

Certificate of Recognition

Policy Owner:	Governance
Distributed to:	All Elected Members
Person Responsible:	All Executive Managers
Date of Approval:	17 February 2010
Amended:	25 June 2014

Objectives

To formally recognise the contribution made by recently retiring Elected Members

Policy

There is relatively little recognition and support for people who are prepared to be members of Council and, as a result, make a significant contribution to their communities.

The Department of Local Government has therefore reduced the qualifying period for the receipt of a Certificate of Recognition to eight years.

In order to enable the Shire to appropriately recognise Elected Members, the following is presented:

- A certificate of recognition will be awarded to a current or former Elected Member, on request to the Department of Local Government, after eight or more years of service and which has been confirmed by the local government;

The service need not be continuous and may be with one or more local governments;

- If an Elected Member, having been issued with a Certificate, has further service that qualifies, (i.e. a further eight years or more), an additional Certificate will be issued; and
- Details on a Certificate will include the period served by the Elected Member as mayor/president, deputy mayor/ president or Councillor.

Requests for certificates will be made to the Department by the Shire on behalf of the Elected Member. Certificates issued to current Elected Members who have served for more than eight years will recognise all their years of service however, once a Certificate has been issued, another will not be provided for any period less than a further eight years.

It is therefore suggested that an Elected Member who has qualified, having been on Council for eight years, but who intends to continue for another term, defer their application for a certificate until such time as their term is completed or they retire from Council. This will allow the service details to be on one certificate.

The Department of Local Government will recognise the number of years served by issuing certificates that are colour coded, i.e.

- White: 8 to 16 years of service
- Silver: 17 to 24 years of service
- Gold: 25 years or more.

In addition to the Certificate by the Department of Local Government, the Elected Member will be presented, on retirement:

- With a plaque of the Council crest and an engraved plate identifying the name of the Elected Member and the years of service to Council;
- A gift to the value of \$80 per year for Councillors and \$100 per year for Shire Presidents for each year of service capped at a maximum of \$1,000.

Presentations will occur at either of the following Council functions:

- Prior to a normal, scheduled Council meeting; or
- By the Shire President or his nominee; or
- As approved by the Shire President and Chief Executive Officer.

The retiree is to have the option of choice.

For the position of Shire President, in addition to the Department of Local Government Certificate of Recognition, a suitable gift and reception will be arranged by the Chief Executive Officer in conjunction with the Deputy Shire President.