

# RETIRING COUNCILLORS - PRESENTATION

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## 1. OBJECTIVE

To ensure that retiring Councillors are recognised formally for their service to Council through the presentation of a City of Karratha plaque and a gift.

## 2. PRINCIPLES

- A presentation shall be arranged to recognise the voluntary service put in by a Councillor during their term on Council.
- A City of Karratha plaque is to be presented suitably engraved when the Councillor either retires or resigns.
- The plaque shall be inscribed with the name of the Councillor and their period of service.
- This policy does not limit Council only to receipt of this type of presentation.
- A gift may be provided up to the value of \$300 in addition to the City of Karratha plaque.

## 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected members and employees are reminded of their obligations under Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

## 4. ROLES AND RESPONSIBILITIES

The Chief Executive Officer shall ensure that a suitable presentation is arranged for the resigning or retiring Councillor no later than 60 days after they have vacated their seat.

## 5. REFERENCES TO RELATED DOCUMENTS

[Regulation 34C Local Government \(Administration\) Regulations 1996 Nil.](#)

Policy Number:	CG-05
Previous Policy Number:	EXE-08
Resolution Numbers:	5423-Feb 1992, 12738-Sept 2002, 13497-Oct 2004, 14223-Oct 2007, 152174-Aug 2012; 153109-Apr 2015; 153772-Apr 2017
Last Review:	April 2017
Next Review:	April 2019
Responsible Officer:	Manager Governance & Organisational Strategy

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*