RECOGNITION OF FORMER COUNCILLORS POLICY

Policy Reference No. POL/192
File No. HCC12/403
Strategic Objective 5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community need

Adopted by Council June 2000
Re-Adopted 23 October 2017
Date for Review October 2022
Responsible Officer Manager Governance
Department Governance
1 POLICY STATEMENT

Council will recognise the contribution of Councillors during their term in office by inviting immediate past Councillors of Hume City Council to a civic reception following an election at which they were not returned to office, and formally presenting them with a ‘Certificate of Appreciation’ and gift.

Former Councillors may also be recognised by having a room within a Council owned facility named after them. For this to occur, certain criteria, which are outlined in this policy, must be met.

2 PURPOSE

The purpose of this policy is to provide a process for the recognition of former Councillors and acknowledge their contribution during their term as elected officials of Hume City Council.

3 SCOPE

This policy applies to Hume City Councillors not returned to office following an election.

4 OBJECTIVE

To provide guidelines for formally recognising immediate past Councillors for their contributions during their term/s as elected officials of Hume City Council.

5 FINANCIAL IMPLICATIONS

Presentation of Gift

5.1 The gift provided to unreturned Councillors should be representative of the number of consecutive terms in office that the Councillor has served immediately prior to them not being returned to office. It is not meant to recognize a previous term or terms in office that the Councillor has served prior to their most recent term or terms. The value of the gift will be up to $250 per term served.

5.2 The costs incurred for the purchase of a gift are to be recovered from the Members of Council budget.

Room Naming

5.3 There will be minimal costs associated with naming a room in a Council facility after a former Councillor. The one-off costs will be for room name signage (if required); a plaque within the named room recognising the former Councillor’s efforts and contribution; and the costs associated with an official launch event. The costs incurred will come from the annual Civic Receptions budget.

6 POLICY IMPLEMENTATION

Recognition of Immediate Past Councillors

6.1 Immediate past Councillors of Hume City Council are to be formally recognised for their contribution to the Hume community as soon as practical after a Council election.
6.2 Following a Council election, a civic reception is held to welcome the new Mayor and Council. Immediate past Councillors, who were not returned to office at the election, will be invited to the civic reception where they are formally presented with a ‘Certificate of Appreciation’ and a gift.

Room Naming

6.3 Council can approve that a room at a Council facility can be named after a former Councillor if the following criteria are met:

   a. the former Councillor made a significant contribution over a period of time;
   b. the former Councillor realised a project and delivery of outcomes;
   c. the overall positive contribution to Hume City Council and to the whole community by the former Councillor;
   d. there were no conduct issues associated the former Councillor, and they adhered to good practices;
   e. the former Councillor has not been involved in any official capacity with Hume City Council for at least 2 Council terms.

6.4 Proposals to name a room within a Council facility after a former Councillor can be initiated by current Councillors, the Chief Executive Officer, or a member of the community.

7 DEFINITIONS AND ABBREVIATIONS

   Nil

8 RELATED DOCUMENTS

   Nil

<table>
<thead>
<tr>
<th>Date Adopted</th>
<th>June 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Re-Adopted</td>
<td>23 October 2017</td>
</tr>
<tr>
<td>Review Date</td>
<td>October 2022</td>
</tr>
</tbody>
</table>

POL/192  
Manager Governance  
Governance  
Governance  
Governance  