

# STRATFORD DISTRICT COUNCIL

## **POLICY: PRESENTATIONS TO ELECTED MEMBERS AND STAFF**

<b>DEPARTMENT:</b> Office of the Chief Executive	<b>RESPONSIBILITY:</b> Chief Executive
<b>REVIEW DATE:</b> 2018/19	<b>NEXT REVIEW:</b> 2021/22
<b>VERSION:</b> 1 D19/22992	<b>APPROVAL DATE:</b> 13/08/2019

### **Purpose**

To formalise a policy for presentations to be made to elected members and staff who leave Stratford District Council.

#### **1. Recognition of Elected Members and Staff on Leaving**

##### **Elected Members:**

- After three years or more continuous service the elected member will be presented with a certificate and a function will be held.
- After nine years or more continuous service the elected member will be presented with a certificate and gift on leaving, and a function will be held. The total value of the gift will be no more than \$500.
- After 15 years or more continuous service the elected member's departure will be recognised with a function and they will be presented with a certificate and gift. The total value of the gift will be \$1,000.
- Any presentations or functions held for the District Mayor will be at the discretion of the Chief Executive and the Deputy Mayor.

##### **Staff Members:**

- After five years or more continuous service the staff member's departure will be recognised with a morning tea and they will be presented with a certificate.
- After 10 years or more continuous service the staff member's departure will be recognised with a morning tea, and they will be presented with a certificate and gift. The total value of the gift will be \$500.
- After 15 years or more continuous service the staff member's departure will be recognised with a morning tea and they will be presented with a certificate and gift. The total value of the gift will be \$1,000.
- Any presentations or functions held for the Chief Executive will be at the discretion of the District Mayor and Deputy Mayor.

## 2. **Recognition of Long Service of Elected Members and Staff**

### **Elected Members:**

- After 24 years continuous service for an elected member, the member will be presented with a certificate and a gift, and a function will be held. The total value of the gift will be \$1,500.

### **Staff Members:**

- After 20 years continuous service and following that every other 10 year continuous period, the staff member will be recognised with a morning tea.
  - After 25 years continuous service for a staff member, the member will be recognised with a morning tea and they will be presented with a certificate and a gift. The total value of the gift will be \$1,500.
3. Any presentations or functions to be held will be at the discretion of the Chief Executive (staff) and District Mayor (elected members).
  4. The presentations to elected members and staff will be funded from the Staff Gratuities Reserve.