Communications - websites policy

FRDC
FISHERIES RESEARCH &
DEVELOPMENT CORPORATION

Executive Director's authorisation:

Effective date: 22 September 2015

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1. PURPOSE

To detail the FRDC's websites policy.

2. RESPONSIBILITY

Responsibility for this policy resides with the Manager, Communications Trade and Marketing.

3. DEFINITIONS AND ACRONYMS

Definitions - follow link to Definitions
Acronyms – follow link to Acronyms

4. RISK ASSESSMENT

Risk	Source of risk	Likelihood	Consequence	Existing Controls
Negative stakeholder perception of the FRDC	Failure to observe policy due to: • employee lack of knowledge • Employee disregard for policy	Unlikely	Minor	QMS
Negative stakeholder impacts and/or perception of the FRDC	Disseminating inaccurate, out of date information to stakeholders	Unlikely	Moderate	QMS
Likelihood: Consequence:	Very likely; Likely; Unlikely Major; Moderate, Minor			

5. RELEVANT DOCUMENTATION

Relevant documentation	Document # or web address
Code of conduct policy	NEMO-29-561
Risk policy	NEMO-29-1155
Risk register	NEMO-29-1623
Social media policy	NEMO-29-1109
Stakeholder feedback – monitoring, recording and responding	NEMO-29-1793
Web calendar procedure	NEMO-29-1856
Website maintenance procedure	NEMO-29-1165

6. PUBLICATION

This policy is to be made available on the FRDC website.

7. BACKGROUND

The FRDC recognises that digital media (websites and social networking) play an essential role in enabling the FRDC to fulfil its mission and achieve its goals. It is seen as a critical tool for the facilitation, dissemination and extension of FRDC content.

The FRDC actively supports and encourages the use of its websites to promote the FRDC's purpose and its research, development and extension activities.

8. POLICY

The FRDC will ensure that its websites':

- are accessible for all users, including users with limited access (i.e. remote locations) and people with disabilities (i.e. visually impaired) and wherever possible comply with the Web Content Accessibility Guidelines (WCAG) version 2
- contents are evidence based, reliable, accurate, current, and applicable
- provide information and services that are relevant to stakeholders
- minimise management, maintenance, and duplication of content
- have a feedback mechanism in place to enable timely response to both feedback and complaints
- provide readily available access to current and historical knowledge generated from FRDC research, development and extension investment activities (e.g. final reports)
- will be subject to periodic evaluation to ensure they are fit for purpose
- comply with relevant Commonwealth legislation and policies – including but not limited to privacy, accessibility and records management

9. ATTACHMENTS

#	Description
1	Not applicable