

## Purchase of Outgoing Mayoral Gifts Policy

<b>Date adopted</b>	22 April 2024
<b>Adopted by</b>	Council
<b>Review due</b>	March 2026
<b>Responsible officer</b>	Head of Governance
<b>Records reference</b>	10190434

### 1. Purpose

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

### 2. Application and Scope

This Policy applies to the outgoing Mayor and Deputy Mayor.

### 3. General Provisions

#### 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. The arrangement of the gift will be coordinated by the Office of the CEO.

The gift will take the form of:

- The Mayoral robes worn throughout their Mayoral term;
- A Letter Under Seal of Council;
- A commemorative enamel pin recognising their service to the community as Melton City Council Mayor; and
- A pictorial representation of the Mayoral term through the coordination of an album.

These gifts are to be presented to the outgoing Mayor at the Statutory Meeting following the election of a new Mayor, or in the case of an Election Year, the last Council Meeting before the Election Day.

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 \$200 (inc. GST) and will be coordinated by the Office of the CEO, in consultation with the Mayor of the day.

The outgoing Deputy Mayor will also receive a commemorative enamel pin and a letter under seal in recognition of the support provided by them to the Mayor, and their significant contribution to the Council and the City of Melton community.

The gift, pin and letter are to be presented to the outgoing Deputy Mayor at the Statutory Meeting following the election of a new Deputy Mayor, or in the case of an Election Year, the last Council Meeting before the Election Day.

## 4. Related Documents

Name	Location
Local Government Act 2020	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.