

AMENDED REPORT

8 May 2013
To the Ordinary Council Meeting

General Manager's Report
General Manager's Unit

3.4 Policy for Use of Mayoral Chains

TRIM REFERENCE: F2004/07011 - D03343880

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SUMMARY

Proposing the adoption of a policy for the use of the Mayoral Chains

RECOMMENDATION

That Council adopt the Policy for the Use of Mayoral Chains.

BACKGROUND

Council at its meeting on 12 December 2012 considered Item 7.12 - Australian Chinese Theme Park Purchase of Council Land and resolved, in part, follows:

"675/12 That Council establishes a delegation which will travel to China in late May 2013 consisting of interested Councillors and their spouses, the General Manager or his delegate and other significant interested local stakeholders to further develop trade, investment and tourism relationships and provide a different perspective on development, transportation and government."

Council at its meeting on 13 March 2013 considered a report and recommendations from the Employment and Economic Development Committee and resolved as follows:

"RESOLVED on the motion of Councillor BEST and seconded by Councillor NAYNA:

282/13 That Council receive the report on Delegation to China.

283/13 That Council endorse the arrangements for Council's delegation to China.

284/13 That Council develop a Code of Conduct/ indemnity form for all delegates for completion prior to the commencement of the trip.

285/13 That Council note all delegates and accompanying persons are funding their own travel, accommodation and expenses.

286/13 That Council purchase a standard Mayor chains as per other Councils.

287/13 That Council request the General Manager to report to Council the circumstances in which the chains of office will be worn."

CURRENT STATUS

The Mayoral Chains have been commissioned and are currently being manufactured.

A policy which establishes the circumstances under which the Mayoral Chains will be worn has been prepared and is attached.

PROPOSAL

It is proposed that Council adopt the attached draft Policy for Use of Mayoral Chains. The policy confirms the circumstances under which the Mayoral Chains will be worn. The relevant clauses of the policy are listed below:

- "D3 The Mayor of the day will decide whether to wear the Mayoral Chain during his or her term of office.*
- D4 If the Mayor supports the practice, he/she will have the discretion to determine when and where to wear the Mayoral Chain within the following limits;*
- a Official Swearing in of the Mayor in the Council Chambers.*
 - b Citizenship ceremonies held in the Shire.*
 - c Formal functions at which the Mayor has been invited to address.*
 - d As a representative of WSC of official functions organised by Local, State and Federal Government representatives, the Prime Minister, Governor General, NSW Governor, Premier, Ambassadors of State, Foreign dignitaries, Business Groups/Associations etc., as may be deemed appropriate.*
 - e As a representative of WSC at graduations and dedication ceremonies held by universities and institutes of education, schools, charitable organisations, churches, sporting and community groups and the like.*
 - f Australia Day ceremonies.*
 - g Ceremonies associated with state or national Local government Association Conferences and/or Assemblies.*
 - h Any Civic ceremonies that requires the formality for the Mayoral Chain to be worn by the Mayor.*
 - i Presentation of Citizen of the Year Awards and other Awards of Honour, issued by WSC.*
 - j For the purpose of official portraits of the Mayor.*
 - k As a representative of WSC as part of a delegation travelling outside Australia approved by Council resolution.*
 - l Or otherwise agreed to from time to time by a Council resolution.*

3.4 Policy for Use of Mayoral Chains (contd)

m At full Council meetings and other approved meetings/receptions.

D5 The Mayoral Chains are not to be worn by any other elected Councillors, WSC staff or citizens.

D6 The Mayoral Chains are to be regarded as an asset of Wyong Shire Council.”

Relevant procedures in the policy are as follows:

E3 The Mayoral Chain must be kept in a secured area in the Mayor’s Office and the Executive Assistant to the Mayor will be the custodian for its safe keeping.

E4 The Mayor will be responsible for the safe keeping of the Mayoral Chain while they are in his/her possession.

E5 All former Mayors on the completion of their time with Council are to have their full name and period that they were Mayor inscribed once on the Mayoral Chain.

E6 The General Manager and/or his delegate will be responsible for ensuring the maintenance of the Mayoral Chain and arranging necessary packaging of the Mayoral Chain.

E7 The General Manager and/or his delegate will be responsible for engraving the Mayor’s name on the Mayoral Chain together with the period in office.

OPTIONS

Council may adopt the Policy as presented or make amendments as it sees fit.

STRATEGIC LINKS

Nil

CONSULTATION

Nil

GOVERNANCE AND POLICY IMPLICATIONS

This policy is an appropriate governance mechanism to manage the use of the Mayoral Chains in accordance with the decisions of the Council.

MATERIAL RISKS AND ISSUES

The policy includes a mechanism to appoint the General Manager or his delegate to manage the appropriate upkeep and storage of the Chains.

CONCLUSION

The Council has resolved to purchase Mayoral Chains as a symbolic representation of the Mayoral Office as a representative of the whole community.

A policy has been prepared which governs the usage of the Chains.

ATTACHMENTS

- 1 Draft Policy Use of Mayoral Chains D03344081



POLICY No: WSC108

POLICY FOR USE OF MAYORAL CHAIN

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History of Revisions:

Version	Date	TRIM Doc. #
1	30 April 2013	

A. POLICY SUMMARY

A1 This document sets out Council's policy in relation to use of the Mayoral chain.

B. OBJECTIVE

B1 To outline the protocol for the use of the Mayoral chain.

C. DEFINITIONS

C1 **Council** means the elected representatives, Councillors, who form the governing body of Wyong Shire Council.

C2 **WSC** means Wyong Shire Council, being the organisation responsible for the administration of Council affairs and operations and the implementation of Council policy and strategies.

C3 **Mayoral Chain** means the chain adopted and recognised by Council as the Mayoral Chain.

D. POLICY STATEMENTS**Jurisdiction**

D1 This Policy covers all elected members of WSC, all personnel employed by WSC, any person or organisation contracted to or acting on behalf of WSC, any person or organisation employed to work on WSC premises or facilities and all activities of the WSC.

D2 This policy does not confer any delegated authority upon any person. All delegations to staff are issued by the General Manager.

General

D3 The Mayor of the day will decide whether to wear the Mayoral Chain during his or her term of office.

D4 If the Mayor supports the practice, he/she will have the discretion to determine when and where to wear the Mayoral Chain within the following limits;

- a. Official Swearing in of the Mayor in the Council Chambers
- b. Citizenship ceremonies held in the Shire
- c. Formal functions at which the Mayor has been invited to address.
- d. As a representative of WSC of official functions organised by Local, State and Federal Government representatives, the Prime Minister, Governor General, NSW Governor, Premier, Ambassadors of State, Foreign dignitaries, Business Groups/Associations etc., as may be deemed appropriate.
- e. As a representative of WSC at graduations and dedication ceremonies held by universities and institutes of education, schools, charitable organisations, churches, sporting and community groups and the like.
- f. Australia Day ceremonies.
- g. Ceremonies associated with state or national Local government Association Conferences and/or Assemblies.

- h. Any Civic ceremonies that requires the formality for the Mayoral Chain to be worn by the Mayor.
- i. Presentation of Citizen of the Year Awards and other Awards of Honour, issued by WSC.
- j. For the purpose of official portraits of the Mayor.
- k. As a representative of WSC as part of a delegation travelling outside Australia approved by Council resolution.
- l. Or otherwise agreed to from time to time by a Council resolution.
- m. At full Council meetings and other approved meetings/receptions.

D5 The Mayoral Chain is not to be worn by any other elected Councillors, WSC staff or citizens.

D6 The Mayoral Chain is to be regarded as an asset of Wyong Shire Council.

E. IMPLEMENTATION - PROCEDURES

E1 Council may review this policy at any time but unless otherwise requested at least every four (4) years from date of adoption.

E2 It is the personal responsibility of all WSC employees and agents thereof to have knowledge of, and to ensure compliance with this policy.

E3 The Mayoral Chain must be kept in a secured area in the Mayor's Office and the Executive Assistant to the Mayor will be the custodian for its safe keeping.

E4 The Mayor will be responsible for the safe keeping of the Mayoral Chain while it is in his/her possession.

E5 All former Mayors on the completion of their time with Council are to have their full name and period that they were Mayor inscribed once on the Mayoral Chain.

E6 The General Manager and/or his delegate will be responsible for ensuring the maintenance of the Mayoral Chain and arranging necessary packaging of the Mayoral Chain..

E7 The General Manager and/or his delegate will be responsible for engraving the Mayor's name on the Mayoral Chain together with the period in office.

E8 This Policy should be read in conjunction with WSC's Code of Conduct.

E9 Associated Documents:

- WSC Code of Conduct