



WESTERN AUSTRALIAN BRANCH

POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 21-Dec-04

P4. PROTOCOL.

P4.1 Invitations.

Invitations to the Chief Scout and Chief Commissioner to attend functions and to perform special duties at activities such as 'Hall openings', 'Regattas' and the like must be directed through the relevant District Commissioner and timed to reach Branch Office so as to provide sufficient time to allow for the invitation to reach with a minimum of 3 months notice for the Chief Scout and 28 days for the Chief Commissioner.

Invitations must not be sent direct but are to be forwarded through the Branch Office indicating if a representative is desired should the recipient of the invitation not be available to accept. Should the Chief Scout be unavailable, protocol dictates that a representative will not attend in lieu of the Chief Scout, in which case the Chief Commissioner in consultation with the Executive Officer will seek an alternative person to carry out the duties if deemed necessary.

Groups and Districts are reminded that invitations to the Chief Scout are normally restricted to major Branch Activities. In special circumstances, however, this may be varied and submissions may be made for consideration in the event of a 'special' Group or District activity should it be so desired. In these cases the maximum possible notice must be given.

P4.2 Government Departments – Government House.

All approaches to Government House by a Group, group of individuals or individuals on behalf of Scouting or any Government Department, whether State or Federal, must be made through the Branch Office. It will save time if the proper channels are followed as Government House and Government Departments will refer your matter back to the Branch Office for attention.

All approaches to State or Federal politicians to support formation activities must be advised to the Branch Office with a copy of all correspondence.

P4.3 Vice Regal Guard of Honour.

From time to time Scout Groups are granted the privilege of providing a Guard of Honour for His Excellency the Governor and the Chief Scout of Western Australia.

The provision of a Guard of Honour is not a matter which can be undertaken lightly as it brings with it the responsibility of ensuring that Her Majesty's Representative is received with due homage and that the good name of our association is not discredited.

When it is known that His Excellency is to visit a particular area the local District Commissioner should contact the Local Government Authority Chief Executive Officer and offer to provide a Guard of Honour, should the Local Government Authority so desire.

On receiving advice that the Local Government Authority wishes a Scout Guard of Honour to be provided, the Scouts who are to form it should be selected most carefully and with attention paid to the smartness and correctness of their uniforms.

The following is the standard procedure to be used when providing the Guard of Honour but this can change depending on time available and circumstances.

- a) Guard of Honour is drawn up outside the building at which His Excellency is to arrive.
- b) On arrival of Vice Regal car, Guard of Honour comes to the 'Alert'.
- c) Immediately Vice Regal car stops, the door is opened by door openers preferably Queen's Scouts.
- d) Local Government Authority President, or senior Municipal representative steps forward to receive His Excellency.
- e) The Vice Regal Salute (first four and the last four bars of the National Anthem) is played.
- f) Local Government Authority President, or senior Municipal representative steps forward.
- g) Shire Local Government Authority President, or senior Municipal representative, introduces the Scout member in charge of the Guard of Honour, who takes one pace forward and salutes. After the exchange of compliments, the Scouter states: 'Your Excellency, the Guard of Honour is ready for inspection' and accompanies the inspection party. At the conclusion of the inspection he salutes and returns to his place.

P4.4 **Flags.**

National Policy & Rules authorises the use of various flags. All flags should be treated with respect. The Ceremonies book deals with flag etiquette and the correct way to break and lower the flag in camp or on parades.

Scouts should, as a mark of respect, salute National flags when they are hoisted and broken.

P4.5 **The Australian National Flag.**

The flag normally flown by Association is the Australian National Flag. The flag is usually broken at the beginning of every scout parade and each morning in camp, with all present at the salute; it is lowered at the end of the parade and each evening in camp, all of those present standing at the alert. This should be done with a brief and simple ceremony. Protocol for the flying of the Australian National Flag can be obtained from the Branch Office.

P4.5 **Scout Flags.**

The Scout Group as a whole can have a Group flag and each Section (ie Joey Mob, Cub Scout Pack, Scout Troop, Venturer Unit and Rover Crew) can have sectional flags. Groups wishing to obtain such flags can obtain advice from Snowgum. Flags should be used on all suitable occasions, especially at an investiture, and can be flown in camp.

P4.6 **Dedication and Presentation of Flags.**

The handing over of a new Scout and/or Australian National flag to a Group is usually marked by a ceremony of some kind. This may take the form of a simple presentation by the donor, or it may be something of a more formal nature, which involves presentation during a religious ceremony or during a service of dedication. In the latter cases it is wise

to consult the Sponsoring Authority so that the most appropriate kind of service shall be used.

Before deciding on the actual form of service, it is advisable to consider the implications. While Scout flags should at all times be treated with due respect, opinions differ regarding the exact treatment that should be accorded to dedicated flags and how they should be disposed of ultimately when their usefulness is at an end. Policy & Rules 15.2.5 states appropriate requirements.

If it is desired to dedicate a flag, it is recommended that the fact of dedication, with the date and place, should be engraved on a small metal plate to be affixed to the pole.

Authority:

The document was endorsed by the Chief Commissioner's Committee on 23 November 04 and by the Branch Management Committee on 21 December 04 for inclusion in the Policies and Operational Procedures Manual and accordingly is incorporated into the Branch Risk Register from this date.

Signed M. H. Thomas - Chief Commissioner.

J. S. Noakes - Branch Chairman.

