



RACT POLICY STATEMENT

**Office of the Deputy Head of Corps
Royal Australian Corps of Transport
Headquarters Army School of
Transport
Tobruk Barracks
PUCKAPUNYAL VIC 3662**

April 2020

STATEMENT NO 45

THE RACT CORPS CENTREPIECE AND MINIATURE

This Policy Statement to be reviewed by:

April 2025

Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.

A handwritten signature in black ink, appearing to read 'JK Walk'.

**JK WALK
Brigadier
Head of Corps
Royal Australian Corps of Transport**

AMENDMENT

RACT Policy Statement No 45 dated

April 2020

DISTRIBUTION

**RACT Policy Statements are available on the
RACT website at ww.ract.org.au or by
contacting the RACT Head of Corps Cell
ract.hoccell@defence.gov.au**

RACT POLICY STATEMENT NO 45

THE RACT CORPS CENTREPIECE AND MINIATURE

INTRODUCTION

1. The RACT is represented nationally and regionally utilising the RACT HOC Cell, Representative Colonel Commandant, Colonels Commandant and Regional Representatives. To support this level of representation it was decided to create a modern new centrepiece that could be used as a symbol of the Corps at dinners/functions or conferences. The Corps sought a symbol that encompassed a modern approach that reflected our history whilst, at the same time, clearly identified the RACT of today.

2. Importantly, all members of the RACT were invited to submit a design for the new centrepiece, which was undertaken in the form of a competition with the design and manufacture of the centrepiece being completed in 2008.

3. A decision was made to have the centrepiece manufactured in miniature in order to provide a tangible badge of office for the Representative Colonel Commandant and Colonels Commandant. The quality of the centrepiece and miniature are of a very high standard and therefore it was deemed that the miniature would be a highly suitable presentation to Corps members or next of kin when a Corps member is killed on operations, killed during a military training activity or who suffers career ending injury or illness whilst on operations.

AIM

4. The aim of this CPS is to detail the policy in regard to the availability, use and care of the RACT Corps Centrepiece and Miniatures.

RACT CORPS CENTREPIECE

5. The centrepiece, when not in use and subject to the agreement of the PMC, is maintained in the display case within the Tobruk Barracks Sergeants' Mess in Puckapunyal.

CENTREPIECE AVAILABILTY AND APPROVAL

6. The Corps RSM is the approving authority for the borrowing and display of the centrepiece. In the event of any conflict, the DHOC is to determine the priority. The centrepiece is not to be transferred between units without the approval of the Corps RSM.

7. RACT Regional Representatives and RACT units/sub units may request the use of the centrepiece for Corps Dinners, unit/sub unit dinners and/or significant conferences/functions that require RACT representation.

CENTREPIECE REQUESTING PROCEDURE

8. Regional Representatives and RACT unit/sub units are to forward their requests for the use of the centrepiece to the Corps RSM at least two months before the identified event for consideration and to enable allocation of priorities where necessary.

MOVEMENT OF THE CENTREPIECE BY AIR

9. A suitable contractor is to be utilised for movement of the centrepiece by air, regardless if being accompanied or unaccompanied. The centrepiece may be moved unaccompanied under the following guidelines:

- a. Units are responsible for freight and cartage expenses associated with the movement of the centrepiece.
- b. During transit, the centrepiece is to be secured under lock and key in its transit container.
- c. For security purposes, the transit container and the keys to the container are to be despatched under separate consignments, when moving by air unaccompanied.
- d. Units are to collect the centrepiece immediately upon arrival at the destination. Under no circumstances is the contractor to be utilised as a secured storage facility.
- e. Units are to liaise with the Corps RSM in regard to movement details.

10. A flow chart detailing the movement of the centrepiece by the contractor and unit transport asset are detailed in annex B.

MOVEMENT OF THE CENTREPIECE BY ROAD

11. Units collecting the centrepiece utilising unit resources are to ensure that a RACT NCO or above is allocated to this task. During overnight halts when travelling by road, the centrepiece is to be secured in an armoury or guard room or under piquet by the escort. Travel, accommodation and meals is on a "user pays" basis.

12. The centrepiece is to be carefully inspected immediately prior to each change of responsibility for care. The representative is responsible for completing the SI 054, Annex C, on transfer between units/individuals and for other approved functions/conferences as approved by the Corps RSM. Units are to report all instances of damage or neglect to the Corps RSM within 24 hours. In the event of damage, no attempt is to be made to repair the centrepiece without DHOC approval. Units are to complete an L&D and forward to the Corps RSM for processing.

SECURING THE CENTREPIECE DURING USE

13. Because of the centrepieces value both in monetary and intrinsic terms, appropriate precautions must be taken to avoid any possibility of damage. The following procedures apply:

- a. The centrepiece is to be delivered and retrieved when in use as follows:
 - (1) Function or conference - delivered on a daily basis and retrieved on a daily basis at the end of the day/s function/conference. The centrepiece is not to be left in the care of the organising body/stewards etc overnight.
 - (2) Dinners - delivered on the day of the dinner after the tables have been set for the dinner, and retrieved on completion of the dinner.
 - (3) In both cases in paras a and b above, the centrepiece is to be placed and secured in the travel case immediately prior to movement to/from the location.

- b. When not in use the centrepiece is to be secured in an armoury or guard room or under piquet by the escort.

DISPLAYING THE CENTREPIECE

14. As the centrepiece is one of the key recognition symbols of the Corps, care is to be taken with how it is displayed. Simple guidelines for the display of the centrepiece are:

- a. Unit/Sub Unit Dinner/Conference/Function;
 - (1) RACT - centre of the head table; or
 - (2) Mixed Corps - in front of the senior RACT member present at the dinner.

CLEANING THE CENTREPIECE

15. The centrepiece is a valuable item that is easily damaged, particularly through the use of abrasive solvents, cleaners/pastes, steel wool and other abrasive cleaners and cloths. For this reason the centrepiece is **NOT** to be cleaned on receipt by the requesting unit/individual, nor at any time during use.

16. In the event that through some unforeseen circumstances cleaning is necessary, the Corps RSM is to be contacted prior to any actions being undertaken.

RACT CORPS CENTREPIECE MINIATURE

17. The RACT Corps Centrepiece Miniature is for use as a badge of office and as an intrinsic presentation via the HOC. In order to maintain the significance of the miniature, it is **NOT** to be sold as an RACT collectable, or given away.

RACT CORPS CENTREPIECE MINIATURE ALLOCATION

18. The miniatures are allocated and managed as follows:

- a. A miniature is to be allocated to each RACT regional area (Western, Central, Eastern, South, South and North Queensland) and is to be managed by the RACT Regional Representative. Additionally, the DHOC will receive a miniature for the duration of their tenure.
- b. Miniatures are to be used to support and promote the Corps at official occasions and may be loaned to Colonel Commandants and other officials as coordinated and managed by the RACT Regional Representatives.
- c. On cessation of their representational duty the RACT Regional Representative is to formally handover the miniature centrepiece which must be recorded in their handover.

ADMINISTRATION

19. Upon notification of the death of an RACT member on operational service, the Corps RSM is to confirm the nature of that service. Once eligibility has been authenticated the HOC or DHOC is to approve the allocation of an RACT Centrepiece Miniature. Once the centrepiece has been prepared by the Corps RSM, an appropriate occasion is to be coordinated by the Corps RSM for

presentation by the HOC, Representative Colonel Commandant, Colonels' Commandant or DHOC. Consideration is to be given to the NOK's wishes for what is an appropriate occasion.

CONCLUSION

20. The appropriate use of the RACT Corps Centrepiece is designed to foster esprit de corps and be the symbol of representation of the Corps. Importantly the use of the miniatures will enable the Corps to fittingly recognise the sacrifice made by Corps members whilst on operations.

Annexes:

- A. RACT Corps Centrepiece and Miniature
- B. Flow chart for booking / movement of Centrepiece by a suitable contractor and unit assets
- C. The RACT Corps Centrepiece Loan Voucher SI 054

**ANNEX A TO
RACT POLICY STATEMENT NUMBER 45
DATED APR 20**



CORPS CENTREPIECE



MINIATURE CENTREPIECE

BOOKING AND MOVEMENT OF CORPS CENTREPIECE

1. The following flow chart details the requirements for booking the Corps Centrepiece and movements by a suitable contractor/Unit means.

Unit Books Corp Banner – Two (2) months' notice

Signal Sent to RACT HOC Cell detailing the following:

Unit:

Date Required:

POC – Name – Ph No:

Type of activity:

Means of moving the Banner (Contractor – Unit Assets):

Date Return:

Transport Arrangements

Liaison with Corps RSM on means of Transport two (2) weeks prior

Contractor:

- Contractor POC
- Corps Centrepiece Box Keys sent by Corps RSM – Registered Mail one (1) week prior
- On receipt of Keys unit contacts Corps RSM – Unit to organise transportation – preferred movement Mon – Wed for pick up.
- Delivery will be within 48hrs
- On receipt the Corps Centrepiece to be inspected and Corps RSM advised of receipt and condition of Centrepiece.

Unit Assets

- Designated soldier's name for pick up forwarded to Corps RSM
- Corps RSM/Representative arranges receipt of centrepiece with POC, SI 054 completed.

**ANNEX C TO
RACT POLICY STATEMENT NUMBER 45
DATED APR 20**

THE RACT CORPS CENTREPIECE LOAN VOUCHER ITEMS

SI 054
Revised Jul 2009

Department of Defence
Inventory

■ *Items appearing on this Inventory are not to be removed without the authority of* **Authority**

Issued to			Issued by			Serial number					
Stock number	Item	Quantities									Total on issue
		Date	Date	Date	Date	Date	Date	Date	Date	Date	
1	2										
NIC	RACT Corps Centrepiece										
NIC	Aluminium Storage/Shipping Box										
NIC	Transit Case Keys										
Posted to ledger (initials only)		3	4	5	6	7	8	9	10	11	

Printed name	Signature	Printed name	Signature
3		8	
4		9	
5		10	
6		11	
7		Date of last check	

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