


Council Member Recognition Policy Guidelines

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1. RECOGNITION TO COUNCIL MEMBERS

1.1 Certificate of Service

- 1.1.1 At the conclusion of a Council Member's term with Council whether it is through resignation or retirement, a Certificate of Service will be provided.
- 1.1.2 Certificates of Service for retiring members will include the following information, in consultation with the Council Member:
 - a. details of length of service;
 - b. membership of Council Committees;
 - c. membership on external organisations; and
 - d. any other community or specific information, related to the Member's Council activities, which the member may wish to have included.
- 1.1.3 For significant years of service milestones, a City of Playford certificate is presented by the Mayor and CEO at the next most practicable Ordinary Council meeting following the anniversary date. The years recognised will be at 10 years and every additional 5 years. Recognition of years of service certificates will include details of the length of service of a Council Member.

1.2 Gift

- 1.2.1 Retiring Mayor and Councillors who have completed three (3) consecutive terms of office or more, will receive a gift from Council to a maximum value of \$600.00 to be adjusted by CPI annually.
- 1.2.2 The retiring Mayor, Deputy Mayor and Councillors who served three consecutive terms are given the opportunity to receive two Central Districts Football Club home match tickets on request.

1.3 Presentation of Certificate and Gift

- 1.3.1 Presentation of certificates and gifts will occur at an ordinary meeting of the Council as soon as practical following the conclusion of a Council Members term. The presentation will be recorded in the minutes of the meeting under the Mayor's Report.
- 1.3.2 If a former Council Member is unable to attend the scheduled meeting, the certificate and/or gift shall be provided, in person by the Mayor arranged by the Mayor and Councillor Administration.

2. Recognition of Significant Achievements, Illness, Accident or Bereavement

- 2.1.1 The Mayor and Chief Executive Officer are authorised to acknowledge significant achievements by Council Members, for example the award of the Order of Australia.

2.1.2 The Mayor and Chief Executive Officer are authorised to acknowledge a Council Member or their immediate family, including spouse, domestic partner, mother, father, son or daughter in the event of hospitalisation, accident or bereavement.

2.1.3 This may occur via a card, flowers, chocolates or a small gift up to the value of \$75 to be indexed by CPI annually.

2.1.4 If requested in lieu a donation to a nominated charity may be provided to the value of \$75 to be indexed by CPI annually.

3. LOCAL GOVERNMENT ASSOCIATION SERVICE AWARD

3.1 Upon reaching their ten (10) years of service, and for each five (5) year interval after, Council Members will be nominated for the *Local Government Association Service Award*, as per the *LGA Merit, Service and Recognition Awards*.