

Council Members Recognition of Service

Responsible Directorate:	<i>Corporate Strategy and Performance</i>
Responsible Service Unit:	<i>Council and Corporate Support</i>
Contact Person:	<i>Manager Council and Corporate Support</i>
Date of Approval:	20 February 2024
Council Resolution No:	MN03-02/24

1. POLICY STATEMENT

To provide a consistent and equitable approach to formally and officially recognise the contribution of service by Council Members.

2. OBJECTIVE AND PURPOSE

1. Recognition of Council Member

1.1 A Council Member will, upon retirement, receive:-

- a) An item of memorabilia identifying the name of the Council Member and the years of service to Council as per the Council Members' Fees, Allowances, Reimbursements & Benefits Policy; and
- b) 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.

1.2 Items of memorabilia and gifts will be applicable for all Council Members who have served time as an elected member, subject to clause 1.3.

1.3 Council Members who have been disqualified as a result of being convicted of an offence will not be eligible for recognition in the form of an item of memorabilia or gift.

2. Certificate of Recognition

2.1 Upon request, the Department of Local Government, Sport and Cultural Industries will recognise the years of service of a Council Member through the issue of a certificate according to its procedure as follows:

- a) A certificate of recognition will be issued only to a current or former Council Member after eight or more years of service which has been confirmed by the local government;
- b) The service need not be continuous and may be with one or more local

governments;

- c) Certificates issued to current Council 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.
- d) If a Council Member, having already been issued with a certificate, has further service that qualifies (that is, a further eight years or more), an additional certificate will be issued; and
- e) Details on a certificate will include the period served by the Council Member as Mayor, Deputy Mayor or Councillor.
- f) Certificates are colour coded according to years of service being:
 - White: 8 to 16 years of service
 - Silver: 17 to 24 years of service
 - Gold: 25 years or more.

2.2 Council Members who have qualified for a certificate by serving on Council for eight years, but who intend to continue for another term, may choose 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.

3. Presentation of Memorabilia, Gifts and Certificate (if applicable)

Presentations will occur at one of the following Council functions:

- a) Prior to or following a normal or special scheduled Council meeting; or
- b) By the Mayor or nominee; or
- c) As approved by the Mayor and Chief Executive Officer; or
- d) In the event of the death of a Council Member the City will work respectfully with the family to ensure appropriate recognition is provided in the Council Members memory, as per the families wishes.
- e) The retiree or family of the retiree who has died is to have the option of choice.

4. Invitation to Civic Functions following Retirement from Council

Invitations will be issued to past Council Members (and their partner) 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:

- a) Pioneer function;

- b) Volunteer function;
- c) Australia Day Citizenship function;
- d) Freeman of the City induction ceremonies; and e) City of Wanneroo Art Awards.

5. KEY DEFINITIONS

RETIREMENT: Where a Council Member is not re-elected during an election process, or does not seek re-election at the completion of their term.

RESIGNATION: Where a Council Member resigns during their current term.

DISQUALIFICATION: A Council Member who becomes a member of Parliament will immediately be disqualified and cannot continue their term of office. A Council Member who has been convicted of an indictable offence with a penalty of imprisonment for 5 years or more will be disqualified from membership of Council

6. SCOPE

This policy applies to retiring and former Council Members and those members that have been disqualified from being a Council Member of the City of Wanneroo.

7. IMPLICATIONS

N/A

8. IMPLEMENTATION

Nil

9. AUTHORITIES AND ACCOUNTABILITIES

Nil.

10. ROLES AND RESPONSIBILITIES

1. Council Support 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 Member wishes to claim their certificate at this time or whether they prefer to postpone receipt until retirement. The letter will detail the Department's option regarding postponement until retirement. Requests for certificates will be made to the Department by the Administration on behalf of the Council Member. A request will detail the Council Member's full name and period of service as Mayor, Deputy Mayor or Councillor
3. 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.

4. The Chief Executive Officer will arrange the item of memorabilia and gift (in the case of retirement).
5. The City's Civic Events Officer is responsible for issuing invitations to past Council Members to attend civic functions identified by this policy.

11. DISPUTE RESOLUTION (if applicable)

N/A

12. EVALUATION AND REVIEW

N/A

13. RELATED DOCUMENTS

N/A

14. REFERENCES

Policy - Award of the Title "Honorary Freeman of the City of Wanneroo"

Policy – Australia Day Award

Policy – Council Members' Fees, Allowances, Reimbursements & Benefits Policy

Local Government Act 1995, Clause 5.100A 'Gifts to Council Members'

Local Government (Administration) Regulations 1996, Regulation 34AC "Gifts to council members, when permitted etc".

15. RESPONSIBILITY FOR IMPLEMENTATION

Manager Council and Corporate Support

REVISION HISTORY

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
01 May 2012 (CS03-05/12)	March 2013	12/30197
13 November 2018 (CS07-11/18)	November 2020	18/430583
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