

TOOLANGI – CASTELLA (TooCas) SMS SYSTEM PROTOCOLS

1. TooCas SMS is a bulk SMS sending system administered by the Toolangi/ Castella Community House Inc and/ or its successor.
2. TooCas SMS is for sending SMS messages to the residents of Toolangi and Castella who have subscribed to the service. It also has an incoming SMS receiving number 0418 866266 (0418 TOOCOM).
3. Message content, unless approved otherwise, will either contain Safety messages or Community Announcements. The Community House will also use the system to send messages to participants of Community House programs. Other groups may also be included, such as Fireguard groups upon approval.
4. Under no circumstances are private messages to be sent via this system.
5. Message content will be as approved by the CRC.
6. Safety messages, eg extreme weather/ fire warnings, are to contain information only from official sources, eg The CFA, DSE, BoM.
7. Wherever possible messages will refer the receiver to the official source for further information. Eg www.cfa.vic.gov.au and/ or VBIL etc.
8. Persons will be required to be authorised by the CRC for the purpose of sending messages and can only send messages to groups as approved.
9. The SMS incoming number is for messages of a general nature and for replies to messages. Messages will generally be read during operational hours. It is not intended that emergency messages be received via this number.
10. Community House and National Privacy Principles are to be adhered to at all times.