



1/013 Mayoral Chain

Objective

To establish the protocol for the adornment, management and preservation of the Mayoral Chain.

Purpose

To define the appropriate use, secure storage and handling of the Mayoral Chain during and after the Mayor's term of office.

Scope

This policy applies to:

- The use of the Mayoral Chain by the serving Mayor
- The secure storage of the Mayoral Chain
- Procedures following the conclusion of the Mayor's term

Policy

The Mayor of the Town of Port Hedland may choose whether or not to wear the Mayoral Chain during their term of office. The chain must be stored securely when not in use, and appropriate arrangements must be made for its return and safekeeping once the Mayor's term concludes.

Secure Storage

- The Chief Executive Officer (CEO) is responsible for ensuring the Mayoral Chain is properly maintained, securely stored, and appropriately packaged for delivery to the Mayor prior to formal events.
- The Mayoral Chain must be stored in a secure location within the Council offices, as determined by the CEO or their delegate.
- The designated location must be a locked cabinet situated in the CEO's office to ensure the chain's safekeeping when not in use.

Usage of the Mayoral Chain

The Mayor may wear the Mayoral Chain under the following circumstances:

- During Council meetings
- At citizenship ceremonies
- When attending formal functions as a representative of the Town
- For official portraits



Restrictions:

- The Mayoral Chain is strictly reserved for use by the serving Mayor.
- It must not be worn by other Elected Members, employees or members of the public under any circumstances.

Engraving of Mayoral Term

Upon completion of a Mayor's term of office:

- The Executive Assistant to the CEO and Mayor, in collaboration with the Governance team, is responsible for arranging the engraving of the Mayoral Chain.
- One of the plates on the chain must be engraved with the Mayor's given name, surname and the dates of their term in office.
- This process ensures a continuous and historical record of service for each Mayor who has represented the Town of Port Hedland.

Definitions

Nil



Business Unit:	Office of the CEO		
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