

STRATFORD DISTRICT COUNCIL

SECTION: ADMINISTRATION	
<u>POLICY: PRESENTATIONS TO ELECTED MEMBERS AND STAFF</u>	
RESPONSIBILITY: Chief Executive	REVIEW DATE: April 2008
VERSION: 1	APPROVED DATE: April 2005
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PURPOSE

It is considered appropriate to formalise a policy for presentations to be made to elected members and staff who leave Stratford District Council.

Recognition of Elected Members and Staff on Leaving

- After three years or more continuous service the Elected Member will be presented with a certificate and a function will be held at the first meeting of the new Council.
- 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 presentations/function will be no more than \$750.
- After 10 years or more continuous service the staff member will be presented with a certificate, presented by Council, and gift on leaving and a function will be held. The total value of the presentations/function will be no more than \$750.
- After 15 years continuous service the elected member/staff member will be presented with a certificate and gift on leaving and a function will be held. The total value of the presentations/function will be no more than \$1,000. If the staff member is part of the senior management team then the total value will be no more than \$1,500.
- After 20 years continuous service the elected member/staff member will be presented with a certificate and gift on leaving and a function will be held. The total value of the presentations/function will be no more than \$1,500. If the staff member is a part of the senior management team then the total value will be no more than \$2,500.
- After 25 years continuous service the elected member/staff member will be presented with a certificate and gift on leaving and a function will be held. The total value of the presentations/function will be no more than \$2,000. If the staff member is part of the senior management team then the total value will be no more than \$3,000.

Any presentations or functions held for the Chief Executive will be at the discretion of the District Mayor and Deputy Mayor.

Any presentations or functions held for the District Mayor will be at the discretion of the Chief Executive and the Deputy Mayor.

Recognition of Long Service of Elected Members and Staff

- After 20 years continuous service the elected member/staff member will be recognised with a morning tea.
- After 25 years continuous service the elected member/staff member will be presented with a certificate and a gift and a function will be held. The total value of the presentations/function will be no more than \$2,000. If the staff member is part of the senior management team then the total value will be no more than \$3,000.

Any presentations or functions to be held will be at the discretion of the Chief Executive and District Mayor.

That the presentations to Elected Members and Staff will be funded from the Staff Gratuities Reserve.