

### 1.1.13 Recognition of Service- Council Members

<b>Type:</b>	Office of the CEO – Council Members
<b>Legislation:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995 (WA)</i></li> <li>• <i>Local Government (Administration) Regulations 1996 (WA)</i>, Regulation 34AC (Gifts to retiring council members)</li> </ul>
<b>Delegation:</b>	Nil
<b>Other Related Document:</b>	Nil

## 1. Objective

This policy provides a framework for recognising the service of retiring Council Members in a fair, transparent and consistent manner, consistent with the *Local Government Act 1995 (WA)* and the *Local Government (Administration) Regulations 1996 (WA)*.

## 2. Policy Scope

This policy applies to all Council Members of the Town of East Fremantle who are retiring following the conclusion of a full term of office.

## 3. Definitions

- **Town** – means the Town of East Fremantle
- **Council Member** - Means a person elected under the *Local Government Act 1995 (WA)* as a member of the council of the Town and includes the Mayor of the Town.
- **Retirement**: The conclusion of service following the expiry of a Council Member's term where the Council Member either does not seek re-election or is not re-elected.
- **Gift**: As defined under the *Local Government Act 1995 (WA)*, being a disposition of property or the conferral of a financial benefit without adequate consideration.

## 4. Policy Statement

### 4.1 Eligibility

4.1.1 A retiring Council Member will receive a gift where:

- They have completed at least one full four-year term; and
- Their departure meets the definition of "retirement" under this policy.

4.1.2 A Council Member who has been disqualified from office in accordance with s2.22 of the *Local Government Act 1995 (WA)* will not be eligible for a gift.

[Note: s2.22 refers to Disqualification because of convictions.]

## **4.2 Value of Gifts**

- 4.2.1 A gift to the value of \$100 per year of service, up to a maximum of \$1,000, in accordance with Regulation 34AC.
- 4.2.2 Any council-owned property retained by a Council Member must be valued at depreciated (residual) value and counted within the prescribed limit.

## **4.3 Roles and Responsibilities**

The CEO will –

- Confirm eligibility when a Council Member is due to retire.
- Monitor the terms of service of individual Council Members.
- Arrange the item of memorabilia and gift.

## **4.4 Presentation –**

- 4.4.1 The gift will be presented by the Mayor or nominee at an ordinary or special meeting of council, or an appropriate civic recognition event.
- 4.4.2 In the event of the death of a Council Member the Town will work respectfully with the family to ensure appropriate recognition is provided in the Council Member's memory.

**4.5 Record-keeping –** The gift will be noted in council minutes and, if applicable, in the gifts register.

## **4.6 Recognition Functions**

Council may hold a civic event to recognise the contribution of retiring Council Members. Expenditure must be reasonable, budgeted, and consistent with community expectations.

## **4.7 Review**

This policy will be reviewed every four years in line with the local government election cycle, or earlier if legislative amendments require.

<b>Responsible Directorate:</b>	Office of the Chief Executive Officer
<b>Reviewing Officer:</b>	Chief Executive Officer
<b>Decision making Authority:</b>	Council

## **Document Control**

### **Version Date Adopted Review Date Minute Reference Notes**

1.0      18/11/25      [insert]      111811      New policy