



PR0004: ELECTED MEMBER REPORTS PROTOCOL

Policy Type:	Council Procedure
Responsible Department:	Office of the CEO
Responsible Officer:	Executive Manager
Related Policies and Procedures	<ul style="list-style-type: none"> Code of Practice – Procedures at Meetings
Community Plan Link	4.1 We have strong leadership and governance 4.3 Our business systems are effective and transparent.
Date Adopted	25 June 2018: C1196/18
Last review date	-
Next review date	June 2021
Reference/Version Number	V1
ECM Doc set I.D.	3483123

1. INTRODUCTION

- 1.1. This document sets out the requirements for written Elected Member Reports that are submitted for inclusion in the Council Agenda. For the purpose of this procedure, Elected Member Reports include the Mayor's Report and the Deputy Mayor's Report.

2. PROCEDURE

- 2.1. Elected Members may submit a written report for inclusion on the Council Agenda, under the headings:
 - 2.1.1. Mayor's Report (Mayor only);
 - 2.1.2. Deputy Mayor's Report (Deputy Mayor only); and
 - 2.1.3. Reports of Members.
- 2.2. The purpose of a written report is to provide information about the activities of an Elected Member in the conduct of their office (between formal meetings).
- 2.3. There is no obligation on a Member to submit a written report.
- 2.4. When decided whether or not to make a contribution by way of a written report, Elected Members should consider the following:
 - 2.4.1. Is this an event/activity I am attending in my formal capacity as an Elected Member?
 - 2.4.2. What was the basis for attending/participating in the event/activity?

- 2.4.3. Could my contribution be perceived or construed as advertising my political position or personal opinion?
- 2.4.4. Could my contribution be perceived or construed as self-promotion?
- 2.5. If an Elected Member decides to submit a written report the contribution should include only:
 - 2.5.1. The date of the event/activity attended by the Elected Member (in their capacity as an Elected Member); and
 - 2.5.2. A brief description of the event/activity.
- 2.6. The written report should not include:
 - 2.6.1. Details of an Elected Member's membership to a group, club, society or organisation;
 - 2.6.2. Details about an Elected Member's volunteer position or volunteering;
 - 2.6.3. Opinions or debate.
- 2.7. Photographs may be included to depict content included in the written report, or display community interest information, but must not include Elected Members.
- 2.8. Where photographs are included in written reports Elected Members are responsible for ensuring relevant consents/approvals for publication of the images/information are obtained from any individuals depicted in the photos and for maintaining appropriate records of the consents/approvals provided.
- 2.9. A written report should be prepared on the template provided as Attachment 1 to this Protocol, and should be submitted to:

Lara Jones

Executive Assistant, Office of the CEO

Email: ljones@unley.sa.gov.au

by no later than close of business Monday of the week prior to a Council meeting.

- 2.10. Staff are authorised to redact or remove content from written reports that does not comply with the requirements of this Protocol. In the event that content is identified for redaction/removal, advice will be provided to the report author.

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR NAME
WARD: WARD NAME
DATE OF MEETING: Date Of The Meeting

Date **Event/Activity Name**
Comment/Summary

Date **Event/Activity Name**
Comment/Summary

Date **Event/Activity Name**
Comment/Summary

Date **Event/Activity Name**
Comment/Summary