



MINUTES

POLICY REVIEW PANEL

held on Wednesday 27 November 2019 at 10:00am in Civic Room 2, Melton Civic Centre

Present: Cr L Carli, Mayor
Cr K Hardy
Cr K Majdlik
Cr B Turner

Ms C Denyer, Manager Legal & Governance
Mr J Whitfield, Governance Coordinator

Chairperson: Cr L Carli, Mayor

The meeting commenced at 10:10am

1. Welcome

Cr Carli welcomed the Panel members.

2. Apologies

Nil

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of the previous minutes

The Panel agreed that the minutes of the Policy Review Panel meeting held on 2 October 2019 and adopted by Council at the Ordinary Meeting held on 14 October 2019 be noted.

5. Business Arising

Nil

6. General Business

6.1 Traffic Calming Policy

Presenter: - Kerry Walton and Tom Lay

The revised Traffic Calming Policy was considered by the Panel.

The Panel discussed a number of aspects of the Policy. Some changes were made to the Policy as presented to the Panel in the Agenda. These included:

- Deletion of some wording in Section 4 Traffic Calming Principles
- Re-ordering the policy to make Section 5 become Section 4 and Section 4 to become Section 5



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Recommendation 1

Crs Majdlik/Turner

That Council approve the revised *Traffic Calming Policy* as attached to these minutes.

CARRIED

Cr Hardy left the meeting at 10:55am and did not return.

6.2 Debt Collection Policy

Presenter: - Sam Rumoro

No changes were made to the Debt Collection Policy as presented to the Panel

Recommendation 2

Crs Majdlik/Carli

That Council approve the revised *Debt Collection Policy* as attached to these minutes.

CARRIED

6.3 Financial Assistance (Rates & Charges) Policy

Presenter: - Sam Rumoro

No changes were made to the Financial Assistance (Rates & Charges) Policy as presented to the Panel.

Recommendation 3

Crs Carli/Turner

That Council approve the revised *Financial Assistance (Rates & Charges) Policy* as attached to these minutes.

CARRIED

Cr Majdlik left the meeting at 11:12am.

Cr Majdlik returned to the meeting at 11:14am.

6.4 Tree Planting and Removal Policy

Presenter: - Simon Potter

The Panel discussed a number of parts of the revised Tree Planting and Removal Policy which raised some legal aspects to the policy.



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Recommendation 4

Crs Carli/Turner

That Council defer consideration of the *Tree Planting and Removal Policy* pending a review of legal aspects of the revised policy.

CARRIED

6.5 Election Period Policy

Presenter: - Christine Denyer

The revised Election Period Policy was considered by the Panel.

The Panel discussed a number of aspects of the Policy. Some changes were made to the Policy as presented to the Panel in the Agenda. These were:

- Insertion of the word 'formerly' in clause 5.4.1
- Insertion of a sentence on the Councillor Speaking Opportunity Protocol in clause 5.4.3

Recommendation 5

Crs Majdlik/Turner

That Council approve the revised *Election Period Policy* as attached to these minutes.

CARRIED

6.6 Councillor Speaking Opportunity Protocol

Presenter: - Christine Denyer

The revised Councillor Speaking Opportunity Protocol was considered by the Panel.

Changes were made to the Protocol to remove references to Ward and non-Ward-specific events.

Recommendation 6

Crs Turner/Majdlik

That Council approve the revised *Councillor Speaking Opportunity Protocol* as attached to these minutes.

CARRIED

6.7 Purchase of Outgoing Mayoral Gifts Policy

Presenter: - Christine Denyer

The revised Purchase of Outgoing Mayoral Gifts Policy was considered by the Panel.

The Panel discussed a number of aspects of the Policy. Changes were made to the Policy as presented to the Panel to increase the value of the gift to the Mayor to \$300 from \$250. (The current policy has a value of \$200)



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Recommendation 6

Crs Majdlik/Carli

That Council approve the revised *Purchase of Outgoing Mayoral Gifts Policy* as attached to these minutes.

CARRIED

7. Next Meeting

To be determined, 10:00am – 12:00pm, Civic Room 2, Melton Civic Centre.

8. Close of Business

The meeting closed at 12:01pm.

	<h2>Traffic Calming Policy</h2>
Version No.	V 3.0 - 18 November 2019
Endorsement	Executive – 18 November 2019 Policy Review Panel – 27 November 2019
Authorisation	Council - <insert date>
Review date:	30 June 2025
Responsible officer:	Manager Engineering Services
Policy owner	Traffic & Transport Coordinator

1. Purpose

The objective of this policy is to maintain amenity in local, residential access streets, and to specify a consistent, transparent, and formal process for evaluating traffic conditions on Council roads and traffic calming requests.

Traffic calming involves a variety of treatments that reduce and control vehicle speeds, alter driver behaviour and improve conditions for other users including pedestrians and cyclists.

The Traffic Calming Policy also seeks to establish a balance in policy and resourcing between engineering solutions (applying the safe system approach), education and law enforcement interventions.

2. Scope

This policy applies to Engineering Services staff when assessing requests for traffic calming devices.

This policy is concerned with the provision of traffic calming treatments on Council's local road network. The road types subject to this policy are classified local and collector roads, and exclude the arterial road network.

3. Definitions

Word / Term	Definition
Traffic Calming Device	An engineering device used to reduce vehicle speed. These includes speed humps, raised pedestrian crossing, modified T-intersection, roundabout etc.
Irresponsible Driving	An activity of careless and improper driving, which includes burnouts, tire screeching, street racing and drifting. Often referred to as Hooning.
Vulnerable Road User	Road users who are most vulnerable to serious injury in the event of a crash, typically pedestrians, cyclists and the disabled
Activity Generator	Activity land use generators such as retail/activity centres, schools, parks, residential area are considered in relation to the likely presence of vulnerable road users (pedestrians and cyclists).
Road Authority	The governing body that owns, maintains and manages the road infrastructure asset.

Word / Term	Definition
Local Road	A road that is primarily used to gain access to the property bordering it.
Collector Road	A road of a low-to-moderate capacity that is primarily used to collect traffic from Local Roads and distribute it to Arterial Roads.
Arterial Road	A road of a moderate-to-high capacity that is primarily used to collect traffic from Local Roads or Collector Roads and distribute it to freeways.
85 th Percentile Speed	The 85 th percentile speed is the speed at which 85% of traffic travel at or below, alternative it can be described as the speed at which 15% of traffic exceeds. For example, if a street has a daily volume of 200 vehicles and an 85th percentile speed of 57km/h, then 30 vehicles per day are exceeding 57km/h.
Risk	Involves the calculation of the likelihood of occurrence and the severity of the consequence. i.e. Risk = Likelihood x Consequence
Warrant	A warrant is a statement of those condition at which intervention is considered to be required

4. Identifying the need for Traffic Calming

Resources are best directed to those activities that will alter a proven and serious crash history and lead to fewer deaths and injuries in the future. The Traffic Calming Policy seeks to establish a balance in policy and resourcing between engineering, education and law enforcement interventions in road safety.

Council has an objective method of assessing and prioritising traffic calming requests. The need for traffic calming is evaluated based on the following criteria;

1. Road type - whether the road is a Local road or Collector road. Traffic calming devices such as speed humps are generally deemed inappropriate for higher order Collector as the function of these roads in the road network is to move traffic between local and arterial roads at a moderate capacity.
2. Traffic speed - a traffic survey is conducted over a seven-day period to determine the 85th percentile traffic speeds along a length of road.
3. Traffic volume - a traffic survey is conducted over a seven-day period to determine the average number of vehicles travelling on a road per day.
4. Accident history – based reported accident in the last 5 years. This can be sourced from VicRoads and/or the Victoria Police database.
5. Road geometry - whether the road alignment is straight road, on a crest, or has curves and whether sight lines are restricted etc.
6. Vulnerable Road Users – whether there are vulnerable road users such as pedestrians and cyclists.
7. Activity Generators – takes into consideration the location, proximity to retail/activity centres, schools, parks etc.
8. Heavy Vehicles – the percentage of heavy vehicles travelling along the road.
9. 'Rat Running' – Consideration as to whether this a known route where 'rat running' occurs.
10. Length of road – The shorter the length of the road segment, the less likelihood that there are vehicles to generate adequate speed to be of a concern. Traffic calming devices would not be considered for road segments which are less than 200m in length.

Based on the assessment criteria above, the investigation will derive a total score. The total score in conjunction with the traffic engineer's judgement will determine if the traffic calming devices are warranted. In the event a device is warranted, a business case will be prepared for funding consideration within Council's long term Capital Works Program.

This methodology is recognised by AustRoads as best practice and is being used increasingly by Local Government authorities nationally.

It should be noted that traffic calming measures cannot be implemented in all locations to counter speeding vehicles. The ultimate solution lies in educating motorists about the implications of speeding and effective law enforcement. Uncontrolled implementation of traffic calming can also have widespread implications and negative side effects that lead to additional problems including;

- potential loss of street parking
- increase in noise and fumes adjacent to traffic calming structures due to braking and acceleration of vehicles.
- may adversely affect access for buses, commercial vehicles and emergency vehicles
- uncomfortable for vehicle passengers and cyclists
- increase in traffic volume in neighbouring streets
- increased glare at night from car lights and additional street lighting
- increased maintenance costs to council

It is therefore necessary to consider all implications associated with the implementation of traffic calming measures.

5. Traffic Calming Principles

5.1 Risk

Risk identification is required to determine when Council may consider intervening with the application of traffic calming measures.

Risk is defined as Likelihood x Consequence. An example of the risk rating matrix is shown in the diagram below.

CONSEQUENCE	Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD					
<i>Almost certain</i>	MODERATE	HIGH	HIGH	EXTREME	EXTREME
<i>Likely</i>	LOW	MODERATE	HIGH	EXTREME	EXTREME
<i>Possible</i>	LOW	MODERATE	MODERATE	HIGH	EXTREME
<i>Unlikely</i>	LOW	LOW	MODERATE	MODERATE	HIGH
<i>Rare</i>	LOW	LOW	LOW	MODERATE	HIGH

Figure 1: Risk Matrix

Example 1: In a residential street, the investigation indicates that the 85th percentile speed along the street is 55km/h (5km/h over the speed limit) and the traffic volume is 500 vehicles per day. It is a straight road segment with clear sightlines and very low pedestrian volumes. The 'likelihood' of a vehicle losing control on a straight resident street (excluding other influences such as drugs or alcohol) is considered "unlikely" and if the vehicle was to lose control, the consequence would be "minor", therefore the risk would be considered as a "low" risk.

Example 2: In a residential street abutting a school, investigation indicates that the 85th percentile speed along the street is 60km/h (20km/h over the 40km/h school speed limit) and the traffic volume is 3,000 vehicles per day. The road segment has a bend with obstructed sightlines. The 'likelihood' of a vehicle losing control along this street with obstructed sightlines (excluding other influences such as drugs or alcohol) is considered "possible" and if the vehicle

was to lose control, the consequence would be “major” given the locality near/at a school with a high pedestrian volume, therefore the risk would be considered as a “High” risk.

5.2 Applying the Safe System Assessment.

The National Road Safety Strategy is based on the Safe System approach to improving road safety. The Safe System is a road safety philosophy that requires roads to be designed and managed so that death and serious injury are avoidable. The basic principles are:

- Humans are fallible and will inevitably make mistakes when driving, riding or walking.
- Despite this, road trauma should not be accepted as inevitable. No one should be killed or seriously injured on our roads.
- To prevent serious trauma, the road system must be forgiving, so that the forces of collisions do not exceed the limits that the human body can tolerate.

The Safe System philosophy underpins Victoria’s strategic approach to road safety. It is commonly divided into four core interrelated pillars – safer roads, safer speeds, safer vehicles and safer road users. A fifth pillar, post-crash response, has been identified by the World Health Organisation (2011).

Council plays significant role in ensuring that we have safer roads and safer speeds (two of the four core pillars).



Figure 2: The pillars of the Safe System

*(Source: Towards Zero 2016/2020 Victoria’s Road Safety Strategy & Action Plan)
Further information VicRoads Safe System Assessment Guidelines can be found on VicRoads website.*

5.3 Enforcement

It is widely believed that traffic calming methods, such as speed humps, roundabouts or lower speed limits will reduce hooning. Extensive research and experience across Australia shows that this is not the case. Law enforcement is the single most meaningful method of controlling anti-social behaviour.

Enforcement is defined as a police presence to monitor speeds and issue tickets for violations. It is often used to regulate behaviour and is proven to be quite effective in reducing anti-social behaviours and safer travel speeds (provided the enforcement measures are consistent).

6. Consultation

If a street is deemed to require the implementation of traffic calming devices as determined by this policy, the Engineering Services team will compile a shortlist of appropriate treatments that would be suitable for implementation at the specified location. This list will be derived from those provided in the AustRoads Guide to Traffic Management – Part 8: Local Area Traffic Management. Concept plans and engineering estimates relating to each proposal will be prepared, with consultation to then occur with affected residents.

All residents within the street will be surveyed to determine the preferred traffic calming device. If there is general agreement regarding the proposal, officers will refer the project to Council's long term Capital Works Program for funding consideration into the future.

In the event the proposal is not supported by a majority of residents, the proposal is then further assessed by the Engineering Services team. Consideration may be given to minor treatment such as signage and linemarking as a form to educate the public.


If proposed treatments are located on a bus route, Public Transport Victoria (PTV) and the bus operator will be consulted. Emergency Services operators including Victoria Police, CFA, Ambulance and SES will also be advised of the proposal.

7. Responsibility

The Engineering Services team is responsible for administering and ensuring this policy is complied with.

8. References and links to other documents

- Austroads Guide to Traffic Management – Part 8: Local Area Traffic Management
- VicRoads Supplements to AustRoads Guide to Traffic Management – Part 8: Local Area Traffic Management
- VicRoads Safe System Assessment Guidelines
- Towards Zero 2016/2020

	<h2>Debt Collection Policy</h2>
Version No.	V 3.1 19 October 2018
Endorsement	Audit Committee – 28 August 2019 Policy Review Panel – 27 November 2019
Authorisation	Council - <insert date>
Review date	31 December 2020
Responsible officer	Manager Finance
Policy owner	Revenue Coordinator

1. Purpose

To provide a framework for the efficient and effective collection of all outstanding debts and compliance with statutory requirements in relation to collection of rates, charges, fees and other debts.

2. Scope

This policy applies to all rates and charges levied by council in accordance with the *Local Government Act 1989*, and other receivables that are owed to Council for performing works and services.

This policy is not applicable to Infringements which are subject to different collection process.

3. Definitions

Word / Term	Definition
Compassionate Grounds	Short term circumstances of a compassionate nature that if deferment of payment was not granted, it would lead to a situation of financial hardship and other difficulties.
Financial Hardship	The debtor is unable to pay the outstanding monies owing due to any adverse financial situation.
Necessitous Circumstances	Circumstances beyond the control of the ratepayer /debtor that makes payment of outstanding dues to council impracticable on a short term basis only.
Special Circumstances	Circumstances where the ratepayer/ debtor has a demonstrable need, outside their control

4. Policy

Council has a responsibility to ensure monies owed to it are collected in a timely, effective and efficient manner to finance its operations and ensure effective cash flow management. Whilst carrying out this responsibility, Council will:

- Ensure that the process is transparent to everyone;
- Treat all people fairly and consistently under this policy;
- Treat all matters under this policy confidentially; and
- Treat people with respect and sensitivity in considering their circumstances.

The management and recovery of outstanding debt is an important aspect of the Council's Financial Management function. The powers available to Council in pursuing outstanding debts is set out in the *Local Government Act 1989*.

4.1 Debt Groupings

Amounts owed to Council can be categorised into several broad base groups including

- Rates and Charges
- Special Rates and Charges
- Loans and Lease agreements
- Sundry Debtors

Each grouping, by its particular nature, requires distinct methods of debt collection procedures and will be considered accordingly. The detailed collection procedures applying to these groups of debtors are attached to this policy. Collection processes to be followed for each debtor groupings are:

4.1.1 Rates and Charges debts

Standard collection process

4.1.1.1 Failure to pay Instalments due

Council currently offers payment by instalment on 30 September, 30 November, 28 February and 31 May each year. Statutory interest charges will be charged, in accordance of section 172 of the Local Government Act, for payments not made on the due dates mentioned above.

4.1.1.2 Reminder Notices

Reminder notices are forwarded to all unpaid rates accounts within 10 days of the instalment due dates, requiring payments within 10 days or to negotiate and enter a "Payment Arrangement". Any such payment arrangements should clear the debt within a 6-12 month period. Extended payment arrangements of more than 12 months duration will be considered under Council's Financial Assistance (Rates & Charges) Policy.

Any payment arrangements negotiated will be monitored by the Council's Debt Collection contractor.

4.1.1.3 Magistrate Court Actions

Rate payers who do not respond to "Reminder Notice" will be subject to the following formal collection processes.

- Debt Collection Agency Final Notice
- Solicitors Demand letter
- Issue of Complaint

- Issue of Judgement Order
- Summons for Oral Examination of debt at the Magistrates Court
- Warrant of Apprehension served for failure to attend Courts for Oral Examination
- Contact by Debt Collection Contractor to follow up the repayment arrangement
- Issue of Warrant to Seize Property, Attachment of Earnings Application, Garnishee of Wages
- Reporting to mortgage financier of ratepayer's indebtedness to Council
- Bankruptcy proceeding
- Winding up of companies.

The above actions incur the Magistrates Courts Civil Procedures-Scale of Costs, all of which are recoverable from the ratepayer.

Discretion of the Finance Manager is exercised in proceeding with any of the above actions, dependent upon size of the debt, length of debt accrual and past history of ratepayer.

4.1.1.4 Sale of Property to recover outstanding rates-Section 181 of the Act

The Manager Finance will prepare a report to Council of properties proposed for sale to recover unpaid rates and charges on a yearly basis.

The report is to reflect those properties where all measures to collect the debt has been unsuccessful and officers believe proceeding to sell the property is justified and worthwhile. The report will be supported by a confidential listing of all required details for council to make an informed determination on each individual debtor, including the debtor's financial circumstances if known, debt history, costs involved and any other relevant matters.

4.1.2 **Special Rates and Charges:**

Standard Collection Process:

Initial accounts, for any special rates and charges, are forwarded once the special rate or charges has been formally declared. The payment terms will be as agreed in the declaration of special charges and rates for each scheme.

4.1.2.1 Reminder notices:

Reminder notices are forwarded when payments are not received on due date.

4.1.2.2 Follow up action:

As per rates and charges procedures.

4.1.3 **Loans and Lease Agreements**

Standard Collection Process

Council has several loans and lease agreements with community organisations and businesses. Repayments are identified in the agreement and a repayment schedule is provided. Notices for these are forwarded one month prior to the due dates.

4.1.3.1 Reminder notices

Monthly statements are sent to unpaid accounts.

4.1.3.2 Over 90 days overdue

Accounts not settled for more than 90 days are referred to the responsible Council Officer for follow up.

4.1.3.3 Final Notices:

In the absence of any suitable payment arrangement / non-compliance of payment arrangements, final notices are initiated as a step before legal recovery processes commence.

Future use of Council facilities may be restricted if no satisfactory payment plan is entered into.

4.1.4 Sundry Debtors**Standard Collection Process**

Statement of accounts / invoices are forwarded on a monthly basis

4.1.4.1 Reminder Accounts

Statement of accounts incorporating arrears outstanding to be sent in following month.

4.1.4.2 Overdue accounts

Respective Council Officers are provided with a list of overdue accounts. Responsible Officers advise Finance of further actions.

4.1.4.3 Credit notes

A "Request for Credit Note" must be completed using Council's Customer Action Request (CAR) system.

4.1.4.4 Write Off of Bad Debts

Debts may be written off where there is no expectation of recovering the amount owing.

Any write offs must be authorised by the Manager Finance.

4.2 Financial Assistance (Rates & Charges) Policy

Provision of Council's Financial Assistance (Rates & Charges) Policy will be used to assist Council's debtors here applicable before other debt collection procedures are enforced.

5. Responsibility**5.1 Debt Recovery Officer**

Responsible for day to day enforcement of the policy with necessary guidance from Revenue Coordinator.

5.2 Revenue Coordinator

Responsible to ensure that the policy is implemented in a consistent manner across all areas of Council, with necessary approval from the senior management of the Council.

5.3 Staff

This policy seeks to maintain and enhance Council's integrity and standing in its dealings with its debtors. It is expected that when Council staff have dealings with Council's debtors, that:

- All debtors are shown utmost respect, courtesy, and diligence in all dealings.
- High levels of ethics are adhered to, particularly when dealing with those debtors regarded as being in necessitous or disadvantaged circumstances.
- All debt collection arrangements are treated as strictly confidential.
- Maximum possible collection targets are sought by Council.

- Any negotiated arrangements are as per the documented guidelines stipulated in subsequent sections of this policy.


6. References and links to other documents

6.1 Legislation

- *Local Government Act 1989* with references to the following Sections:
 - Section 170 Deferred payment of rates and charges
 - Section 171 Waiver of rate or charge or interest
 - Section 172 Council may charge interest on unpaid rates and charges
 - Section 177 Council may require occupier to pay rent
 - Section 180 Council may take legal action to recover unpaid rates and charges
 - Section 181 Council may sell land to recover unpaid rates and charges
- *The Privacy and Data Protection Act 2014*
- *Penalty Interest Rates Act 1983*

6.2 Council documents

- Debt Recovery Procedures
- Delegation conferred on the Manager Finance
- Financial Assistance (Rates & Charges) Policy

	Financial Assistance (Rates & Charges) Policy	
	Version No.	V4.1 - 19 October 2018
	Endorsement	Audit Committee – 28 August 2019 Policy Review Panel – 27 November 2019
	Authorisation	Council - <insert date>
	Review date	31 December 2020
	Responsible officer	Manager Finance
	Policy owner	Revenue Coordinator

1. Purpose

To process applications by ratepayers for deferment or waiver of rates, charges and /or interest on the grounds of financial hardship, compassion, special or necessitous circumstances.

2. Scope

This policy applies to ratepayers of Melton City Council in accordance with Sections 170, 171 and 171A of the *Local Government Act 1989*.

3. Definitions

Word/Term	Definition
Financial hardship	Unable to pay the outstanding rates or charges due to adverse financial condition.
Compassionate grounds	Short term circumstances of a compassionate nature that if deferment of payment is not granted would lead to Financial hardship.
Necessitous circumstances	Circumstances beyond the control of the ratepayer that makes the payment of rates and charges impracticable on a short-term basis only.
"Market Rate of Interest"	This will be the opportunity cost of interest income forgone by Council- i.e.: Official 180 day bank bill rate as at 1 July each year.
Primary residence	The property which is considered to be the main living location.
Independent Financial Counsellor	A free service provided to ratepayers in financial difficulty that is independent of the Council.

4. Policy

4.1 Deferring of Rates and Charges –Section 170 of the Act

Ratepayers may have rates and charges, or part thereof, deferred although rates and charges will continue to be levied subject to compliance with the following conditions and approval by the Chief Executive:

- Available only to individuals experiencing hardship with regard to the rates on their primary residence
- The ratepayer must be experiencing undue and unavoidable hardship
- The applicant must be able to provide additional information such as Concession Card issued under State Concession Act, evidence of low income, Centrelink Healthcare Card etc.
- Council is satisfied on the application of the ratepayer that the payment of rates and charges will cause undue hardship to the ratepayer
- Interest on deferred rates will be levied at the “market rate”, rather than the penalty interest rate
- Council may defer payment or part payment for such period as Council thinks fit.

4.2 Waiving of Rates and Charges – Section 171 of the Act

Ratepayers may have rates and charges, or part thereof, waived subject to following conditions and approval by Council or by delegated authority:

- Available only to individuals experiencing hardship with regard to the rates on their primary residence
- Ratepayer is an eligible recipient within the meaning of State Concessions Act 2004
- The applicant is under Financial hardship and must be able to provide additional information to prove hardship on a needs basis
- Maximum of 30% of the current years rates and charges, with a minimum waiver of \$100 per property per year due to financial hardship
- Waiver must be recommended by an independent financial counsellor.

4.3 Waiving of Interest – Section 171A of the Act

Ratepayers may have interest or part thereof, waived where they have demonstrated compassionate grounds for a payment being late and/ or financial hardship subject to compliance of the following conditions and approved by General Manager, Corporate Services or delegated officer:


- Ratepayer experiencing undue financial hardship (in necessitous circumstances)
- Ratepayer is on a payment arrangement to catch up the outstanding rates and charges
- Maximum of 12 months waiver.

5. Responsibility /Accountability

5.1	Manager Finance
	<ul style="list-style-type: none"> For ensuring the policy is applied consistently.
5.2	Debt Recovery Officer
	<ul style="list-style-type: none"> For the collection of Council's overdue rates and charges.
5.3	General Manager Corporate Services
	<ul style="list-style-type: none"> Determining deferrals of rates and charges under Section 170 of the <i>Local Government Act 1989</i> Determining the waiving of interest under Section 171A of the <i>Local Government Act 1989</i>
5.4	Council
	<ul style="list-style-type: none"> Determining the waiving of rates under Section 171 of the <i>Local Government Act 1989</i>

6. References and links to legislation and other documents

Name	Location
Sections 170,171,171A of the Local Government Act 1989 (VIC)	http://www.legislation.vic.gov.au/

	<h2>Election Period Policy</h2>
Version No.	Draft V2.0 - 11 November 2019
Endorsement	Policy Review Panel – 27 November 2019
Authorisation	Council - <insert date>
Review date	31 July 2023
Responsible Officer	Manager Legal and Governance
Policy owner	Governance Coordinator

1. Purpose

To satisfy section 93B of the *Local Government Act 1989* (the 'Act'), which requires Council to prepare, adopt and maintain an Election Period Policy which must address certain matters.

2. Scope

All Melton City Council Councillors, employees, contractors, consultants and volunteers, and applicable only during the statutory election period.

3. Application of Policy

The election period (or caretaker period) for the 2020 local government general elections commences at noon on Tuesday 22 September 2020 and ends at 6.00pm on Saturday 24 October 2020.

The Chief Executive Officer is responsible for the application of the policy across Melton City Council.

In this Policy the Act means the *Local Government Act 1989* and any legislation which amends or replaces that Act from time to time. Where in this policy a definition refers to a definition in the Act and then goes on to include that definition, the definition in any new or amended legislation will apply. For the avoidance of doubt, to the extent that this Policy conflicts with any legislation which amends or replaces the Act and which is in force during the Election Period, that amending or replacement legislation will prevail to the extent of any inconsistency.

4. Definitions

Word/Term	Definition
the Act	means the <i>Local Government Act 1989</i> and any Act which amends or replaces that Act from time to time.
Caretaker Period	has the same meaning as 'Election Period'.
Council Information	means any communication or material containing facts, data or material about the Council and its products, services, processes or functions.
Council resources	means human, material and financial resources of Council, including but not limited to, Council office and works spaces, staff (fulltime, part time, casual, contract) and volunteers, hospitality services, equipment and stationery used for normal Council business.

Word/Term	Definition
Delegation	means the giving of decision-making power(s) by instrument of a function, duty or power under any Act, where such delegation is allowed by law.
Election Period	has the same meaning as in the Act and, in relation to an election, means the period that— (a) starts on the last day on which nominations for that election can be received; and (b) ends at 6 p.m. on election day;.
Event	means gatherings of internal and/or external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue that is of relevance to the Council and its community and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners, receptions and balls.
Function	has the same meaning as 'Event' as defined in this policy.
Inappropriate Decision	has the same meaning as in the Act and means: (a) decisions that would affect voting in an election; (b) decisions that could reasonably be made after the election.
Major Policy Decision	means any decision: (a) relating to the employment or remuneration of a Chief Executive Officer under section 94 of the Act, other than a decision to appoint an acting Chief Executive Officer; (b) to terminate the appointment of a Chief Executive Officer under section 94 of the Act; (c) to enter into a contract the total value of which exceeds \$100,000.
Publications	means: <ul style="list-style-type: none"> • brochures, pamphlets, handbills, flyers, magazines and books • reports (other than Agenda papers and Minutes) • advertisements and notices, except newspaper notices of meetings • new website material • social media publications • emails with multiple addresses, used for broad communication with the community • bulk mail outs or identical letters sent to a large number of people by or on behalf of Council • media releases • material to publicise a function or event • Councillor speeches.

Word/Term	Definition
Public consultation	means a process that involves inviting stakeholders (individuals, groups, organisations or the public generally) to comment on an issue or proposed action or proposed policy, and which includes discussion of the matter with the public.
Significant decision	means: (a) decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions; and (b) decisions that may have an irrevocable and/or significant impact on the municipality or a significant section of the community.
Social media	includes, but is not limited to: Facebook, Twitter, You Tube, Flickr, LinkedIn, Pinterest, Snapchat, Instagram accounts but does not include the private and individual social media accounts of any candidate or Chief Executive Officer or staff member.
Special Committee	has the same meaning as in the Act and means— (a) a committee established by a Council under section 86; (b) a committee that exercises a power, or performs a duty or function, of the Council that has been delegated to that committee under any Act. or any requisite committee by another name in any amending or replacement legislation

5. Policy

5.1 Council Decision Making

5.1.1 Major Policy Decisions

The Council, a Special Committee or a person acting under a Delegation given by the Council **must not** make a **Major Policy Decision** during the election period.

If the Council considers that there are extraordinary circumstances where the municipality or the local community would be significantly disadvantaged by the Council not making a particular Major Policy Decision the Council will, by resolution, request an exemption from the Minister for Local Government, in accordance with section 93A(2) of the Act.

Any person who is in any doubt as to whether or not a decision is a Major Policy Decision should consult with the Chief Executive Officer.

The Chief Executive Officer will:

- (a) ensure that no Council Report goes to Council during the election period in relation to a Major Policy Decision; and/or
- (b) give a decision to any staff member in relation to whether or not the proposed decision amounts to a Major Policy Decision.

The Chief Executive Officer's decision will be final.

A Major Policy Decision made in contravention of this Policy is at risk of being invalid and Council may be liable to compensate any person who suffers loss as a result of this invalidity (provided they have acted in good faith).

It will be the ultimate responsibility of the Chief Executive Officer to determine if a matter is a major policy decision. Where possible, the Chief Executive Officer will ensure that matters are scheduled for Council to ensure that 'major policy decisions' are resolved prior to the commencement of the election period or scheduled for determination by the incoming Council.

5.1.2 Inappropriate Decisions

The Council, a Special Committee or a person acting under a Delegation given by the Council **should not** make an **Inappropriate Decision** during the election period.

Decisions that bind an incoming Council which could reasonably be made after an election, or would affect voting in an election should be avoided.

Any person who is in any doubt as to whether or not a decision is an Inappropriate Decision should consult with the relevant General Manager in the first instance and thereafter the Chief Executive Officer, whose decision on the matter will be final.

The relevant General Manager will:

- (a) ensure that no Council Report goes to Council during the election period in relation to an Inappropriate Decision; and/or
- (b) give a decision to any staff member in relation to whether or not the proposed decision amounts to an Inappropriate Decision.
- (c) refer any proposed decision in relation to which the General Manager is in any doubt amounts to an Inappropriate Decision to the Chief Executive Officer whose decision will be final.

5.1.3 Significant Decisions

The Council, a Special Committee or a person acting under a Delegation given by the Council **should not** make a **Significant Decision** during the election period.

The Council will however, allow an exception to this principle where:

- (a) the delay in making a 'significant decision' would have a negative impact on the Council, or result in significant detriment the local or broader community
- (b) result in a breach of a statutory timeframes within which a matter is to be considered and resolved upon
- (c) where the disadvantage of not making the decision exceed the benefits of complying with the principle.

In deciding with (a), (b) or (c), the Council will deal with the matter impartially, having regard to the long term interests of the community and as transparently as possible.

The Chief Executive Officer will:

- (a) ensure that any Council Report that contains a Significant Decision during the election period will clearly identify such decision in the report as being a Significant Decision.
- (b) give a decision to any staff member in relation to whether or not the proposed decision amounts to a Significant Decision. The Chief Executive Officer's decision will be final.

5.2 Prohibition on Publishing Material – section 55D of the Act

Section 55D of the Act prohibits Council from printing, publishing or distributing; or to cause, permit or authorise others to print, publish or distribute any advertisement, handbill,

pamphlet or notice during the election period unless it has been certified, in writing, by the Chief Executive Officer.

The Chief Executive Officer must not intentionally or recklessly certify a publication that contains electoral matter, unless that material is only about the election process.

5.2.1 Prohibited Material

Electoral matter is defined in the Act and means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.

Material is electoral matter if it:

- publicises the strength or weaknesses of a candidate
- advocates the policies of the Council or of a candidate
- responds to claims made by a candidate
- publicises the achievements of the elected Council
- publicises matters that have already been the subject of public debate
- is about matters that are known to be contentious in the community and likely to be the subject of election debate
- deals with Election Candidates statements
- refers to Councillors or candidates by name or by implicit reference.

5.2.2 Council Publications – Certification

All publications to be printed, published or distributed during the election period must be certified by the Chief Executive Officer, processed through Council's Enterprise Content Management System (ECM) for record management purposes. See **Attachment 1**.

The certification by the Chief Executive Officer will be recorded in ECM notes in the Customer Action Request (CAR) webform, and be in the following form:

'Certified by the Chief Executive Officer in accordance with section 55D of the Local Government Act 1989'.

In considering whether to grant approval for the publication of materials during an election period, in accordance with the provisions of the Act, the Chief Executive Officer:

- (a) must not permit materials to be published which includes an express or implicit reference to, or comment on:
 - (i) the election
 - (ii) a candidate in the election
 - (iii) an issue submitted to, or otherwise before, the voters in connection with the election.
- (b) may approve publication of material which only contains information about:
 - (i) the election process itself
 - (ii) Council information that does not include any reference to a current Councillor otherwise precluded by this policy.

5.2.3 Council Agendas and Reports

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council policies and services.

Such information will not relate to new policy development, new projects or matters that are the subject of public or election debate or that might be perceived to be connected with a candidate's election campaign.

Items submitted for Public Question Time will be reviewed to ensure that they comply with the principles of the Act and this Policy.

'Caretaker Statement'

During the election period, the Chief Executive Officer will ensure that a 'caretaker statement' is included in every report submitted to the Council or a Special Committee for a decision.

The 'Caretaker Statement' will specify one or more of the following:

- (1) *'The recommended decision is not a 'Major Policy Decision' or 'Inappropriate Decision' or 'Significant Decision' within the meaning of Council's Election Period Policy.'*
- (2) *'The recommended decision is not a 'Major Policy Decision' as defined in Council's Election Period Policy. The recommended decision is a 'Significant Decision' within the meaning of the Council's Election Period Policy but an exception should be made for the following reasons (insert reasons for making an exception).....'*
- (3) *'The recommended decision is to seek an exemption from the Minister because the matter is a 'Major Policy Decision' as defined in section 93A of the Local Government Act 1989.'*
- (4) *'The recommended decision is a 'Major Policy Decision' as defined in section 93A of the Local Government Act 1989, but an extraordinary circumstances exemption was granted by the Minister for Local Government on (insert date).'*

During an election period, the Council will not make a decision on any matter or report that does not include one of the caretaker statements.

5.2.4 Annual Report

Council is required by the Act to prepare and put on public display its Annual Report. The Council's Annual Report will be published during the election period.

The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

5.2.5 Council Website

Material published on Council's website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, as if it were published during the election period.

Councillor photos and contact information will remain available on the website during the caretaker period, but Councillors' profiles will be removed.

Any material published on Council's website during the election period must be certified by the Chief Executive Officer.

The Annual Report does not require certification by the Chief Executive Officer however; any publication of an extract or summary of the Annual Report will require certification.

An election period statement will be placed on Council's website advising that it will not be updating or adding new information to the website during the election period other than necessary operational information.

5.2.6 *Social Media*

Any content published on Council social media sites during the election period must be certified by the Chief Executive Officer.

Content generated by Council Officers is to be kept to the minimum level assessed to mitigate the loss of any readership or subscription to the social media account.

Content must not include Prohibited Material as defined under 5.2.1 of this policy.

Social media accounts that allow third party generated content to be disabled **must** disable that functionality for the election period.

Where not possible, *prohibited content* published by third parties must be deleted as soon as practical, and consideration given to the temporary suspension of the social media account during the election period.

An election period statement will be placed on Council's social media accounts advising that it will not be updating or adding new information to these accounts during the election period other than necessary operational information.

5.3 **Public Consultations**

Public consultation is to be avoided where possible during the election period. Whilst some public consultation activities may be necessary during the election period to facilitate the day to day business of Council and ensure matters continue to be proactively managed, any such public consultation activities will avoid express or implicit links to the election.

5.3.1 *Postpone public consultation*

If there is the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right to postpone a matter if the issue is likely to affect voting.

5.3.2 *Approval to conduct public consultation*

The Chief Executive Officer may approve public consultation occurring during the election period, but will first consider:

- (a) whether the consultation process is likely to be controversial
- (b) whether the consultation process is significant
- (c) whether the consultation process can be deferred until after the election
- (d) the financial implications if the consultation was made during the caretaker period or deferred until after the election
- (e) the best interests of the community.

The requirements of clause 5.3.2 do not apply to public consultation required under the *Planning and Environment Act 1987*, or matters subject to section 223 of the Act.

5.4 **Attendance at Functions and Events**

5.4.1 *Public events staged by external bodies*

Councillors may continue to attend events and functions during the election period where necessary. Councillors must not use appearances at public events for the purposes of electioneering and are not to formerly speak at these events unless expressly authorised by the Chief Executive Officer. Where this express authorisation has been given any speech must be approved by the Chief Executive Officer in accordance with 5.2.2 above and 5.4.3 below.

5.4.2 Council Functions and Events

Council organised events and functions held during the election period will be reduced to only those essential to the operation of the Council.

Councillors may continue to attend Council events and functions during the election period.

5.4.3 Speeches and Keynote addresses

Councillors may make speeches at Council organised or sponsored events and functions during the election period subject to approval of the Chief Executive Officer. Any speeches to be delivered by a Councillor during the election period must be written by Council staff under the direction of the CEO and approved in accordance with 5.2.2. The Councillor Speaking Opportunity Protocol continues to apply during the election period.

5.5 Access to Council Information – section 93B(3)(c)

All election candidates have equal rights to information relevant to their election campaigns from the Council administration. While it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles, neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns. Transparency will be observed and practised in the provision of all information and advice during the election period.

5.5.1 Information Requests

The Governance Team will maintain an 'Information Request Register' during the election period for all requests relating to electoral matters and non-routine requests for information from election candidates, including incumbent Councillors. See **Attachment 2**.

- (a) All initial requests for information must be directed through the responsible General Manager who will maintain a 'Register of Requests' made and advice provided. See **Attachment 3**.
- (b) The Register of Requests will then be forwarded to the Governance Team at the end of each week during the election period.
- (c) The Information Request Register will contain the Register of Requests maintained by the three relevant General Managers and will be retained by the Governance Team during the election period.
- (d) The Information Request Register will be a public document that contains all requests for information by Councillors and candidates, and the responses given to those requests.
- (e) The Information Request Register will be accessible on Council's website with updates to the website on a weekly basis; in line with Section 5.5.1(b) above.

5.5.2 Improper Use of Position

Sections 76D and 76E of the Act prohibit Councillors from misusing or inappropriately making use of their position. These provisions apply at all times, not only during the election period however the risk of a breach of these provisions may be greater during an election period.

A breach of section 76D attracts serious penalties, including possible imprisonment.

5.6 Role of the Returning Officer

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer.

5.7 Media Services**5.7.1 Restriction on services**

Council's Communications team undertake the promotion of Council activities and initiatives.

During the election period this team's services must not be used in any way that might promote a Councillor as an election candidate.

Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to certification by the Chief Executive Officer.

5.7.2 Media Releases/Spokespersons

Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer will be consulted.

All media releases will require certification by the Chief Executive Officer.

5.7.3 Media Enquiries and Responses

All media enquiries are to be directed to the Communications team.

All responses to media enquiries will require certification by the Chief Executive Officer.

5.7.4 Councillors

Councillors will not use their position as an elected representative or their access to Council Officers and other Council resources to gain media attention.

5.7.5 Council Employees

During the election period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained by the Chief Executive Officer. Any public statement must be approved by the Chief Executive Officer in accordance with 5.2.2.

5.8 Council Resources

Public resources are not to be used inappropriately during a Council election, except in regard to supporting the actual election process. The Council will ensure that Council staff exercises appropriate discretion in that regard.

5.8.1 Prior to the election period, the Chief Executive Officer will ensure that all members of Council staff are advised in regard to the application of the Election Period Policy.

- (1) Council staff will not undertake an activity, or assist Councillors in a way that could create a perception that they are being used for electoral purposes, or which may affect voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer.
- (2) The Personal Assistant to the Mayor and Councillors and Administrative Support Officers or any other Council staff member will not be asked to undertake any tasks connected directly or indirectly with electioneering.
- (3) Any Council employee who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate should advise their immediate supervisor before authorising, using or allocating the resource. The Manager will seek appropriate advice in order to ascertain whether the use of Council resources is in accordance with this policy.

5.8.2 In applying these principles, the Council understands that the following will be the normal practice during the election period:

- (1) Council resources, including offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business during the election period, and will not be used for the personal advantage of any Councillor or candidate in connection with any election. This does not apply to the provision of office space for the Victorian Electoral Commission (VEC) Returning Officer within in a Melton City Council building.
- (2) Councillor newsletters will not be resourced by the Council in any way during the election period.
- (3) Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation of the Council and such speeches will not be circulated or available for publication.
- (4) No Council logos, letterheads, or other Melton City Council branding will be used for, or linked in any way to a candidate's election campaign.
- (5) Reimbursements of Councillor's out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
- (6) Facilities, services and equipment provided to, or made available to Councillors for the purpose of conducting normal Council business, must not be used for election campaigning purposes. These include telephones, office equipment, council email address and social media handles.

5.8.3 In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer.

6. Responsibility /Accountability

6.1	<p>Councillors</p> <p>Councillors are to ensure that they:</p> <ul style="list-style-type: none"> • understand and comply with the provisions in this policy • direct any enquiries or requests for information to the Chief Executive Officer.
6.2	<p>Council employees/Contractors/Consultants/Volunteers</p> <p>All Council employees, contractors, consultant and volunteers will:</p> <ul style="list-style-type: none"> • understand and comply with the provisions of this policy in the conduct of their duties • report any activities or conduct that has, or may be perceived as breaching this policy to their immediate Manager/General Manager.
6.3	<p>Coordinators and Managers</p> <p>Coordinators and Managers will ensure:</p> <ul style="list-style-type: none"> • that staff are aware of the provisions of this policy • that all reports of activities or conduct that has, or may be perceived as breaching this policy is taken seriously, and reported to the relevant General Manager for review.

6.4	<p>Governance Coordinator and Manager Legal and Governance</p> <p>The Governance Coordinator and Manager Legal and Governance are responsible for:</p> <ul style="list-style-type: none"> • the review and administration of this policy • preparation and maintenance of an 'Information Request Register' in accordance with section 5.5.1(c) of this policy • posting the Information Request Register on Council's website in accordance with section 5.5.1(e) of this policy
6.5	<p>General Managers</p> <p>General Managers are responsible for:</p> <ul style="list-style-type: none"> • the operational administration of this policy • preparation and maintenance of a weekly 'Register of Requests' in accordance with section 5.5.1(a) • the review of any reports of activities or conduct that has, or may be perceived as breaching this policy, inclusive of any immediate action.
6.6	<p>Chief Executive Officer</p> <p>In addition to their statutory responsibilities, the Chief Executive Officer will ensure as far as practicable that:</p> <ul style="list-style-type: none"> • all Councillors and Officers are informed of the application of this policy at least 60 days prior to the commencement of the election period • matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the election period ('caretaker period'), or deferred where appropriate for determination by the incoming Council • the policy and additional guidelines, if appropriate, are made available to staff outlining their role and responsibilities in the implementation of this policy.

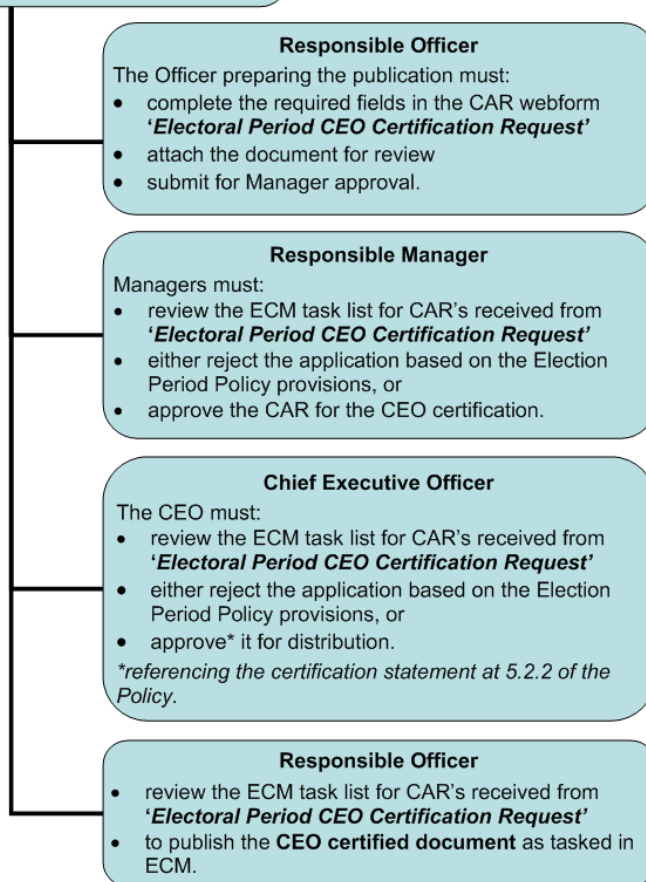
7. References and links to legislation and other documents

Name	Location
Local Government Act 1989 (Vic)	www.legislation.vic.gov.au
Code of Conduct (Councillors)	Governance Intranet Site and Council website
Code of Conduct (Employees)	Governance Intranet Site

Attachment 1

5.2.2 Council Publications – Certification

All publications, as defined in the **Election Period Policy** (Policy), intended for distribution during the election period are to be processed in Council's Enterprise Content Management System (ECM) via the Customer Action Request (CAR) webform '**Electoral Period CEO Certification Request**'.



	<h2>Councillor Speaking Opportunity Protocol</h2>
Version No.	V1.1 10 September 2019
Endorsement	Policy Review Committee - 27 November 2019
Authorisation	Council <insert date>
Review date	30 September 2021
Responsible officer	Chief Executive Officer
Policy owner	Manager Legal & Governance

1. Purpose

To inform arrangements pertaining to Councillor speaking opportunities.

2. Scope

This protocol may only be actioned by Councillors. The protocol must be observed by Council Officers.

3. Definitions

Word/Term	Definition
Priority order	The sequence in which speaking opportunities are allocated.
Priority Councillor	The Councillor who has the opportunity to speak in accordance with the priority order.

4. Protocol

The speaking opportunity priority order is:

1. Mayor
2. Deputy Mayor
3. Councillors, as determined sequentially by most recent Mayors, then most recent Deputy Mayors
4. Earliest elected to Council.

No Mayor or Councillor may direct an alternative priority order not provided for within this protocol.

4.1 Multiple speaking opportunities

Should an event have more than one speaking opportunity for Councillors, then positions will be allocated according to protocol until all speaking positions are fulfilled.

4.2 Refusal

Councillors retain the right to refuse any speaking opportunity in which they are designated as priority Councillor.

Should a priority Councillor refuse the speaking opportunity, then priority passes to the next Councillor according to protocol.

4.3 Specific requests

Where a specific request (by name) for a Councillor or Councillors has been received from an external party, the request must be considered by the Mayor for their consent. Should consent not be granted, the protocol will apply.

Where the requested Councillor or Councillors are not available to speak, or refuse the opportunity, then priority passes to the next available Councillor or Councillors according to protocol.

4.4 Appointment

Should a Councillor other than the Mayor be Chairperson of a Committee of Council, then at a specific designated event for the Committee, the respective Chairperson will be elevated to priority behind the Mayor or Deputy Mayor. Standard protocol consequently applies.

4.5 Suspension of protocol

Should Councillors invited or present at any function choose to suspend this protocol and amicably negotiate speaking positions, they may do so only if Councillors agree. If there is not full agreement between Councillors present at the function, this protocol remains operative.

4.6 Circumstances not provided for

Should any circumstance arise for which this protocol does not provide, the Mayor may exercise discretion as to how the circumstances will be resolved.

5. Responsibility/Accountability

5.1	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.
5.2	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
5.3	Councillors
	<ul style="list-style-type: none"> Councillors are responsible for operating in accordance with this policy, and providing feedback to the policy owner.

6. References and links to legislation and other documents

Name	Location
Councillor Code of Conduct	Policy and Procedures Intranet www.melton.vic.gov.au
Meeting Procedure Local Law 2013	Council website https://www.melton.vic.gov.au/Council/About-Council/Council-meetings

	Purchase of Outgoing Mayoral Gifts	
	Version No.	V 2.1 - 10 September 2019
	Endorsement	Policy Review Panel – 27 November 2019
	Authorisation	Council - <insert date>
	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.