



District Council of Elliston

Facebook Page Guidelines

The District Council of Elliston Facebook page will follow the below guidelines:

Internal

- Only approved staff will manage Council's Facebook Page.
- All content is to be approved by the Chief Executive Officer and/or Senior Management Team Member prior to being published to the page.
- The approved staff and in their absence, the authorised Administration Officer are to check the page a minimum of once per day and review all messages, posts and comments for any inappropriate content before publishing to the page.
- Profanity filters and word blocking will be turned on to decrease the chances of inappropriate posts, comments or messages.
- The page is to be kept community and Council-oriented with all other posts being deleted upon review by CEO and/or Senior Management Team Member.

External

The external Facebook page guidelines will be displayed on Council's Facebook page under the "Notes" heading.

Page Purpose

As the District of Elliston is a growing tourist destination on the Eyre Peninsula, it is essential that we keep up with changing promotion and marketing methods. The District Council of Elliston (DCE) Facebook Page has been created to engage and connect further with the local communities and tourists.

The page will promote community and council events, provide information on local news, current and future projects and services and facilities.

The page also allows Facebook users to connect and interact with the Council. The DCE encourages users to engage and communicate with Council and we believe this page will continue to build strong, two-way, positive relationships and networks.

Appropriate use of Page

Users must adhere to the below guidelines when using the DCE Facebook page:

We encourage all community members, tourists and visitors to post their thoughts, questions, comments, and photos on our page. Items posted must relate to the DCE, a post on this page or community groups associated with the DCE. Items of a personal nature will not be published to the DCE page and must be directed to Council during ordinary office hours via phone on (08) 8687 9177 or email on dce@elliston.sa.gov.au. Items requesting services will be advised to complete Council's "Complaints/Requests Form" which is available on Council's website: <http://elliston.sa.gov.au/webdata/resources/files/Complaints%20Form.pdf>.

Users are asked to behave in an appropriate and respectful manner. Council will monitor all posts and content before publishing to public view. Any insulting, inappropriate or offensive content will not be published and will be removed from the page. No bullying will be tolerated.

Examples of posts which will not be posted content that is:

- Harassing or bullying
- Racist, sexist or sexual
- Threatening or abusive
- Derogatory or defamatory
- Offensive, obscene or containing profanity
- Unlawful or discriminatory in any way
- Containing personal, confidential or copyright information
- Not suitable to all ages
- Not respecting of privacy
- Spam, junk or advertising
- Political or lobbying
- Relating to a third party that is not affiliated or connected with the DCE
- Any other content that the DCE deems as inappropriate to its community

When using the DCE Facebook pages it is expected that all will follow the above guidelines.

If you feel any content on the DCE Facebook page is offensive or inappropriate, or have any queries please contact us at dce@elliston.sa.gov.au or call (08) 8687 9177 during ordinary office hours and staff will follow it up.