

Council Policy – Elected Member Photographs

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Governance Media and Communications

Objective

To set out the arrangements for official photographs following each ordinary election.

Scope

This policy applies to all elected members and the Chief Executive Officer (CEO) of the Shire of Ashburton (the Shire) following each ordinary election.

Policy Statement

Official photographs

Official photographs of elected members (individual and group) and the CEO will be taken following each ordinary election.

In the event of Council membership changing partway through a term of office, then an updated photograph shall be taken as soon as possible after any new elected members are sworn in.

A new photograph will not be required where any retiring member is not replaced partway through a term of office.

Council photographs may be displayed in the Shire office foyer or Council Chamber.

Copies of individual elected member photographs or Council photographs may be supplied in an electronic format to elected members upon request, at no charge.

Honour board

The Council honour board will be updated following the ordinary election.

Use of official photographs

Official photographs may be used in accordance with the following conditions:

- In Council documents (e.g., Strategic Plans, Annual Reports, on Shire website, etc),

- Provided to the media (upon request). Elected members will be notified if an official portrait photograph is provided for use by the media or a third party.
- For Shire related purposes (i.e., promotion of Council and its members).
- Photographs cannot be reproduced without the written permission of the Shire (as copyright owners).
- Photographs provided by the Shire shall not be used for private purposes or election campaign purposes (see Council Policy – Election Caretaker).

Definitions

Elected members include the Shire President and all Councillors.

Relevant policies/documents

[Council Policy – Election Caretaker](#)

[Council Policy – Local History Collection](#)

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	Nil			
Council adoption	Date	14 March 2023	Resolution #	039/2023
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