

**RECOGNITION OF COUNCILLORS AND STAFF**

<b>DIVISION</b>	<b>BUSINESS UNIT</b>	<b>RESPONSIBILITY AREA</b>
Corporate Services	Organisational Practices	Human Resources- Perform.

**OBJECTIVE:** To provide guidelines for the approval and procedures for the recognition of service provided to the community by councillors and staff.

**POLICY:** The Council will make the following payments / presentations to sitting and / or retiring councillors and staff for continuous periods of service:

1.0 Councillors – Upon Retirement

- 1.1 Up to and including four (4) years of office:  
A Certificate of Appreciation
- 1.2 Greater than four (4) years and up to and including eight (8) years of office:  
A Certificate of Service and gift up to the value of \$200.00
- 1.3 Greater than eight (8) years and up to and including twelve (12) years of office:  
A Certificate of Service and gift to the value of \$300.00
- 1.4 Greater than twelve (12) years of office:  
A Certificate of Service and gift to a maximum value of \$400.00

In the event that a sitting or retiring Councillor has performed an extensive range of functions on behalf of the municipality which are beyond that normally associated with a Councillor's day to day duties, the Council may, at its discretion:

- (a) grant the title of "Honorary Freeman of the Municipality"; or
- (b) nominate the Councillor for any awards (where applicable) associated with the:
  - (i) Queen's Birthday Honours;
  - (ii) Australia Day Honours; and / or
  - (iii) Local Government Association Honours.

2.0 Staff – Upon Retirement

- 2.1 Less than four (4) years of service:  
Certificate of Appreciation
- 2.2 Greater than four (4) years but less than ten (10) years of service:  
A Certificate of Service and a gift up to the value of \$200.00
- 2.3 Greater than ten (10) years of service:

A Certificate of Service and a gift to the value of \$400.00 may be presented by the Shire President or a Councillor nominated by the Shire President. The value of the gift may be increased to a maximum of \$500.00 with the approval of the President, Deputy President and Chief Executive Officer.

The Chief Executive Officer is authorised to arrange a suitable function if deemed necessary.

### 3.0 Councillors and Staff – During Office / Service

3.1 Councillors and staff will be presented with the following as recognition of their services to the Shire of Plantagenet while still in office or employed with the Shire of Plantagenet.

- (i) During their tenth year of office / service:  
Certificate of Recognition
- (ii) During their twentieth year of office / service:  
A Plaque of Recognition
- (iii) During their thirtieth year of office / service:  
A Gift of Recognition valued between \$50.00 and \$150.00

The Chief Executive Officer is authorised to arrange a suitable function to present these tokens of appreciation.

3.2 Notwithstanding Clause 3.1 above, the Council may, at its discretion and by resolution, at any time, present a member of council or staff with a gift greater than that contained in the policy, to a maximum value of \$500.00, if the Council is of the opinion that such action is warranted having regard to that councillor's or staff member's service to the community and / or Council.

This Policy has been made in accordance with Section 5.50 of the Local Government Act 1995.

**ADOPTED: 9 September 2003**

**LAST REVIEWED: 12 June 2007**