



Purchase of Outgoing Mayoral Gifts

Version No.	V 2.1 - 10 September 2019
Endorsement	Policy Review Panel – 27 November 2019
Authorisation	Council - 9 December 2019
Review date:	30 September 2021
Responsible officer:	Chief Executive Officer
Policy owner	Manager Legal & Governance

1. Purpose

To provide guidance to Council and the administration in respect of gifts to be presented to the outgoing Mayor and Deputy Mayor.

2. Scope

This policy applies to the outgoing Mayor and Deputy Mayor.

3. Policy

3.1 Mayor

Council will provide a gift to the outgoing Mayor at the end of their term of office in recognition of their significant contribution to the Council and the Melton community during their Mayoralty.

The outgoing Mayor has the option to retain the Mayoral Robe as a gift for that year. It is at the Mayor's discretion whether the robe be embroidered with the year of service to Council.

The outgoing Mayor will also receive a gift to the maximum value of \$300, and may take the form of an "album" being a pictorial representation of the Mayor's year of office.

3.2 Deputy Mayor

Council will provide a gift to the outgoing Deputy Mayor at the end of their term of office in recognition of the support provided by them to the Mayor, and their service to the Council and Melton community.

The gift will be to a value of \$250, and will be organised and selected by the Chief Executive Officer.

4. Responsibility/Accountability

4.1	Chief Executive Officer
	<ul style="list-style-type: none"> The Chief Executive Officer is responsible for providing professional advice and guidance to Councillors regarding this policy.
4.2	Manager Legal & Governance
	<ul style="list-style-type: none"> The Manager Legal & Governance policy is responsible for the maintenance, currency and promotion of this policy
4.3	Councillors
	<ul style="list-style-type: none"> Councillors are responsible for operating in accordance with this policy, and providing feedback to the policy owner.