

## STATEMENT

The Resource Recovery Group Regional Council is committed to acknowledging the service and contribution made by its Regional Councillors and ensuring that such service is duly recognised.

## SCOPE

This Policy applies to the Regional Councillors of the Resource Recovery Group.

## OBJECTIVE

To provide a standard guideline for acknowledging the service and contribution made by Regional Councillors to the Resource Recovery Group.

## ROLES & RESPONSIBILITIES

### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that the annual budget contains sufficient funds for the provision of such gifts and for ensuring that an appropriate gift is chosen as prescribed below.

A local government cannot give a gift to a council member unless:

- (a) the gift is given in prescribed circumstances; and
- (b) the value of the gift is less than a prescribed amount.  
(section 5.100A of Local Government Act 1995)

## CONTENT

### 1. Retiring Regional Councillors

Retiring Regional Council members receive a gift/s for service to the RRG as determined by the following parameters:

Regulation 34AC (Local Government (Administration) Regulations amended 2011)  
Gifts to council members, when permitted etc. (Act s. 5.100A)

- a. The retirement of a council member who has served at least one full 4-year term of office is prescribed under section 5.100A(a) as circumstances in which a gift can be given to the council member.
- b. The amount of \$100 for each year served as a council member to a maximum of \$1000 is prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in sub regulation (1).
  - i. No gift will be given as a cash payout and the gift purchased should be suitable for keeping as a memento.
  - ii. Prior to the purchase of a gift, the CEO shall decide on an appropriate gift in consultation with the Chair and Deputy Chair, or in the case of the recipient holding one of these offices, one other Regional Councillor.
  - iii. The selection of a gift may be in conjunction with the retiring council member.
  - iv. The gift is to be awarded at a suitable function/meeting.

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v. An annual budget provision shall be included under ‘Members Expenses – Other’.

**2. Past and Serving Regional Councillors**

- a. Nominations for recognising past or serving members for distinguished service to the Regional Council shall be accompanied with a written submission detailing the reasons why the person is worthy of an award/recognition and is to be signed by a current member of the Regional Council.
- b. The CEO shall provide a report to the Regional Council for consideration of any nominations and make its decision based on its merit.
- c. The decision must be supported by a majority of Council (i.e.) 3 out of 5 councillors in favour.
- d. The award/recognition for any of the above is to be made at a suitable function/meeting.

**REFERENCES & REVIEW**

<b>Statutory Compliance</b>	Local Government Act 1995 s5.100A Regulation 34AC ( <i>Local Government (Administration) Regulations amended 2011</i> )	
<b>Organisational Compliance</b>		
<b>Next Revision Date</b>	November 2026	
<b>Related Documents</b>		
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Chief Executive Officer	Biennial
<b>Risk Rating</b>	Operational Risk Register – Low	
<b>Location of document</b>	RRG Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

**DOCUMENT CONTROL REGISTER**

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	23/02/2006
2009	Review	2	CO	MAF	28/05/2009
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	CEO	27/10/2016
2018	Review	6	EMCS	CEO	18/10/2018
2020	Review	7	EMCS	CEO	27/11/2020
2022	Review	8	MGC	SMG 4/10/2022	24/11/2022
2024	Review	9	EMGC	CEO	28/11/2024

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