

POL 0043: Use and Storage of Presidential Chain

Purpose

To provide guidelines for the use and storage of the Presidential Chain.

Scope

This Policy summarises responsibilities associated with the use and storage of the Presidential Chain for the Shire President and Executive Services Staff.

Definitions

N/A

Practice

The Shire President in Office will have the discretion to determine when and where the Presidential Chain will be worn, with the following limitations -

1. Official Swearing in of the Shire President and Councillors in the Council Chamber;
2. Citizenship ceremonies held in the Shire of Esperance;
3. Formal functions at which the Shire President has been invited to make an address;
4. As a representative of the Shire of Esperance at official functions organised by Local, State and Federal Government representatives, the Prime Minister, Governor General, WA Governor, Premier, Ambassadors of State, Foreign Dignitaries, Business Groups and Associations as may be deemed appropriate;
5. As a representative of the Esperance Shire Council at graduations and dedication ceremonies held by universities and institutes of education, schools, charitable organisations, churches, sporting and community groups;
6. Ceremonies associated with state or national Local Government Association Conferences and/or Assemblies;
7. Any Civic ceremonies that require the formality for the Presidential Chain to be worn by the Shire President;
8. Presentation of Citizen of the Year Awards and other Awards of Honor, issued by the Shire of Esperance;
9. For the purpose of official portraits of the Shire President;
10. As a representative of Esperance Shire Council as part of a delegation travelling outside Australia approved by Council resolution;
11. Any occasion agreed to from time to time by a Council resolution;
12. At full Council meetings and other approved meetings/receptions.

Relevant procedures in the policy are as follows;

1. The Presidential Chain is not to be worn by any other elected member, Esperance Shire staff or citizens except by the Acting Shire President where necessary, with the approval of the Shire President.
2. The Presidential Chain is to be regarded as an “asset of the Shire of Esperance.”
3. The Presidential Chain must be kept in a secure area within the Shire of Esperance Office and the Executive Assistant will be the custodian for its safe keeping.
4. The Shire President will be responsible for the safe keeping of the Presidential Chain whilst in his/her possession.
5. All subsequent Shire Presidents, on the completion of their time with Council, will have their full name and period held office as President inscribed on the links of the Chain; this task will be the responsibly of the CEO or his staff.
6. The Chief Executive Officer and/or their delegate will be responsible for ensuring the maintenance of the Presidential Chain, log of use, insurance and safe storage of the item.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Oct 2016	1	D16/29037 (rev 1)	New policy	O1016-015	Oct 2018
Mar 2018	2	D16/29037 (rev 2)	Minor grammar changes to wording	O03/18-073	Mar 2020
Nov 2019	3	D16/29037[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	4	D16/29037[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	5	D16/29037[v4]	Include scope, remove Australia Day Ceremonies from limitations list, minor wording updates to second list.	O0124-004	Jan 2026