



muswellbrook shire council

Council Governance

Policy No. C44/1

**Assembled by
Bill Spicer**

**Adopted By Council
13 December 2010
Minute No. 383**

Council Governance

C44/1

POLICY OBJECTIVES

To preserve Council's corporate identity and civic tradition by governing the use of insignias, official colours, badges and common seal.

To make provision for the creation of an honorary office of Emeritus Mayor:

- (a) in acknowledgement of the outstanding contribution of a retired Mayor to the Shire; and
- (b) to represent Council on purely ceremonial or civic occasions in the discretion of the elected Mayor and particularly when serving councillors would be compromised in attending by reason of pecuniary or non-pecuniary interests or other matters of public perception;
- (c) and for any other purpose

POLICY STATEMENT

Emeritus Mayor

The Council is committed to preserving civic tradition within the Shire. The office of Emeritus Mayor serves as a mechanism for seamless transition between elected councils, the proper acknowledgement of outstanding contributions by retired mayors, and an encouragement to retired mayors to contribute to the further advancement of the Shire in retirement, The Council is conscious to observe the strictest discipline in managing pecuniary and non pecuniary interests. Managing public perception is vital to the integrity and efficiency of elected councils. That bar is raised higher in small rural communities where active community involvement by councillors often compromises their ability to perform their legislative functions. The Council is also conscious of its commitment to be represented at community forums and functions. The creation of an Emeritus Mayor provides a medium by which Council can be ceremonially represented notwithstanding that strict adherence by serving councillors to best practice prevents their attendance at ceremonial or community functions.

The eligibility criteria set for the honorary title of Emeritus Mayor is that intended recipients must;

- (a) have served as mayor for a minimum of three years;
- (b) have made an outstanding contribution to the Shire; and
- (c) be ready, willing and able to perform ceremonial functions on behalf of the Council.

Council Logo

That no other body or organisation be permitted to use the Council's Logo, adopted by Council on 9 June, 2009 without the written approval of the Council.

Council Coat of Arms

That no other body or organisation be permitted to use the Council's Coat of Arms without the written approval of the Council.

Council Colours

That the official colours of the Shire be green and white.

“Principal colour and the principal metal on the arms which are repeated in the mantling, namely vert and argent or green and silver or white (the two are interchangeable)”. *Somerset Herald December, 1984*

Council Common Seal

Council’s Common seal may only be attached to documents in accordance with the relevant Regulation made under the Local Government Act 1993.

Flags

Flags flown on Council buildings or property must be flown in accordance with flag protocol.

LEGISLATION

Local Government Act 1993
Local Government (General) Regulation 2005

PROCEDURE

Emeritus Mayor

The Council will determine whether the honorary title will be offered to a former mayor who meets the criteria. Nominees will be awarded the Emeritus Mayor certificate produced by the Local Government Association of NSW.

If the elected Mayor or Councillors are unable to attend or deem it inappropriate for them to attend a function, the Mayor will nominate occasions where the Emeritus Mayor may represent the Council.

Any expenses incurred by the Emeritus Mayor will be funded from the elected Mayor’s allowance.

The Emeritus Mayor will be entitled to wear the chain of office of the former Muswellbrook Municipal Council and such other ceremonial garments as the elected Mayor shall permit for the purpose of attending ceremonial functions on the elected Mayor’s behalf.

Other

Operational protocols may be issued by the General Manager from time to time.

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Date November 2010

REVIEW HISTORY:

	<i>Current Emeritus Mayor</i>	<i>Current Coat of Arms</i>	<i>Current Council colours</i>	<i>Prior</i>
<i>Minute No:</i>	383	158	679	679
<i>Meeting Date:</i>	13/12/2010	10/11/2008	13/3/2000	13/3/2000
<i>Review Date:</i>	December 2012			
<i>Rescind Date:</i>				