

## POL 0039: Presentation of a Shire Plaque of the Council Crest

### Purpose

To provide standard guidelines for acknowledging the service of an individual, group or organisation with the presentation of a Shire Plaque of the Council Crest.

### Scope

Presentation of a Shire Plaque of the Council Crest may be given to retiring Elected Members, senior Shire employees, community members/organisations, other local authorities and visiting naval ships/defence forces/dignitaries.

### Definitions

**Council Crest:** a heraldic symbol of the Shire of Esperance which embodies the rich history and identity of the shire.

### Practice

That the Esperance Shire Council presents a Shire Plaque of the Council Crest at the agreement of the Shire President and Chief Executive Officer. All Elected Members must be notified of the awarding of the Shire Plaque of the Council Crest prior to the presentation occurring.

The plaques shall be presented by the Shire President at a special function, either Council or community orientated.

.....End.....

### Document Information

**Responsible Position** Executive Assistant

**Risk Rating** Low

### Referencing Documents

- *Local Government Act 1995*

### Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2001	1		New policy	O0201-0078	Feb 2003
Sept 2007	2	D12/59			
Jul 2015	3		Change wording indicating when a plaque of the crest can be presented	O0715-014	Jul 2017
Mar 2018	4	D16/29008	Very minor grammar changes	O0318-073	Mar 2020
Nov 2019	5	D16/29008[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	6	D16/29008[v3]	Biennial review, no change.	O0122-012	Jan 2024
Jan 2024	7	D16/29008[v4]	Rewording of purpose and scope, removal of duplicate paragraph in practice section.	O0124-004	Jan 2026
Dec 2025	8	D16/29008[v5]	Biennial review, no change	O1225-098	Dec 2027