



POLICY NO. CP 5.4.8 COMPOSITE AND PROMOTIONAL PHOTOGRAPHS - COUNCILLORS AND EXECUTIVE STAFF

PURPOSE To ensure the currency of the City’s photographic library of Councillors and Executive staff.

POLICY

1. COMPOSITE PHOTOGRAPH

- 1.1 Photographs of Councillors and Executive Staff will be taken to form a composite every two years following the October Biennial Ordinary Local Government Elections.
- 1.2 In the event of an extraordinary election or the appointment of a member of the Executive Team an individual photograph of the new Councillor or Officer is to be taken to maintain a current composite.
- 1.3 To assist in the early compilation of this composite photograph, once the proofs of individual photographs are received they are to be forwarded to Councillors and Executive Staff for selection of the preferred photograph.
- 1.4 Should Councillors and Executive Staff not forward advice of their preferred photograph within seven days of receipt of the proofs, the Chief Executive Officer will select photographs of those that have not responded, for inclusion in the composite photograph.

2. MAYORAL PHOTOGRAPH

- 2.1 Following the election of a Councillor to the Office of Mayor, a separate ‘portrait style’ photograph of that person shall be taken, with the person being in full Mayoral dress regalia.
- 2.2 The photograph of the Mayor is to be framed and hung in a prominent place within the Civic Complex.
- 2.3 Where a Councillor is elected to the Office of Mayor more than once, this will be recognised by a plaque appended to the frame of that photograph which records the range of Terms of election to the Office of Mayor.

GOVERNANCE REFERENCES

Statutory Compliance	Nil
Industry Compliance	Nil
Organisational Compliance	Nil
Process Links	Nil



POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Director Business Services		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2024
Version	Decision Reference	Synopsis			
1.	FCS-317:10/88	New policy proposed			
2.	OCM-346:11/88	New Policy Adopted			
3.	OCM-1804:9/98	Policy amended			
4.	OCM-1804:9/98	Policy amended			
5.	OCM 711:27/08/2002	Policy amended			
6.	OCM 426:11/09/2007	Policy amended			
7.	OCM 409/25/08/2009	Policy amended to amalgamate Policy 5.4.20 'Mayoral Photograph'.			
8.	OCM 415/28/08/2012	Policy reviewed and amended with grammar changes.			
9.	OCM 375/22/09/2015	Reviewed with a minor grammatical change.			
10.	OCM 302/11/09/2018	Reviewed with minor amendments			
11.	OCM 16/08/02/2022	Reviewed with no amendments			