

Letter under Seal Policy

Council Policy

A4001507



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1. Policy statement

This Policy establishes procedures for recognising:

- Mayors and Deputy Mayors at the end of their tenure during their term of **Council**;
- Councillors upon completing significant years of service to Local Government; and
- Individuals and/or community groups for an **outstanding achievement** or **outstanding service** to the community.

2. Reason for Policy

This Policy aims to provide a set of guidelines for determining and recognising individuals and/or community organisations for an **outstanding achievement** or **outstanding service** which has achieved benefits for the Frankston Community, the service provided by Mayors and Deputy Mayors to the Frankston community during their tenure at **Council** and the years of service provided by a Councillor.

3. Scope

Recognition will take the form of a Letter under Seal which will be presented formally at an Ordinary Council Meeting or at a function determined by the Mayor or Chief Executive Officer.

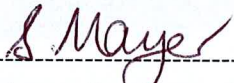
This Policy applies to:

Mayors and Deputy Mayors	for the contribution they have made to the City during their tenure at Council .
Councillors	for the completion of any significant terms of extended service to Local Government i.e. 10, 15, 20, 25 or 30 years, after their anniversary dates.
Individuals and/or community groups (i.e. all residents and persons closely associated with Council)	for an outstanding service that has achieved benefits for the Frankston community or for an outstanding achievement in a particular area i.e. sporting, environmental etc.

This Policy does not consider Citizen of the Year, Young Citizen of the Year, Senior Citizen of the Year and Community Event of the Year Awards as they are separate awards run in auspice with the National Australia Day Council and are given each year on Australia Day. Nor does this Policy address employee service awards, which are administered internally through the Human Resource Department.

4. Authorisation

This Policy is managed by the Governance and Information Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):



Mayor, Frankston City



CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of 18 November 2019.

5. Revision date

This Policy will be reviewed and presented to **Council** within the first 12 months of a General Council Election or earlier as deemed necessary by **Council**, and therefore once within each subsequent **Council** term.

6. Principles

Mayors and Deputy Mayors

1. A Letter under Seal will be awarded to an outgoing Mayor and Deputy Mayor in recognition of their service to the community during their tenure.
2. A report will be prepared and considered by **Council** at its Special Statutory Meeting in November to award a Letter under Seal to an outgoing Mayor and Deputy Mayor in recognition of their service to the community. Where a Councillor has been Mayor or Deputy Mayor in their final term of **Council**, a report will be prepared and considered by **Council** at its Ordinary Council Meeting in September to award a Letter under Seal.
3. After **Council** resolves to award a Letter under Seal to an outgoing Mayor and Deputy Mayor, the Mayor and Councillors office will be prepare the letter and the **Council's** common seal will be affixed. This will be presented by the incoming Mayor at a function determined by the Mayor or Chief Executive Officer.
4. The Register will be updated by the Councillors Office.

Councillors

1. A Letter under Seal will be awarded to a Councillor in recognition of their years of service to Local Government.
2. A report will be prepared and considered by **Council** at its Ordinary Council Meeting in September to award a Letter under Seal to a Councillor who has served as a Councillor for 10, 15, 20, 25 or 30 years.
3. After **Council** resolves to award a Letter under Seal to a Councillor, the Mayor and Councillors Office will prepare the letter and the **Council's** common seal will be affixed.

4. This will be presented by the Mayor either at an Ordinary Council Meeting or a function determined by the Mayor or Chief Executive Officer.
5. The Register will be updated by the Councillors Office.

Individual / Community Groups

1. A Letter under Seal may be awarded to an individual or community group in recognition of an **outstanding achievement** or **outstanding service** that has achieved great benefits to the Frankston municipality.
2. The Councillor who is wanting to submit a nomination for an individual or community group, will need to provide material to support their nomination, to enable Councillors to make a well informed decision on whether to award a Letter under Seal to an individual or community group.
3. This material will need to be provided to the Mayor and Councillors Office so a preliminary assessment, including background checks, can be made.
4. Following the preliminary assessment, nominations will be informally discussed by Councillors at a briefing and must be agreed by the majority, prior to any Notice of Motion being put to **Council**.
5. Up to four (4) nominations for a Letter under Seal to an individual or community group can be issued during each Mayoral term year. It will be at the Mayor's discretion if further nominations will be considered.
6. After **Council** resolves to award a Letter under Seal to an individual or community group, the Mayor and Councillors office will prepare the letter and the **Council's** common seal will be affixed. This will be presented by the Mayor at the next scheduled Ordinary Council Meeting or a function determined by the Mayor or Chief Executive Officer.
7. The Register will be updated by the Councillors Office.

7. Roles and responsibilities

Chief Executive Officer	will be responsible in determining the nominations of an individual or community group submitted by a Councillor through a Notice of Motion to ensure it complies with this Policy.
Manager Governance and Information	will be responsible for ensuring the Policy is implemented and maintained.
Mayor and Councillor Support	will be responsible for: <ul style="list-style-type: none"> • conducting a preliminary assessment on all nominations; • preparing Letters under Seal and making arrangements for the individual(s) and/or community group(s) to attend a Council Meeting to receive their Letter under Seal; and • maintaining a Register of all Letters under Seal.

8. Policy non-compliance

Council reserves the right to withdraw a Letter under Seal to an individual and/or community group if it is considered that they have not complied with the spirit of the Policy.

9. Related documents

There are no other related documents that will need to be read in conjunction with this Policy.

10. Administrative updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this Policy.

Where an update does not materially alter this Policy, such a change may be made administratively. Examples of this may include a change to the name of a **Council** department as a result of a restructure or change in management, a change to the name of a Federal or State Government department or minor updates to legislation which does not have a material impact.

Any substantial changes will require a resolution of **Council**.

11. Implementation of the Policy

This Policy will be published on **Councils** website and intranet so it can be used by **Council** officers when responding to queries in relation to the award of a Letter under Seal.

12. Definitions

Council: means Frankston City Council

Outstanding achievement: means recognising outstanding performance by an individual or community group who are known for their continued commitment to excellence in endeavours of sport, environmental, economic or leadership. Leadership will have been demonstrated by the individual or community group as an achievement and/or commitment to enhancing the City of Frankston in the best interests for the community.

Outstanding service: means recognising an individual or community group who has made a significant contribution to the community for a period of 20 years or more, through their time, actions, talents and dedication. The individual or community group will have a passion for helping others in their community outside any volunteer work done for their employer.