

3.4 Letters Under Seal - Outgoing Mayor and Chairs of Delegated Committees 2019-20

Abstract

It is customary for Council to present letters under seal to the Mayor and the Chairpersons of the Urban Planning Delegated Committee and the Services Delegated Committee in recognition of their service over the 2019-20 mayoral term.

A council resolution is needed to present letters of appreciation under seal of Council to the Mayor, Cynthia Watson; the Chairperson of the Urban Planning Delegated Committee, Councillor Garry Thompson and the Chairperson of the Services Delegated Committee, Councillor Coral Ross in recognition of the work undertaken by them in the 2019-20 mayoral term.

Officers' recommendation

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

1. The Mayor, Councillor Cynthia Watson for her contributions as Mayor during 2019-20.
2. Councillor Garry Thompson for his contributions as chairperson of the Urban Planning Delegated Committee during 2019-20.
3. Councillor Coral Ross for her contributions as chairperson of the Services Delegated Committee during 2019-20.

Responsible director: David Thompson
Governance and Legal

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, Cynthia Watson; the Chairperson of the Urban Planning Delegated Committee, Councillor Garry Thompson and the Chairperson of the Services Delegated Committee, Councillor Coral Ross 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 delegated 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 Delegated Committee and the Services Delegated Committee in recognition of their service over the 2019-20 mayoral term is consistent with Strategic Objective 7: Civic Leadership and Governance in the Boroondara Community Plan 2017-2027.

With reference to the Election Period Policy adopted by Council as part of the Governance Rules on 24 August 2020, this report is being presented to Council to ensure business continuity.

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 Delegated Committee and Services Delegated 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 Common Seal and Conduct at Meetings Local Law regarding use of the Council seal.

5. Consultation/communication

The Executive Leadership Team, the Mayor and the Delegated 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 and Legal 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 officer responsible for this report has 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 and
Report officer:** David Thompson, Governance and Legal