

Council

**POLICY REVIEW – RECOGNITION OF  
COUNCILLORS AND STAFF**

**Policy OP/HRP/1 – Recognition of Councillors and  
Staff**

**Meeting Date: 28 September 2021**

**Number of Pages : 3**

RECOGNITION OF COUNCILLORS AND STAFF

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
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 permanent or part time staff for continuous periods of service:

1. Councillors ~~—Upon Retirement~~
    - 1.1 Up to and including four years of office:  
A Certificate of Appreciation.
    - 1.2 Greater than four years and up to and including eight years of office:  
A Certificate of Service and gift up to the value of \$200.00.
    - 1.3 Greater than eight years and up to and including 12 years of office:  
A Certificate of Service and gift to the value of \$300.00.
    - 1.4 Greater than 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 Local Government Association Honours.
  2. Staff – Upon Resignation
    - 2.1 Greater than seven years but less than 10 years of service:  
Certificate of Appreciation and a gift up the value of \$100.00.
    - 2.2 Greater than 10 years of service:  
A Certificate of Service and a gift to the value of \$200.00. ~~are to be presented at a Council Meeting.~~
    - 2.3 The Chief Executive Officer is authorised to arrange a suitable function if deemed necessary.
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3. 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 10th year of office/service:

Certificate of Recognition;

(ii) During their 20th year of office/service:

A Plaque of Recognition; and

(iii) During their 30th year of office/service:

A Gift of Recognition valued between \$400.00 and \$500.00.

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 the 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 Councillors or staff member's service to the community and/or the Council.

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

**ADOPTED: APRIL 2007**

**LAST REVIEWED: ~~24 MARCH 2020~~ 28 SEPTEMBER 2021**

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