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**Recognition – Elected Members**

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<b>Policy Owner:</b>	Governance and Executive Services
<b>Contact Person:</b>	Coordinator Governance and Executive Services
<b>Date of Approval:</b>	26 April 2011 (CS06-07/2011)

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**POLICY OBJECTIVE**

The purpose of this policy is to specify the circumstances in which to acknowledge the services of current or retiring elected members so that they are appropriately recognised for their contributions.

**POLICY STATEMENT**

In order to enable the City to appropriately recognise elected members, the following is presented:

**Department of Local Government Certificates of Recognition**

- 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 City 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.

Elected members who have qualified for a certificate by serving on council for eight years, but who intends to continue for another term, to 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.

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## Presentation of Commemorative Plaques and Gifts

On retirement of a Council Member who has served at least one full 4 year term of office the Member will receive:-

- A plaque of the Council crest and an engraved plate identifying the name of the Council Member and the years of service to Council as per Clause 5 Section 5.6 of the Council Members' Fees, Allowances, Reimbursements & Benefits Policy"
- A gift to the value of \$100.00 per year for each year served as a Council member to a maximum of \$1 000.00 (as prescribed under s5.100A(a) and s5.100A(b) of the Local Government Act 1995.

Presentations will occur at one of the following Council functions:

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

The retiree is to have the option of choice.

### **PROCEDURE:**

#### **Invitation to Civic Functions Following Retirement from Council**

Invitations will be issued to past elected members (and their partners) of the current City of Wanneroo (post-1999) who have served three consecutive terms of office or 12 consecutive years to the following annual civic functions:

- Pioneer function;
- Volunteer function;
- Australia Day Citizenship function;
- Freeman of the City induction ceremonies; and
- City of Wanneroo Art Awards.

### **SCOPE**

This policy applies to retiring and former elected members of the City of Wanneroo.

### **BACKGROUND**

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.

With this in mind, in 2004 the Department of Local Government reduced the qualifying period for the receipt of a Certificate of Recognition to eight years.

### **CONSULTATION WITH STAKEHOLDERS**

N/A

11/27818

## **IMPLICATIONS (Financial, Human Resources)**

N/A

## **IMPLEMENTATION**

1. The City's Governance team will monitor the terms of service of individual council members.
2. A letter of recognition will be sent by the Chief Executive Officer to a qualifying council member acknowledging their term of service and clarifying whether the council member wishes to claim their certificate at this time or whether they prefer to postpone receipt until retirement. The letter to detail the Department's advice regarding postponement until retirement.
3. A request will be made to the Department detailing the council member's full name and period of service as mayor/president, deputy mayor/president or councillor.
4. The Department will process the application and obtain the Minister's signature. The Certificate will be posted back to Council for presentation to the council member as described above.
5. The Chief Executive Officer will arrange the City of Wanneroo Plaque and gift (in the case of retirement).
6. The City's Communications and Events unit will be responsible for issuing invitations to past council members and their partners to attend those civic functions identified by this policy.

## **ROLES AND RESPONSIBILITIES**

See Implementation above.

## **DISPUTE RESOLUTION**

N/A

## **WHO NEEDS TO KNOW ABOUT THIS POLICY?**

- Elected Members
- Chief Executive Officer
- Manager Governance and Executive Services
- Manager Communications and Events
- Coordinator Governance
- Coordinator Communication and Events

## DEFINITIONS

DEFINITIONS: There are no definitions for this policy.
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## RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil

## REFERENCES

- Policy - Award of the Title “Honorary Freeman of the City of Wanneroo”
- Policy - Award of the Title “Wanneroo Pioneer”
- Policy – Australia Day Award
- Policy – Council Members’ Fees, Allowances, Reimbursements & Benefits Policy

## RESPONSIBILITY FOR IMPLEMENTATION

Manager Governance and Executive Services

Version	Next Review	Record No:
20 June 2004 (CE01-07/04)		
5 April 2011 (CS04-04/11)	March 2013	
26 July 2011 (CS06-07/11)	March 2013	11/27818