

1.12 Use of Presidential Chain

Objective

To outline the procedure for the use of the Presidential Chain.

Policy

Scope of the Policy

This Policy ensures the implementation of appropriate governance mechanisms to manage the use of the Presidential Chain according to Council decisions.

Definitions / abbreviations used in the Policy

Council means the elected representatives, Councillors that form the governing body of the Shire of East Pilbara Council.

SoEP means the Shire of East Pilbara which is the organisation that is responsible for the administration of Council affairs and operations and the implementation of Council policies, procedures and strategies.

Presidential Chain means the chain adopted and recognised by Council as the Presidential Chain.

Policy Statements

To ensure the appropriateness and effectiveness of the policy the following aspects apply:

- It covers all the elected members of the SoEP, staff and contractors working for the SoEP, any individual or establishment employed to work on the SoEP properties or services and all events of the SoEP.
- The Shire President of the day has the right to decide whether to wear the Presidential Chain during their term of office.
- In the event of choosing to wear the chain, the Shire President has the option to decide where and when to wear the Presidential Chain within the following parameters :
 1. The official swearing in of the Shire President in the Council Chambers.
 2. Citizenship ceremonies held at the Shire of East Pilbara.
 3. Formal functions where the Shire President has been requested to address.
 4. When representing the SoEP at official functions arranged by Local, State and Federal government representatives, the Prime Minister, Governor General, WA Governor, Premier, Ambassadors of State, Foreign dignitaries, Business groups/ Associations and others that are considered appropriate.
 5. When representing the SoEP at the following but not limited to graduation and dedication ceremonies conducted at universities and institutes of education, schools, charitable organisations, churches, sporting and community groups.
 6. Australia Day ceremonies.
 7. Ceremonies linked with state or national Local Government Association Conferences and/or Assemblies.
 8. Any civic ceremonies that require the formality of the Presidential Chain to be worn by the Shire President.
 9. Presentation of the Year Awards and other awards of honour issued by the SoEP.

10. For the purpose of official portraits of the Shire President.
 11. When representing the SoEP as part of a delegation travelling outside Australia as per Council resolution.
 12. At full Council meetings and other approved meetings/ receptions.
- Any other elected Councillors, SoEP employees or citizens are not allowed to wear the Presidential Chain.
 - The Presidential Chain is to be deemed as an asset of the Shire of East Pilbara.

Monitoring and Reviewing

- This policy will be reviewed by Council in accordance with Council procedures.
- The onus is on all SoEP employees and agents to be knowledgeable of this policy to ensure compliance.
- The Presidential Chain must be kept in a safe and secure place.
- The custodianship for its safe keeping is entrusted to the Chief Executive Officer.
- Maintenance and arrangement of the necessary packaging of the Presidential Chain will be the responsibility of the Chief Executive Officer.
- It is the Shire President's responsibility to ensure the safe keeping of the Presidential Chain during their term of office.
- At the end of their term of office, all former Shire Presidents are to have their full name and period that they were Shire President engraved once on the Presidential Chain.
- The Chief Executive Officer and his office will be responsible for engraving the Shire Presidents' names and terms of office on the Presidential Chain.

Authorisation Details

Authorised by:	Council		
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Next Review	Annually		
Responsible Directorate	Corporate Services		
Responsible Officer	Manager Governance, Risk and Procurement		
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