

## Recognition of Elected Members Services

<b>Policy Type: Council Policy</b> <b>Policy Owner: Chief Executive Officer</b>	<b>Policy No. CP- 015</b> <b>Last Review Date: 8 December 2015</b>
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### Policy Objectives

To recognise the contribution made by Elected Members to the City of Melville.

### Policy Scope

This policy advises the options available to recognise the services of current and past Elected Members.

### Policy Statement

#### Retiring Elected Members

Retiring Mayors and Elected Members who have served at least one full four year term of office receive a gift/s for service to the City of Melville as determined by the Governance Committee. The gift will be based on an annual figure accumulated as follows:

- a) Elected Members receive a gift to the value of eighty dollars (\$80) per annum of continuous service, and Mayors to the value of one hundred dollars (\$100) per annum of continuous service. Each gift or voucher to an Elected Member or Mayor will not exceed a maximum of \$1,000.
- b) A City of Melville Plaque and Retired Member's Badge will be presented to retiring members, in addition to any other gift.
- c) The gifts will be presented at the Elected Members' Annual Civic Function or other appropriate event.
- d) The gift purchased should be suitable for keeping as a memento and shall therefore not be in the form of a cash payment.

## **Past & Serving Elected Members**

Members shall be recognised for distinguished service to the City of Melville as determined by the Governance Committee by receiving the '**City of Melville Award for Distinguished Service to the Council**'.

The selection process is as follows:

- a) A nomination is to be accompanied with a written submission to the Chief Executive Officer detailing the reasons why the person is worthy of the award and is to be signed by at least three members of the Council.
- b) The award is to be made on the basis of the person's service as an Elected Member of the Council.
- c) The Governance Committee will consider nominations for the Distinguished Service Award and make a recommendation to the Council on the merit of the nomination.
- d) The decision to make the Award must be supported by a Special Majority of the Council (ie 75% of the number of offices of the Council).

Elected Members who are awarded an Award for Distinguished Service to the Council will receive:

- a) A framed certificate detailing the reasons for the granting of the Award to be situated in a suitable position within the Civic Centre and a copy presented to the recipient.
- b) A unique badge to signify that the person is a holder of the Award shall be presented to the recipient.

### **Award Presentation**

The Award will be presented at the Elected Members' Annual Civic Function or other appropriate event.

## **Service Award for Elected Members**

- a) A Service Award for Elected Members will be made for ten years of service and every four years thereafter.
- b) Elected Members will be presented with a Special Elected Members' badge, which identifies the number of years of service.
- c) The badge will be presented at the next Elected Members' Civic Function or other appropriate event following completion of the required length of service.



### References that may be applicable to this Policy

Legislative Requirements:

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

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#### ORIGIN/AUTHORITY

Administration & Community Services Committee  
(Formerly Council Members Policy 3)

05/10/99  
21/12/93

#### ITEM NO.

A99/1015

#### REVIEWS

Corporate & Community Services Committee  
Community & Technical Services Committee  
Community & Technical Services Committee  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council

05/02/02  
01/06/04  
01/11/05  
15/12/09  
21/02/12  
18/02/14  
8/12/15

C02/1002  
C04/5010  
C05/5010  
C09/5097  
C12/5214  
M14/5341  
M15/5458