



## Councillor Service and Recognition Policy

## Policy Statement

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

## Scope

This policy applies to the recognition of elected Councillors of the Shire following retirement.

## Definitions

**Act** means the Local Government Act 1995.

**Councillor** means a person elected as a council member of the Shire.

**Gift** has the meaning given in the Act and includes a contribution to travel, hospitality, property or services, but does not include excluded matters under the Act.

**Retirement** means a councillor has served at least one full four-year term and is either not re-elected during an election process, does not seek re-election, or resigns mid-term.

**Year of service** means each completed 12-month period served as a Councillor, calculated for the purposes of determining the maximum permissible value of a retirement gift.

**Shire** means the Shire of Denmark.

## Implementation

### 1.1 Recognition of Retiring Councillor

A councillor, upon retirement, receives:

- a) An item of memorabilia identifying the name of the councillor and the years of service to Council and the community; and
- b) A gift to the value of \$100.00 per year for each year served as a councillor to a maximum of \$1,000.00 (as prescribed under s5.100A of the Act).

Councillors who have been disqualified in accordance with section 2.2 of the Local Government Act 1995 or the Local Government (Local Government Inspector) Regulations 2025 will not be eligible for recognition in the form of an item of memorabilia or gift.

### 1.2 Presentation of Memorabilia and Gifts

The presentation of memorabilia and gifts to a retiring councillor may take place either at a special or ordinary Council meeting, or at a civic function approved under the Council's Civic Events Policy, depending on the wishes of the retiring councillor. This ensures their service is honoured in a manner that is both respectful and tailored to their personal preference.

## Roles and Responsibilities

Chief Executive Officer: consults with the Shire President and Deputy Shire President on suitable recognition, ensures administrative arrangements are made, and oversees compliance with governance and financial requirements.

## Review

This policy will be reviewed as required, including in response to legislative change, audit findings, or where Council requests a review.

<b>Document Control Box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Governance Coordinator	<b>Owner Business Unit:</b>	Governance
<b>Reviewer:</b>	Chief Executive Officer	<b>Decision Maker:</b>	Council
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	Local Government Act 1995		
<b>Document Management:</b>			
<b>Synergy Ref:</b>	NPP264126	<b>Review Frequency:</b>	As required
<b>Version #</b>	<b>Date:</b>	<b>Action:</b>	<b>Resolution No.</b>
1.	23 September 2008	ADOPTED by Council	140908
2.	29 July 2014	AMENDED by Council	230714
3.	31 March 2026	AMENDED by Council	120326