

---

## CGP005 – Elected Member and Employee Recognition

---

### 1. Intention

To provide guidance for the recognition of elected members and employees who are retiring from council or ceasing their employment with the Shire of Waroona.

### 2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

### 3. Statement

Council supports the provision of refreshments and farewells in the following circumstances:

1. All elected members on retirement from council;
2. All employees on retirement;
3. All employees on resignation; and,
4. When the Shire President or Chief Executive Officer decides the circumstances to be appropriate.

Council may provide official recognition of service by means of a suitable gift in the following circumstances:

1. All retiring elected members;
2. All employees who have been employed for not less than 12 months of service;
3. All employees who have been employed for less than 12 months at the recommendation of the appropriate Director and approved by the Chief Executive Officer; and
4. When the Chief Executive Officer decides the circumstance are appropriate.

A suitable gift may be presented to a maximum value of:

1. Between 0-2 years of service \$50.
2. Between 2-5 years of service \$100.
3. Between 5-10 years of service \$150.
4. Between 10-20 years of service \$200.
5. Over 20 years \$300.

### 4. Legislative and Strategic Context

Nil.

### 5. Review

This policy is to be reviewed as required.

### 6. Associated Documents

Nil.

<b>Division</b>	Corporate & Governance				
<b>Policy Number</b>	CGP005				
<b>Contact Officer</b>	Chief Executive Officer				
<b>Related Legislation</b>	Nil				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	May 2026
<b>Date Adopted</b>	22/06/2004				OCM04/083

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
26/07/2005	Updated as part of major policy review.	OCM05/093
17/12/2019	Updated value of suitable gifts.	OCM19/12/163
22/06/2021	Updated as part of major policy review and reformatted.	OCM21/06/071
22/08/2023	Reviewed with no amendments	OCM23/08/101
<b>Previous Policies</b>		
CORP013 – Councillors and Staff Farewells and Presentations		
1.5 – Recognition of Councillor Service		