



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Elected Member Recognition Policy

Adopted by:	Council
Responsible Division:	CEO and Governance
First Issued/Adopted:	November 2011
Last Reviewed:	23 September 2019
Next Review Date:	September 2021

1. Introduction/Purpose

- 1.1 This Policy has been developed to provide a consistent and equitable approach to formally and officially recognise the contribution of long serving Elected Members to the City of Salisbury.
- 1.2 This policy establishes service recognition in addition to the recognition program operated by the LGA for 10, 15, 20, 25, 30, 35 and 40 years of service.
- 1.3 This Policy authorises the Mayor to bestow tributes to Elected Members in the event of illness/accident or bereavement.
- 1.4 The purpose of this policy is to specify the circumstances in which to acknowledge the services of current or retiring Elected Members, or Elected Members who have passed away, so that they are appropriately recognised for their contributions.

2. Scope

- 2.1 This Policy covers all recognition that is extended to Elected Members who currently serve or have served the City of Salisbury.

3. Legislative Requirements and Corporate Policy Context

3.1 *Local Government Act 1999*

4. Interpretation/Definitions

- 4.1 **Eligible Member:** means an Elected Member with at least three terms of continuous service with the City of Salisbury.
- 4.2 **Immediate Family:** for the purposes of this Policy, 'immediate family' means spouse, children; parents; and siblings.
- 4.3 **Memorial:** an object or a landscaped feature designed to preserve the memory of a person, event or place.
- 4.4 **Monument:** an enduring physical object created in memory of a person or event or place.

5. Policy Statements

- 5.1 In addition to the Certificates issued by the Local Government Association, the Eligible Member will be presented at a Council meeting, the following acknowledgement of continuous years of service:
- 10 years: Framed Certificate of Service
- 20 years: Framed Certificate of Service and Gift chosen by the Mayor to the value of \$200.
- 30 years: Plaque of the Council Crest and engraved plate identifying the name of the Elected Member and years to service to Council. Gift chosen by the Mayor to the value of \$350.
- 5.2 Members achieving the 20 year milestone will also have their names included on a "Service Recognition Honour Board" in the Salisbury Community Hub Foyer.
- 5.3 All presentations will be made by the Mayor at a normal meeting of Council and recorded in the minutes of the meeting.
- 5.4 Elected Members who have passed away and who have been closely associated with the Council and its history, are to be acknowledged and recognised for their contribution to the City of Salisbury in the form of the following:
- A sympathy (condolence) card or a personal note to the immediate family signed by the Mayor and/or CEO on behalf of Council and staff;
 - The publication of a notice in a local or state based newspaper on the death of a current or former Elected Member;
 - A floral tribute where this form of sympathy is considered acceptable. Where appropriate, the provision of a floral tribute may be substituted by a donation to a charity nominated by the immediate family of the person who has passed away.

5.5 For those Elected Members who have served 20 or more years with the City of Salisbury, and have made exceptional and significant contributions to Civic or Community matters, Council may give consideration, on a case by case basis, to one of the following forms of recognition:

- naming of a road (in accordance with the City of Salisbury's Naming of Roads Policy) and/or;
- naming of a park or reserve and/or;
- construction of artwork, memorial or monument and/or;
- other form of acknowledgement

once they no longer hold the position of Elected Member.

5.6 Outgoing Elected Members at the conclusion of an Elected Members term with Council, whether it is through resignation, or not successfully gaining a position following an Election, will be recognised by presentation of a Framed Certificate of Service by the Mayor with:

- Details of length of service
- Membership of Council Committees
- Membership on external Committees

5.7 The Mayor is further authorised to acknowledge Elected Members or their immediate family (via card, flowers or small gift) in the event of hospitalisation or accident.

5.8 Pursuant to Section 79 of the *Local Government Act 1999*, details of any benefits paid or payable to, or provided for the benefit of an Elected Member by Council will be recorded in the Register of Allowances and Benefits.

5.9 Expenditure for gifts, certificates will be sourced from within the Civic Budget Area. Where artwork, a monument or memorial is to be installed, a new initiative bid must be submitted.

6. Related Policies and Procedures

6.1 Local Government Awards – LGA

6.2 Plaques and Memorials Policy – City of Salisbury

6.3 Naming of Roads Policy – City of Salisbury

7. Approval and Change History

Version	Approval Date	Approval By	Change
7	23 September 2019	Council	

8. Availability

8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au

8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
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9. Review

This Policy will be reviewed within 12 months of a Council election and thereafter as necessary or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by Council.

Further Information

For further information on this Policy please contact:

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