

Frankston City Council Policy	Policy Number: 2018 EDMS Number: A3379496
Mayoral Chains	Issue: 2018/OM10 Date: 13/08/2018

1. STATEMENT:

The Mayoral Chain is an asset of Frankston City Council. It serves as an historical record of the City. The name of each former Mayor is engraved into its links, which are made of 9 carat yellow gold. The Mayoral Chain is invaluable and irreplaceable, and Council is committed to ensuring that it is used and cared for in a manner consistent with its historic significance and value.

2. OBJECTIVE:

This policy provides clear guidelines that establish the circumstances in which it is appropriate for the Mayoral Chain to be worn, and the arrangements for its safe keeping.

3. SCOPE:

This policy applies to:

- All Councillors;
- The Executive Management Team;
- Frankston City Council Staff and Contractors;
- The Mayor and Councillors' Office Team; and
- Members of the Public.

4. AUTHORISATION:

This policy was authorised by a Council resolution made at OM10 on 13 August 2018 and is administered by the Chief Executive Officer (CEO).

All enquiries regarding the policy should be directed to the Coordinator Council Business Support.

5. REVISION:

This policy will be reviewed once during each Council term (i.e. every four years) or more often if required by any particular circumstance.

The policy will remain in force until it is revised, replaced or revoked by a resolution of Council.

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6. POLICY NON-COMPLIANCE:

Failure to comply with this policy may constitute a breach of the Councillor Code of Conduct or the Staff Code of Conduct.

An allegation of a breach of this policy will be dealt with by the CEO.

7. RELATED DOCUMENTS:

- Frankston City Council Councillor Code of Conduct
- Frankston City Council Staff Code of Conduct

8. IMPLEMENTATION OF THE POLICY:

After adoption this policy will be published on Council's website.

9. DEFINITIONS:

- Chief Executive Officer** means the Chief Executive Officer of Council or a delegate.
- Councillor** means a person who holds the office of a member of Council and includes the Mayor, unless otherwise stated.
- Mayoral Chain** means the chain adopted and recognised by Council as the Mayoral Chain.
- Mayoral Drop** means a gold plated medallion containing the Frankston City logo, that may be worn at events or functions, in lieu of the Mayoral Chain.

10. PROCEDURE:

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

The Mayor will have the discretion to determine whether to wear the Mayoral Chain at the following functions and events:

- Australia Day and Citizenship Ceremonies held within the Frankston municipality;
- Formal functions at which the Mayor has been invited to speak;

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- As a representative of Frankston City Council at official functions organised by Local, State and Federal Government representatives, the Prime Minister, Governor General, Victorian Premier, Foreign dignitaries, Business Groups/Associations etc, as may be deemed appropriate;
- Any Civic Ceremonies or Events that require the formality for the Mayoral Chain to be worn by the Mayor;
- For the purpose of official portraits of the Mayor; and
- At full Council Meetings and other approved meetings/receptions.

The Mayoral Chain may not be worn for events that are not connected to the Mayor's official Council functions.

The Mayoral Chain is not to be worn or used by any other elected Councillor, Frankston City Council staff, contractor or any member of the public, other than the Mayor of the day.

If it is found that an elected Councillor, Frankston City Council staff member, contractor or member of the public has breached the policy in this regard, the breach will be dealt with under the Councillor and or Staff Code of Conduct as appropriate.

Security of the Mayoral Chain

The Mayoral Chain must be kept in a secure location within the Frankston City Council Civic Centre.

The Mayor and Councillors' Office will be responsible for its safe keeping at the Civic Centre.

The Mayor will be responsible for its safe keeping if he or she has decided to use the Mayoral Chain at an off-site event or function during business hours. If necessary, a staff member may be appointed to be responsible for the safekeeping of the Mayoral Chain, where security at an event or function may be an issue.

If the Mayor is attending an event or function outside business hours, the Mayoral Chain must be placed in a secure location at their home before and after the function. The Mayoral Chain must not be left in the Mayoral or other vehicle, or at the premises where the event or function is being held. If necessary, a staff member may be appointed to be responsible for the Mayoral Chain, where security at an event or function may be an issue.

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Additions to the Mayoral Chain

After the conclusion of each Mayoral term, the Mayor and Councillors' office will arrange for a new inscription to be made on a link on the Mayoral Chain, with the name of the most recent Mayor and their dates of service as Mayor.