

Council Policy

Elected Members - Photographs



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D13/34383[v4]

1. **Title**
Elected Members - Photographs
2. **Purpose**
The purpose of this Policy is to;
 - a) Promote public awareness of the current serving Elected Members; and
 - b) Maintain a photographic history of the local government's elected Councils.
3. **Scope**
This policy is to be referred to when photographs need to be taken of new Elected Members and when a new Council group is formed, specifically following the biennial local government elections.
4. **Definitions**

Council means the group of Elected Members who as a group form the Council of the City of Kwinana.

Elected Member means a current serving Elected Member of Council and includes the Mayor.
5. **Policy Statement**
The following points need to be adhered to when photographs for the purposes of this Policy are taken:
 - That individual photographs of the current serving Elected Members be displayed in the main foyer of the Administration Centre with the current Mayor and Deputy Mayor taking the prominent position.
 - That a group photograph of the elected Council be taken after an election and displayed in the Administration Building.
 - That all Elected Members receive an electronic copy of the current group photograph and their individual photograph.
 - Photographs of the retiring Elected Members and past Councils to be removed from the frame and be provided to the Kwinana Library to be stored in the History Collection.
 - Electronic copies of photographs are to be stored within the Records Management System
6. **Financial/Budget Implications**
Funding allocations for photographs are to be provided for by Council in its annual budget.

7. Asset Management Implications

There are no specific asset management implications associated with this Policy, however, photographs are to be archived if no longer on display and also held digitally.

8. Environmental Implications

There are no specific environmental implications associated with this Policy

9. Strategic/Social Implications

Strategic Community Plan 2017 – 2027 Objective 1.8 - Respect and promote Kwinana's unique heritage.

10. Occupational Safety and Health Implications

There are no specific OSH implications associated with this Policy.

11. Risk Assessment

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not taking a photographic history of the City's Elected Members and Council need would result in a risk rating of Moderate.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to Low.

12. References

Name of Policy	Elected Members – Photographs
Date of Adoption and resolution No	30/05/1984 #
Review dates and resolution No #	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 10/12/2014 #347 14/12/2016 #409 24/04/2018 #150
New review date	24/04/2020
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council
Directorate	City Strategy
Department	City Strategy
Related documents	Acts/Regulations Local Government Act 1995 Plans/Strategies Strategic Community Plan Policies Nil Work Instructions Nil

	Other documents Nil
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Note: Changes to References may be made without the need to take the Policy to Council for review.