a person acting in that position.

Definitions that relate to this policy only

Keywords

Media, social Media, public relations, press release, corporate information, communication standard, communications standard

Record No

13/492PL

