

Moira Shire Council

Councillor Service Recognition Policy

Policy type	Council
Policy Number	GOV-06
Version Number	3
Responsible Director	Corporate Performance
Responsible Officer	Manager Governance, Risk and Performance
Date adopted by Council	24 June 2026
Scheduled for review	This policy will be reviewed four years from the date of adoption, or sooner if required. It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Administrative changes do not materially alter the document (such as spelling/typographical errors, change to the name of a Council department, a change to the name of a Federal or State Government department). Administrative updates can be made in accordance with the Policy Framework Guidelines.

1. PURPOSE

The purpose of this policy is to recognise the contribution made by Councillors to the Moira Shire community through years of service.

2. SCOPE

This policy applies to all Moira Shire Councillors.

This policy does not apply while Council is under administration pursuant to Part 7 of the *Local Government Act 2020 and the Local Government (Moira Shire Council) Act 2023*.

Administrators appointed are not eligible for recognition under this policy.

3. DEFINITIONS

Term	Definition
Service	Cumulative service as a Councillor, being the total period(s) during which a person has held the office of Councillor of Moira Shire Council.
Councillor	As defined in the <i>Local Government Act 2020</i> , means a person who holds the office of member of a Council.
Long Service	Long service is recognised at 10, 15, 20, 25, 30 and 40 years of cumulative service by the Municipal Association of Victoria (MAV).
Mayor Emeritus	Open to Councillors who have served three or more full terms as Mayor. For the purpose of these awards, 12 months constitutes a full term and includes terms that conclude in November each year. This award can only be received once by a Mayor.

4. POLICY STATEMENT

Council will acknowledge the contribution made by Councillors through years of service in the following manner:

Service Acknowledgement

Recognition of service will be made to eligible Councillors with the presentation of a Certificate of Service upon the conclusion of their service as a Councillor.

A presentation of a plaque will be made to long serving Councillors who reach 20 years of cumulative service for Moira Shire Council.

Councillor Service Awards

Eligible Councillors will be nominated for the MAV Victorian Councillors Service Awards for recognition of long service and the Mayor Emeritus Award. Nominations will be submitted in accordance with the timeframes notified by the MAV each year.

5. MONITORING AND EVALUATION

The Manager Governance, Risk and Performance is responsible for:

- maintaining an up-to-date Councillor service register
- ensuring MAV nominations are submitted within the timeframes notified each year
- Coordinating the presentation of Plaques and Certificates of Service to eligible Councillors at the earliest practicable opportunity following the conclusion of their service, by the Mayor or CEO (if the Mayor is the recipient).

6. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 – COMPATIBILITY STATEMENT

The *Charter of Human Rights and Responsibilities Act 2006* has been considered in relation to whether any human right under the Charter is restricted or interfered with in any way by enacting any part of this policy. It is considered that this policy is consistent with the rights outlined in the Charter.

7. RELATED DOCUMENTS

Related Legislation

Local Government Act 2020

Local Government (Moira Shire Council) Act 2023

References

[MAV – Victorian Councillors Service Awards](#)

8. DOCUMENT REVISIONS

Version	Summary of Changes	Approved by	Date
1	Original Policy adopted	Council	13/12/2017
2	Policy review	Council	25/05/2022
3	Policy review	Council	24/06/2026