

## **POLICY ON MEDIA RELEASES**

**AS AGREED BY THE CAUDIT EXECUTIVE 10 FEBRUARY 2003**

### **Policy**

1. If a question is raised by the media, the Chair, or, in the absence of the Chair, the Deputy Chair, should respond.
2. The Chair may issue a Media Release at any time on any relevant topic.
3. The Chair or the Executive may authorise another member of the Executive, or a member of CAUDIT with specific expertise, to issue a Media Release on a particular topic.
4. The Executive Officers will assist if required with preparation of Media Releases.

### **Procedures**

1. Under normal circumstances, the person responding to a question, or issuing a Media Release, (the Chair, the Deputy Chair, or an authorised member of the Executive) will email the Executive to seek approval of the proposed Release or response.
2. Normal practice will be to send a copy of each response to the media, or Media Release, to the members as soon as it is agreed.
3. Responses to media questions, or Media Releases, will be held on the CAUDIT Web Site, on an area entitled Media Releases, which will be sorted by date of issue.