

Councillor Recognition Policy

Date adopted	27 July 2026
Adopted by	Council
Review due	31 July 2030
Responsible officer	Head of Governance
Records reference	10190434

1. Purpose

The purpose of the Councillor Recognition Policy (Policy) is to provide guidance in respect of gifts to be presented to the outgoing Mayor and Deputy Mayor and Councillors who conclude their service to Council, including Councillors who are not returned to office following a Council election.

2. Application and Scope

This Policy applies to the outgoing Mayor and Deputy Mayor and Councillors who conclude their service to Council.

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 City of Melton community. The arrangement of the gift will be coordinated by the Mayor and Councillors Support Team.

The gift will take the form of:

- Optional retainment of the Mayoral robe and stole worn throughout their Mayoral term and, at the Mayor's discretion, with the stole embroidered with their year of service as Mayor;
- 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 in the form of an album.

These gifts, with the exception of the Letter under Seal are to be presented to the outgoing Mayor at the Statutory Meeting at the conclusion of their term of office as Mayor, or in the case of an Election Year, the last Council Meeting before the Election Period commences. The Letter under Seal, signed by the newly elected Mayor, will be presented at the next Briefing of Councillors.

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 the City of Melton community. The arrangement of the gift will be coordinated by the Mayor and Councillors Support Team.

The gift will take the form of:

- A gift to the value of \$200 (inc. GST), coordinated by the Mayor and Councillors Support Team in consultation with the Mayor of the day.
- A Letter Under Seal of Council; and
- A commemorative enamel pin recognising their service to the community as Melton City Council Deputy Mayor.

These gifts are to be presented to the outgoing Deputy Mayor at the Statutory Meeting at the conclusion of their term of office as Deputy Mayor, or in the case of an Election Year, the last Council Meeting before the Election Period commences.

3.3. Councillors who have Concluded their Service to Council

Council will provide a gift to Councillors at the conclusion of their service to Council, including Councillors who are not returned to office following a Council election, in recognition of their service to the Council and the City of Melton community. The arrangement of the gift will be coordinated by the Mayor and Councillors Support Team.

The gift will take the form of a Letter Under Seal of Council.

This gift of recognition will be forwarded to the Councillor following the conclusion of their service to Council.

4. Related Documents

Name	Location
<i>Local Government Act 2020</i>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Election Period Policy (contained within Council's Governance Rules)	Documents Reports Strategies Melton City Council

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