

1. PURPOSE

To specify the use of the Mayoral robe and chain.

2. OBJECTIVE

To outline the protocol for the adornment of the Mayoral robe and chain.

3. SCOPE

This policy applies to the use of the robe of office and chain of office by the Mayor of the Wodonga City Council (the council).

4. DEFINITIONS

Nil.

5. POLICY

- 5.1 The Mayor of the day will decide whether to wear the robe and / or chain during his or her term of office.
- 5.2 If the Mayor supports the practice, he / she will have the discretion to determine when and where to wear the robe and / or chain within the following limits:
 - a. At any Ordinary or Special meeting of the council;
 - b. Citizenship ceremonies held in the municipality;
 - c. Formal functions where the Mayor has been invited to address gatherings of one hundred or more citizens/guests;
 - d. As a representative of the City at official functions organised by Local, State and Federal Government representatives, the Prime Minister, Governor General, Ambassadors of State, as may be deemed appropriate dress code by the organisers;
 - e. As a representative of the City at graduation and dedication ceremonies held by universities and institutes of education;
 - f. Australia Day ceremonies;
 - g. Civic Ceremonies that allow for full regalia to be worn by the Mayor;
 - h. Presentation of Citizen of the Year Awards and other Awards of Honour,
 - i. May be worn for the purposes of official portraits to be placed on the Mayor Board of Honour;
 - j. Or as otherwise agreed to from time to time by resolution of the council.
- 5.3 When the robe is worn it is to be worn in its entirety.
- 5.4 The robe and chain are not to be worn by other elected councillors, council staff or citizens.

- 5.5 The robe and chain will be stored in a secure location at the council offices as determined by the Governance Officer.
- 5.6 The Governance Officer will be responsible for ensuring the maintenance of the robe and chain and arranging necessary packaging of the robe and chain for delivery to the Mayor prior to a formal function.
- 5.7 The robe and chain are to be regarded as an asset of the council.

6. ATTACHMENTS

Nil.

7. RELATED POLICIES

Nil.

8. RELATED LEGISLATION

Nil.

9. REFERENCES

Nil.

10. REVIEW

Council may review this policy at any time but unless otherwise requested at least every four years from date of adoption. Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy eg: typographical errors, a change to the name of a related policy, or a change to the name of legislation.

Title:	Mayoral Robe and Chain policy
Reference No:	00305
Business Unit:	Governance and Customer Focus
Category:	Policy
Version:	Three
Approved By:	Council at its meeting of April 18, 2016
Next Review:	April 2020