

## **3.5 Letters of Appreciation - Mayor and Chairs 2018-19**

### **Abstract**

It is customary for Council to present letters under seal to the Mayor and the Chairpersons of the Urban Planning Special Committee and the Services Special Committee in recognition of their service over the 2018-19 mayoral term.

A council resolution is needed to present of letters of appreciation under seal of Council to the Mayor, Jane Addis; the Chairperson of the Urban Planning Special Committee, Councillor Cythia Watson; and the Chairperson of the Services Special Committee, Councillor Steve Hurd and Councillor Garry Thompson in recognition of the work undertaken by them in the 2018-19 mayoral term.

### **Officers' recommendation**

That Council resolve to present letters of appreciation under the seal of Council to:

1. The Mayor, Councillor Jane Addis for her contributions as Mayor during 2018-19.
2. Councillor Cynthia Watson for her contributions as chairperson of the Urban Planning Special Committee during 2018-19.
3. Councillor Steve Hurd for his contributions as chairperson of the Services Special Committee from 7 November 2018 to 14 May 2019.
4. Councillor Garry Thompson for his contributions as chairperson of the Services Special Committee from 15 May to 6 November 2019.

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**Responsible manager: David Thompson  
Governance**

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**1. Purpose**

The purpose of this report is to seek Council endorsement for the presentation of letters of appreciation under seal of Council to the Mayor, Jane Addis; the Chairperson of the Urban Planning Special Committee, Councillor Cythia Watson; and the Chairperson of the Services Special Committee, Councillor Steve Hurd and Councillor Garry Thompson in recognition of the work undertaken by them in the past twelve months.

**2. Policy implications and relevance to community plan and council plan**

The Mayor and the special committee chairpersons contribute to Boroondara's high standard of democratic and corporate governance.

The proposal to present letters under seal to the Mayor and the Chairpersons of the Urban Planning Special Committee and the Services Special Committee in recognition of their service over the 2018-19 mayoral term is consistent with Strategic Objective 7: Civic Leadership and Governance in the Boroondara Community Plan 2017-2027.

**3. Background**

Letters under seal are by their nature, documents of a special status. The presentation of letters of appreciation under seal of Council is an appropriate means to recognise the work undertaken by the Mayor, and the Chairpersons of the Urban Planning Special Committee and Services Special Committee.

**4. Outline of key issues/options**

A Council resolution is a pre-requisite to the fixing of the Council seal, and the preparation of letters under seal will otherwise be in accordance with the provisions of Council's Meeting Procedure Local Law regarding use of the Council seal.

**5. Consultation/communication**

The Executive Leadership Team, the Mayor and the Special Committee Chairpersons as appropriate will be consulted in the preparation of the letters.

**6. Financial and resource implications**

The cost of preparing and presenting the letters of appreciation under seal of Council will be met within the Governance departmental budget.

**7. Governance issues**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

The officers responsible for this report have no direct or indirect interests requiring disclosure.

**8. Social and environmental issues**

There are no social or environmental issues arising as a consequence of this report.

**Manager:** David Thompson, Governance

**Report officer:** Helen Pavlidis, Governance Projects Officer