

South Bank Corporation Policy

Corporate Affairs

SUBJECT: Internal news bulletins – PeopleSpace and OpenSpace

DATE CREATED: June 2009

REVIEW DATE: June 2010

Staff newsletters are issued to keep staff informed of internal happenings, as well as staff functions and other items of interest. The software program used is NewsMark.

Corporate Affairs issues two internal newsletters; PeopleSpace focusing on HR information, is distributed on an ad hoc basis; and OpenSpace which provides monthly general news updates. OpenSpace is scheduled to be distributed every third Thursday of the month.

Content

OpenSpace regular features:

Item:	What:	Provided by:
Upcoming events	Events listings	Coordinator Corporate Affairs (CCA)
What's in Bloom	Horticultural section	Josh Lawrence- Horticulture
Social Scene	Social Club news	CCA
Interview	Interview with someone with a South Bank connection	Manager Corporate Affairs (MCA)/CCA
Review	Review of something South Bank related (retailer, event, exhibition etc)	Roving reporter (South Bank staff member)
EcoSpace	Green Team update	CCA
In the Press	Media roundup	MCA/CCA
Retail Update	New retailers, offers etc	MCA/CCA/Coordinator Retail Marketing
Letters to the Editor	Visitor feedback	CCA

PeopleSpace regular features:

Item:	What:	Provided by:
New appointments	New appointments	HR department
Career opportunities	Vacant positions	Relevant manager
	Training opportunities or completed training	Relevant manager/staff member that undertook the training
	WH&S tips or news	WH&S Officer

Recipients

These are available and managed in NewsMark.

- SBC staff
- SBC Board

Procedure

- CCA and MCA discuss story ideas, source information and write copy.
- PA Marketing assists with the template for PeopleSpace. CCA manages the OpenSpace template. (Please refer to NewsMark related SOPs for instructions on how to upload contacts and send a NewsMark template)
- Sign off required by MCA and General Manager Marketing (GMM).
- Once the bulletin has been sent, CCA prints one hard copy each for car park, operations, security, lifesavers and cleaning staff.