

POLICY NO LG58 ELECTED MEMBER RECOGNITION POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	General Manager
LINK TO STRATEGIC PLAN: be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
STATUTORY AUTHORITY:	Code of Conduct Local Government Act 1993
OBJECTIVE:	To recognise the service of Elected Members of Council
POLICY INFORMATION:	Adopted – 20 April 2026 - Minute No. 04/26.17.2.752

POLICY

1. OBJECTIVE

The objective of this policy is to formally recognise and acknowledge the service and contribution of Councillors to the Council and the community.

2. SCOPE

This policy applies to all duly elected Councillors under the provisions of the Local Government Act 1993.

3. DEFINITIONS

Councillor – A person duly elected to Council in accordance with the Local Government Act 1993.

Full Term – A completed term of office as prescribed under the Act.

4. PROCEDURE

4.1 Councillor Service Recognition

1. Council will provide a framed Certificate of Service to Councillors who have completed one or more full terms upon:
 - resignation,
 - retirement, or
 - failure to be re-elected.
2. The Certificate of Service will include the Councillor's name and total years of service to Council.
3. Councillors who have completed one or more full terms will also be recognised on Council's Honour Board Roll, with their name and years of service recorded as a permanent acknowledgement of their contribution.
4. The recognition will ordinarily be presented by the Mayor at the annual end-of-year function in December, or at another appropriate Council event as determined by the Mayor and General Manager.

5. In exceptional circumstances, Council may determine an alternative form of recognition.

5. IMPLEMENTATION

This policy will be implemented upon the completion of a Councillor's service and at the direction of the General Manager.

6. DELEGATION

The General Manager

7. RESPONSIBILITY

The General Manager is responsible for administering this policy, including arranging the preparation of recognition items and ensuring the Honour Board Roll is updated accordingly.

8. REPORTING

Council will be notified of any impending recognition awards prior to presentation.

9. STATUTORY REQUIREMENTS

There are no specific statutory requirements applicable to this policy beyond the provisions of the *Local Government Act 1993*.

10. REFERENCES

Local Government Act 1993

11. MONITORING AND REVIEW

This Policy will be reviewed at least every four (4) years, following the conducting of Local Government elections or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.