

## 5.8 RETIREMENT/RESIGNATION OF ELECTED MEMBERS – COUNCIL GIFT/FUNCTIONS

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**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:**  
**Amended:**

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**Objective:** This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of an Elected Member.

**Policy:** Upon resignation/retirement of an Elected Member who has provided satisfactory service to Council for four (4) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that member.

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the Local Government (Administration) Regulations 1996 s.34AC, on the basis of –

- a) \$50.00 per year for each Elected Member,
- b) an additional \$25.00 per year for each year of service as Deputy President / President,
- c) an additional \$50.00 per year for each year of service as Deputy President / President,

2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.

3. Each departing elected member shall also receive an appropriate plaque or certificate of service.

4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.

5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

### Functions

The retirement/resignation function will depend on the following length of service and consist of:

Length of Service	Value	Details of Function
0 – 4 years	Nil	At the discretion of Council
4-8 years	\$200	Council sponsored sun downer (all elected members and partners) with nibbles, beer, wine and soft drink.

8 – 16 years	\$1000	Council sponsored sun downer (Elected Members, staff partners) with nibbles, beer, wine and soft drink.
16- 20yrs plus	\$2,000	Council sponsored reception (Elected Members, staff and partners as well as previous CEO's and elected members from neighbouring Councils).

The executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift.

**Statutory context:** Local Government Act 1995 –

s.5.60 – when a person has an interest

s.5.60A – financial interest

s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings

s.5.100A – gifts to elected members may only be made in prescribed circumstances

Local Government (Administration) Regulations 1996 –

r.34AC – gifts to council members, when permitted etc.

(1) at least one 4 year term must be completed

(2) maximum gift of \$100 per year of service to maximum of \$1,000