



**THE RETURNED & SERVICES LEAGUE OF AUSTRALIA
WA BRANCH INCORPORATED (RSLWA)**

**CEREMONIAL AND COMMEMORATIVE
PROTOCOLS & PROCEDURES**

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CHAPTER 1 - INTRODUCTION

BACKGROUND

RSLWA is the largest and most respected Ex-Service Organisation in Western Australia and has a proud tradition of excellence in its undertakings, particularly its appropriate use of protocols and procedures.

This manual provides a guide to members and Sub-Branches as procedures and protocols differ in a number of ways among the three Services of the Australian Defence Force.

CEREMONIAL ACTIVITY

Ceremonial activities are an important part of our history and tradition. They promote esprit de corps, and preserve our military heritage.

RSLWA undertakes ceremonial activities to commemorate our military heritage and to maintain and promote not only the reputation of the Australian Defence Force but also the reputation of our country.

This manual provides guidance on overarching governance structure, policy and procedures for conducting ceremonial and protocol activities.

RSLWA, its Sub-Branches or other related entities conduct commemorative, administrative or social functions or ceremonies and can benefit from clear protocols and procedures.

STATEMENT

RSLWA is committed to conducting ceremonial activities at the appropriate level, ensuring the highest level of professionalism is displayed while protecting the reputation and identity of the League.

SOURCES

This manual is informed by policy and protocols observed by:

- the Australian Defence Force;
- the Australian War Memorial;
- procedures followed by other RSL State entities within Australia;
- the RSLWA Constitution and By Laws; and
- the RSLWA Policy in the Wearing of Medals and Dress Code.

CLARIFICATION

Should doubt exist about a particular aspect of the protocols or procedures contained in this publication, then clarification should be sought prior to the commencement of an event or activity.

CHAPTER 2 – ANZAC DAY CEREMONIALS

INTRODUCTION

This chapter details the history, conventions and guidelines for the conduct of ANZAC Day ceremonies by RSLWA.

Requests for support for ANZAC Day ceremonies to the Australian Defence Force (Regular, Reserve or Cadets) should be made in a timely fashion to ensure that sufficient time is allowed for administrative procedures to occur. However an official request for ceremonial support is to be submitted to the ADF's Joint Operations Support Staff (JOSS) who are the centralised defence capability tasked with allocating defence resources for ceremonial support. Details of how JOSS can support commemorations planned by RSLWA Sub-Branches and related entities can be sourced at: <http://www.defence.gov.au/Ceremonial/CeremonialRequests.asp>

Contact details for JOSS in Western Australia are as follows: Joint Operations Support - Western Australia	
Postal Address	Bldg 12-112, Leeuwin Barracks Locked Bag 5001 EAST FREMANTLE WA 6959
General Enquiries	(08) 9311 2528
Fax	(08) 9311 2527
Ops Room	(08) 9311 2526
Email	joss.wa@defence.gov.au

GENERAL HISTORY

The general history of some aspects of the modern ANZAC Day commemoration is shown in the following paragraphs.

Catafalque

A catafalque is a raised structure supporting a stand upon which a coffin is placed for display before burial. People may then file past and pay their last respects to the deceased person. In times gone by a watch, or a vigil, was mounted around the coffin to ensure that the body was not interfered with whilst it lay in State and around memorials on occasions of remembrance (it could be said that a memorial is a 'symbolic coffin' for those who have fallen).

Resting on Arms Reversed

The origin of the tradition of military members resting on arms reversed around a catafalque or memorial is lost in time. It was used by a Commonwealth soldier at the execution of Charles 1 in 1649 (the soldier was, however, duly punished for his symbolic gesture toward the King). It is recorded that, at the funeral for John Churchill, the 1st Duke of Marlborough in 1722, the troops carried out a formal reverse arms drill. This drill was especially invented

for Marlborough's funeral as a unique sign of respect and is still used for military funerals and commemorative services today.

Rosemary

Rosemary is an ancient symbol of remembrance. Since ancient times, this aromatic herb has been believed to have properties to improve the memory. Even today, rosemary oils and extracts are sold for this purpose. Possibly because of these properties, rosemary became an emblem of both fidelity and remembrance in ancient literature and folklore. Traditionally, sprigs of rosemary are worn on ANZAC Day and sometimes Remembrance Day and are usually handed out by Legacy and the RSLWA. Rosemary has particular significance for Australians as it is found growing wild on the Gallipoli peninsula.

THE DAWN SERVICE

The Dawn Service on ANZAC Day has become a solemn Australian and New Zealand tradition. Australians from all walks of life participate in Dawn Services all over the globe. The Australian Defence Force, wherever possible, conducts Dawn Services even in operational areas.

The service is taken for granted as part of the Australian and New Zealand Army Corps ethos and few wonder how it all started. Its story, as it were, is buried in a small cemetery carved out of the bush some kilometres outside the northern Queensland township of Herberton.

Almost paradoxically, one grave stands out by its simplicity. It is covered by a protective white-washed concrete slab, with plain cement cross at its top end. No epitaph recalls even the name of the deceased. The inscription on the cross is a mere two words 'A Priest'.

No person would identify the grave as that of a dedicated clergyman who created the Dawn Service, without the simple marker placed next to the grave only in recent times. It reads:

'Adjacent to, and on the right of this marker, lies the grave of the late Reverend Arthur Ernest White, a Church of England clergyman and padre, 44th Battalion, First Australian Imperial Force. On 25th April, 1923, at Albany in Western Australia, the Reverend White led a party of friends in what was the first ever observance of a Dawn Service on ANZAC Day, thus establishing a tradition which has endured, Australia-wide ever since.'

Reverend White was serving as one of the padres of the earliest ANZACs to leave Australia with the First AIF in November, 1914. The convoy of ships was assembled in Princess Royal Harbour and King George Sound at Albany. Before embarkation, at four in the morning, he conducted a service for all of the men of the battalion. When White returned to Australia in 1919, he was appointed relieving Rector of the St Johns Church in Albany. It was a strange coincidence that the starting point of the AIF convoys should now become his parish.

No doubt it must have been the memory of his first Dawn Service those years earlier and his experiences in the trenches, combined with the terrible cost of lives and injuries, which inspired him to honour the valiant men (both living and dead) who had joined the fight for the allied cause. 'Albany' he is quoted to have said, "was the last sight of land these ANZAC troops saw after leaving Australian shores and some of them never returned. We should hold a service (here) at the first light of dawn each ANZAC Day to commemorate them". That is how, on ANZAC Day 1923, he came to hold the first Commemorative Dawn Service.

As the sun was rising, a man in a small dinghy cast a wreath into King George's Sound while White, with a band of about 20 men gathered around him on the summit of nearby Mount Clarence, silently watching the wreath floating out to sea.

White then quietly recited the words "*As the sun rises and goeth down, we will remember them*". All present were deeply moved by this service and news spread throughout the country and the various Returned Service organisations Australia-wide emulated the service.

Eventually, White was transferred from Albany to serve other congregations, the first in South Australia, then Broken Hill where he built a church, then later Forbes.

In his retirement from the clergy, he moved to Herberton where he became chaplain to an Anglican convent. Soon after his arrival in Herberton (on 26 September, 1954) White died, to be buried so modestly and anonymously as 'A Priest'.

White's memory is honoured by a stained glass window in the All Soul's Church at Wirrinya, a small farming community near Forbes. Members of the parish have built the church with their own hands and have put up what they refer to as 'The Dawn Service Window' as a tribute to White's service to Australia.

THE LAST POST

In earlier times when English troops fought in Europe, Retreat was sounded when it became too dark to fight and the soldiers retired to the nearest town or village where they spent the night. Sentries were placed at the entrances of the camp or town. When the Duty Officer marched the sentries around the town to man their posts he was accompanied by a bugler who sounded "First Post" when the first sentries were posted and "Last Post" when the camp was finally made safe by manning the last entrance. At a funeral or commemoration service sounding "Last Post" symbolises that the dead soldiers have ended their journey through life.

THE SILENCE

Shortly after the end of World War I, Edward George Honey, a Melbourne journalist in London, was dismayed that, in the noisy celebrations that marked the end of the War, no thought had been given to the human sacrifice that had made the celebration possible. He suggested that all people should stand in silence for five minutes in memory of the Fallen. Tests by the Guards showed that five minutes was too long and King George V accepted that The Silence should be two minutes in length. In 1997, our Governor-General issued a proclamation recommending that The Silence be for one minute, which is what we observe today.

ROUSE & REVEILLE

Since Roman times, bugles or horns had been used as signals to command soldiers on the battlefield and regulate soldiers' days in barracks. "Reveille" was a bright cheerful call to rouse soldiers from their slumber, ready for duty. It symbolises an awakening in a better world for the dead and rouses the living, their respects paid to the memory of their comrades, back to duty. "Rouse" is a shorter bugle call which, as its name suggests, was also used to call soldiers to their duties. It is "Rouse", due to its much shorter length, which is most commonly used in conjunction with the "Last Post" at remembrance services and funerals. The exception is the Dawn Service, when "Reveille" is played.

LEST WE FORGET

The final line of Rudyard Kipling's hymn *The Recessional* is a warning of what might become of us if we forget the power of The Lord. The phrase was adopted for commemoration services to warn us that, if we forget the sacrifice of those who died in War, we are likely to repeat the futility and obscenity of armed conflict. The expression is normally used to mark the end of The Silence and serves as a cue for Reveille to be sounded.

TIMINGS

The accepted timings for the conduct of ANZAC Day services are:

Dawn Service	The service commences in sufficient time to allow the one or two minutes silence to commence at dawn.
Main Service	The service commences in sufficient time to allow the one or two minutes silence to commence at 11 am.
Other Services	For Other Services (for example, those conducted by schools and not on ANZAC Day) the timings should comply as close as possible with those of the main service.

Local changes are permitted to these timings to allow for specific local circumstances, e.g. to allow a band who are performing elsewhere to be present but the timings should not be changed at the whim of member(s).

PERIOD OF SILENCE

At ANZAC Day Services conducted by RSLWA organisations, a period of silence of not more than two minutes is to be observed.

Length of commemorative service should not be longer than 45_ to ensure the safety and health of members attending and also the ADF members or Cadets who are part of the service. (e.g. Catafalque Party, Sub-Warden guard).

ORDER OF SERVICE

A suggested Order of Service is shown at Annex A.

**ANNEX A TO CHAPTER 2
SUGGESTED ORDER OF SERVICE FOR ANZAC DAY**

The following is a suggested order of service for the Dawn, Main and Other ANZAC Day Services. Serials may be deleted if not required. The suggested order is:

Serial	Activity	Remarks
1	Veterans march to the venue or form up at the venue (a) (b)	As per local custom
2	Guard (a formal military guard) and band march on	If present
3	Official guests are received in order of precedence. (g)	The military guard, if present, pay the appropriate compliments
4	Catafalque Party is mounted	If present
5	Invocation	By a clergyman
6	Hymn	Led by the clergyman
7	Readings	By the clergyman
9	Commemorative Address	By the Senior Official Guest
10	Hymn	Led by the clergyman
11	Prayers	Led by the clergyman or selected persons
12	Wreaths are laid	In the order of precedence, commencing with the Senior Official guest
13	The Ode, completed with the gathering repeating 'We will remember them' ‘	By the designated person
14	The Last Post is sounded (c)	Bugler or taped music
15	A period of not more than two minutes silence	For the Dawn, Main and Other services
16	'Lest We Forget'	By the designated person
17	Reveille (or Rouse) is sounded (d) (e)	Bugler or taped music
18	National Anthem (f)	Sung by all (other than military personnel in uniform who salute)

Notes:

- a. For the ANZAC Day Dawn Service the Australian National Flag is to be at the half-mast position prior to the commencement of the service. When first raised for the day the flag should be raised to the masthead then lowered to half-mast. This should occur before the service commences.
- b. For the Main ANZAC Day Service the flag should be at half-mast at the commencement of the service then raised to the masthead during Rouse.
- c. '(c) All military members in uniform salute.
- d. For the Dawn service 'Reveille' is played, for all other services 'Rouse' is played.
- e. The Australian National Flag is raised to the masthead. At the completion of the Dawn Service the flag is to be lowered to half-mast where it remains until noon. If the same flag and flagpole are to be used for the Main Service, then the flag remains at the half-mast position at the commencement of the Main Service and is raised to the masthead during 'Rouse'. At the completion of the service it is then lowered to half-mast until noon. At noon the flag is raised to the masthead where it remains for the remainder of the day.
- f. Military members in uniform salute and do not sing.
- g. The arrival of official guests at a Dawn Service should be low key.

CHAPTER 3 – REMEMBRANCE DAY

INTRODUCTION

This chapter details the history, conventions and guidelines for the conduct of Remembrance Day ceremonies by RSLWA organisations.

Requests for personnel (or material) assistance for ANZAC Day ceremonies to the Australian Defence Force (Regular, Reserve or Cadets) may be made directly to the unit or base concerned, in a timely fashion to ensure that sufficient time is allowed for administrative procedures to occur. However an official request for ceremonial support is to be submitted to the ADF's Joint Operations Support Staff (JOSS) who are the centralised defence capability tasked with allocating defence resources for ceremonial support. Details of how JOSS can support commemorations planned by RSLWA Sub-Branches and related entities can be sourced at:

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REMEMBRANCE DAY TRADITION

At 11.00 am on 11 November, 1918 the guns of the Western Front fell silent after more than four years of continuous war. The allied armies had driven the German invaders back, having inflicted heavy defeats upon them over the proceeding four months. In November the Germans called for an armistice (suspension of fighting) in order to secure a peace settlement. They then accepted the allied terms for unconditional surrender.

The eleventh hour of the eleventh day of the eleventh month attained special significance in the post-war years. The moment when hostilities ceased on the Western Front became universally associated with the remembrance of those who had died in the war. The first modern world conflict had brought about the mobilisation of over 70 million people and left between nine and thirteen million of them dead, perhaps as many as one-third of them with no known grave.

On the first Armistice Day, on 11 November 1919, the two minutes silence was instituted as part of the main commemorative ceremony at the new Cenotaph in London. The silence was proposed by an Australian journalist working in Fleet Street, Edward Honey. At about the same time a South African statesman made a similar proposal to the British Cabinet, which

endorsed it. King George V personally requested all the people of the British Empire to suspend normal activities for two minutes on the hour of the Armistice '*which stayed the world wide carnage of the four preceding years and marked the victory of Right and Freedom*'. The two minutes' silence was popularly adopted and it became a central feature of the commemorations of Armistice Day from then on.

In Australia on the 75th anniversary of Armistice, on 11 November 1993, Armistice Day ceremonies again became the focus of national attention. On that day the remains of an unknown Australian soldier, exhumed from a First World War military cemetery in France, were ceremonially entombed in the Australian War Memorial in Canberra. Ceremonies were conducted simultaneously in towns and cities all over the country, culminating at the moment of burial at 11am and coinciding with the traditional two minutes' silence. This ceremony, which touched a chord across the Australian nation, re-established Remembrance Day as a significant day of commemoration.

Four years after the entombing of the Unknown Soldier, in November 1997, the then Governor General, Sir William Dean, issued a proclamation formally declaring 11 November as Remembrance Day and urging all Australians to observe at least one minutes silence at 11am each year to remember those who died or suffered for Australia's cause in all wars and armed conflicts.

FEATURES OF REMEMBRANCE DAY

The Red Poppy

The Flanders poppy has been a part of Armistice or Remembrance Day ritual since the early 1920s and is also increasingly being used as part of ANZAC Day observances. During the First World War, red poppies were seen to be among the first living plants that sprouted from the devastation of the battlefields of northern France and Belgium. Soldiers' folklore had it that the poppies were vivid red from having been nurtured in ground drenched with the blood of their comrades. In English literature of the nineteenth century poppies had symbolised sleep or a state of oblivion. This symbolism was carried into the literature of the First World War but a new, more powerful symbolism was now attached to the poppy - that of the sacrifice of shed blood. The poppy soon became widely accepted throughout the allied nations as the flower of remembrance to be worn on Armistice Day. The Australian Returned Soldiers and Sailors Imperial League (the forerunner to the RSLWA) first sold poppies for Armistice Day 1921. For this drive, the League imported one million silk poppies, made in French orphanages. Each poppy was sold for a shilling: five pence was donated to a charity for French children, six pence went to the League's own welfare work and one penny went to the League's national coffers. Today, the RSLWA sells poppies for Remembrance Day to raise funds for welfare work, although they have long since ceased to import poppies from France.

In Flanders' Fields

Colonel John McCrae, who was Professor of Medicine at McGill University in Canada before WW1 first described the red poppy, the Flanders' poppy, as the flower of remembrance. Although he had been a doctor for years and had served in the Boer War as a gunner, he went to France in WW1 as a medical officer with the first Canadian contingent. It was impossible to get used to the suffering, the screams and the blood. The then Major John McCrae had seen and heard enough in his dressing station to last him a lifetime. As a surgeon attached to the 1st Field Artillery Brigade, he treated injured men - Canadians, British, Indians, French, and Germans - in the Ypres salient. It had been an ordeal that he had hardly thought possible. Major McCrae later wrote of it:

"I wish I could embody on paper some of the varied sensations of that seventeen days Seventeen days of Hades! At the end of the first day if anyone had told us we had to spend seventeen days there, we would have folded our hands and said it could not have been done ".

McCrae vented his anguish by composing a poem. At the second battle of Ypres in 1915, when in charge of a small first-aid post, he wrote in pencil on a page from his despatch book a poem that has come to be known as "Flanders' Field" which described the poppies that marked the graves of soldiers killed fighting for their country.

The Last Post

In earlier times when English troops fought in Europe, Retreat was sounded when it became too dark to fight and the soldiers retired to the nearest town or village where they spent the night. Sentries were placed at the entrances of the camp or town. When the Duty Officer marched the sentries around the town to man their posts he was accompanied by a bugler who sounded "First Post" when the first sentries were posted and "Last Post" when the camp was finally made safe by manning the last entrance. At a funeral or commemoration service sounding "Last Post" symbolises that the dead soldiers have ended their journey through life.

The Silence

Shortly after the end of World War I George Honey, a Melbourne journalist in London, was dismayed that, in the noisy celebrations that marked the end of the War, no thought had been given to the human sacrifice that had made the celebration possible. He suggested that all people should stand in silence for five minutes in memory of the Fallen. Tests by the Guards showed that five minutes was too long and King George V accepted that The Silence should be two minutes in length. In 1997, our Governor-General issued a proclamation recommending that The Silence be for one minute, which is what we observe today.

Rouse and Reveille

Since Roman times, bugles or horns had been used as signals to command soldiers on the battlefield and regulate soldiers' days in barracks. "Reveille" was a bright cheerful call to rouse soldiers from their slumber, ready for duty. It symbolises an awakening in a better world for the dead and rouses the living, their respects paid to the memory of their comrades, back to duty. "Rouse" is a shorter bugle call which, as its name suggests, was also used to call soldiers to their duties. It is "Rouse", due to its much shorter length, which is most commonly used in conjunction with the "Last Post" at remembrance services and funerals. The exception is the Dawn Service, when "Reveille" is played.

Lest We Forget. The final line of Rudyard Kipling's hymn The Recessional is a warning of what might become of us if we forget the power of The Lord. The phrase was adopted for commemoration services to warn us that, if we forget the sacrifice of those who died in War, we are likely to repeat the futility and obscenity of armed conflict. The expression is normally used to mark the end of The Silence and serves as a cue for Reveille to be sounded.

TIMINGS

In accordance with tradition, the Remembrance Day Service commences in sufficient time to allow the one or two minutes silence to commence at 11 am. Services normally commence at 10.30 or 10.40 am, depending on the duration intended. These timings should not be changed at the whim of a Member(s), merely because the duration of the service cannot be estimated. Remembrance Day Services should not commence at 11 am.

PERIOD OF SILENCE

At Remembrance Day Services conducted by RSLWA organisations, a period of silence of not more than two minutes is to be observed.

ORDER OF SERVICE

A suggested Order of Service for Remembrance Day is shown at Annex A.

ANNEX A TO CHAPTER 3 SUGGESTED ORDER OF SERVICE FOR REMEMBRANCE DAY

The following is a suggested order of service for Remembrance Day Services. An address, prayers, readings and hymns are normally included. Serials may be deleted if not required.

Serial	Activity	Remarks
1	Veterans march to the venue or form up at the venue (a)	
2	Guard (a formal military guard) and band march on	If present
3	Official guests are received in order of precedence. See Chapter 3	The military guard, if present, pay appropriate compliments
4	Catafalque Party is mounted	If present
5	Invocation - By a clergyman	At 1030 or 1040 am as per local custom
6	Hymn	Led by the clergyman
8	Readings (including In Flanders Fields)	By selected persons
9	Commemorative Address	By the Senior Official Guest
10	Hymn	Led by the clergyman
11	Prayer	Led by the clergyman or selected person
12	Wreaths are laid	In the order of precedence, commencing with the Senior Official
13	The Ode, completed with the gathering repeating 'We will remember them'	By the designated person
14	The Last Post is sounded (b)	At 11.00 am. Bugler or taped music.
15	A period of not more than two minutes silence	For the Dawn, Main and Other services
16	"Lest We Forget"	By the designated person
17	Rouse (not Reveille) is sounded	Bugler or taped music
18	Benediction	By the clergyman
19	National Anthem (c)	Sung by all (other than military personnel in uniform who salute)

Notes:

- a. For the Remembrance Day Service the Australian National Flag is to be lowered to the half-mast position prior to 10.30 am then raised to the masthead during 'Rouse' (at 11.03 am). It remains at the masthead for the remainder of the day.
- b. All military members in uniform salute.
- c. Military members in uniform salute and do not sing.

CHAPTER 4 – OTHER COMMEMORATION CEREMONIES

STANDARD PROCEDURES

Wherever possible RSLWA commemoration ceremonies should follow a standard order of service.

At the appropriate time of the commemoration the sequence of events for RSLWA ceremonies shall be as follows:

Serial	Activity	Remarks
1	Veterans and guests convene at location	Seating can be provided for VIPs and those unable to stand
2	Catafalque Party is mounted	If present
3	Sub Wardens march On	If and when available
4	MC Welcome	MC
5	Speech by designated speaker	By clergyman/woman or priest
6	Wreaths are laid	In the order of precedence, commencing with the Senior Official guest
7	The Ode, completed with the gathering repeating 'We will remember them' '	By the designated person
8	The Last Post is sounded	Bugler or taped music
9	A period of not more than two minutes silence	As deemed appropriate
10	'Lest We Forget'	By the designated person
11	Reveille (or Rouse) is sounded (d) (e)	Bugler or taped music
12	National Anthem (f)	Sung by all (other than military personnel in uniform who salute)
13	Close and farewell and notice of general public able to lay own tributes	MC

While it is expected that the form of service as detailed should be used at the routine RSLWA commemoration ceremonies, variations may occur from time to time.

However, where the RSLWA is the organising and/or coordinating authority of a commemoration ceremony every attempt should be made to have the ceremony follow the sequence above.

CHAPTER 5 - WREATH LAYING

INTRODUCTION

Wreaths may or may not be part of a commemorative service, though they are very common for many commemorative ceremonies.

MUSIC

During the wreath laying, appropriate music may be played such as, but not limited to, *Abide with Me* or *O' Valiant Hearts*.

The wreath is either carried by a wreath orderly who will present the wreath to the person who is to lay the wreath or, alternatively, initially carried by the wreath layer.

ORDER

Protocol dictates the order in which wreaths are to be laid. According to the Commonwealth order of precedence, depending on who is present, the order of precedence recommended is as follows:

- a representative of the Queen (Governor-General, Lieutenant Governor);
- a representative of the Government of Australia (highest ranking present);
- a representative of the State government;
- a representative of a Local government;
- a VC recipient;
- a representative of the Australian Armed Forces;
- a representative of the RSL; then
- representatives of other organisations and individuals.

The order in which wreaths are laid may vary to suit the ceremony at regional and local level. However, it is imperative that a wreath representing Australia be laid before all others.

LAYING WREATHS

Wreath layers shall approach the memorial or cenotaph and place their respective wreath where appointed.

Wreath layers step back one to two paces with uniformed persons saluting while those in plain clothes bow their heads.

After a 3 to 5 second pause, wreath layers turn to the right, left or about turn (depending on warden instructions) and move away from the memorial.

CHAPTER 6 - FUNERALS

INTRODUCTION

The form of ceremony to be used at the funeral of an RSLWA Member or ex- serviceperson is discussed below. The ceremony is a suggestion only and may be varied to meet particular requirements e.g. next-of-kin, local Clergy wishes etc.

In the case of a Church only service, followed by a private committal, it is important that the conduct of the RSLWA Funeral Tribute is cleared with the Officiant (a priest or minister who performs a religious service or ceremony). It must be clearly understood that The Rector, Minister, Priest or Pastor has a primary duty to his congregation and their wishes. Additionally he/she has to balance this with the wishes of the bereaved.

Except in the case of a burial, regardless of the type of Service, the Religious Committal is to be recited by the Officiant. In the case of the Church only service; this is when the casket is placed in the hearse.

To re-iterate; prior communication with the Officiant is to be made to ensure that there is no variation in the minds of the Officiant and the RSLWA Representative; or the Veteran's family and relatives of how the service is to be conducted. Also so that the wishes of the bereaved are met.

For the following three forms of tribute the Presiding RSLWA Member should ask for members to stand before commencing the tribute. With seating being more common at gravesides, it cannot be presumed that Members will be standing.

FUNERAL TRIBUTE – CHURCH AND GRAVEYARD COMMITTAL

The following procedure is for guidance only, dependent upon the location and ability of those attending; and of any local custom not contrary to the Objects of RSLWA.

- The attendance of Members of the RSLWA at the Church Service is at each Member's discretion.
- Prior to the arrival of the hearse at the cemetery RSLWA Members and other ex-service personnel should assemble at a certain location so that poppies can be issued and the form of Tribute outlined.
- The Tribute party should form up in fours (two's if necessary) and then march to the hearse forming lines on either side of the hearse as it proceeds to the gravesite. The form up point is likely to be within the Cemetery grounds.
- When the hearse stops the Tribute party continues on to form an avenue (guard) through which the casket is borne to the gravesite.
- As the casket passes, each member in succession shall fall in behind the last mourner, as the mourner passes them. At the grave, one file of the Tribute party proceeds to the right and the other to the left to form up on both sides of the grave.
- The appropriate time for the RSLWA Funeral Tribute, is immediately before the committal, as long as this is the agreed place in the service.

- Form of Tribute

An officer of the Sub-Branch steps forward and says,
"Their bodies are buried in peace and their names liveth for evermore"

An officer of the Sub-Branch takes a place at the grave and delivers the RSLWA eulogy.

An officer of the Sub-Branch steps forward and says:
*"O valiant hearts who to your glory came
 Through dust of conflict and through battle flame,
 Tranquil you lie, your knightly virtue proved,
 Your memory hallowed in the Land you loved."*

If desired, and a Chaplain or Church Representative is present, a prayer shall be said at this stage. (Note: The casket is still on the bearer supports for the RSLWA Tribute and is only lowered after the flag is removed).

The Sub-Branch President, or officer of the Sub-Branch, holding a poppy in hand then continues with: *"The hour has come for rest. This poppy- an emblem of sacrifice, the symbol of a life offered in the service of one's country- is a link between our comrade and us who remain. We place it here - in remembrance."*

The President, or officer of the Sub-Branch, drops the poppy on the casket, followed by the other members of the Tribute party in turn saying their own form of farewell or the words: *"Our Beloved Comrade."*

The President, or officer of the Sub-Branch, then says: *"The Ode will now be recited followed by the Last Post, Minutes' Silence and Reveille. Please remain standing."*

The President, or officer of the Sub-Branch then says:

*"They shall grow not old as we that are left grow old,
 Age shall not weary them, nor the years condemn,
 At the going down of the sun and in the morning,
 We will remember them."*

ALL REPEAT

"We will remember them."

The President or officer of the Sub-Branch then says:
"Lest we forget."

ALL REPEAT

"Lest we forget."

Then follows:

LAST POST. SILENCE. REVEILLE.

The Religious Service will then continue with the Committal being said by the Officiant.

Dispersal.

FUNERAL TRIBUTE CHURCH SERVICE ONLY

The following procedure is for guidance only dependent upon the location and ability of those attending, and of any local custom not contrary to the Objects of the RSLWA.

- The attendance of members of the RSLWA at the Church Service is at each Member's discretion.
- Prior to the commencement the Church Service RSLWA members and other Ex-service personnel should assemble at a certain location so that poppies can be issued and the form of Tribute outlined.
- The Tribute party should form up in a group on either side between the rear of the hearse and the Church entrance. The casket is brought into the Church between the Tribute party following the family into the church.
- Flexibility has to be allowed due to the variation of situations.
- Form of Tribute:

An officer of the Sub-Branch steps forward and says,
"Their bodies are buried in peace and their names liveth for evermore"

An officer of the Sub-Branch takes a place at the lectern and delivers the RSLWA eulogy.

An officer of the Sub-Branch steps forward and says:
*"O valiant hearts who to your glory came
 Through dust of conflict and through battle flame,
 Tranquil you lie, your knightly virtue proved,
 Your memory hallowed in the Land you loved."*

or

*"O risen Lord, O Shepherd of our dead,
 Whose cross has bought them and whose staff has led,
 In glorious hope their proud and sorrowing land
 Commits her children to Thy gracious hand."*

If desired, and a Chaplain or Church Representative is present, a prayer shall be said at this stage.

The Sub-Branch President, or officer of the Sub-Branch, holding a poppy in hand then continues:-

"The hour has come for rest. This poppy- an emblem of sacrifice, the symbol of a life offered in the service of one's country- is a link between our comrade and us who remain. We place it here- in remembrance."

The President, or officer of the Sub-Branch, places the poppy on the casket, followed by the other members of the Tribute party in turn saying their own form of farewell or the words, *"Our Beloved Comrade."*

The President, or officer of the Sub-Branch, then says:-
*“They shall grow not old as we that are left grow old,
 Age shall not weary them, nor the years condemn,
 At the going down of the sun and in the morning,*

We will remember them.”

ALL REPEAT
“We will remember them.”

The President or officer of the Sub-Branch then says:
“Lest we forget.”

ALL REPEAT
“Lest we forget.”

Then follows:

LAST POST. SILENCE. REVEILLE.

The Religious Service will then continue with the Committal being said by the Officiant.
 Dispersal.

FUNERAL TRIBUTE AT A CHAPEL

The following procedure is for guidance only dependent upon the location and ability of those attending and of any local custom not contrary to the Aims & Objectives of RSLWA.

- Prior to the arrival of the hearse RSLWA Members and other ex-service personnel should assemble at a certain location so that poppies can be issued and the form of Tribute outlined.
- The Tribute party should form up in two lines on either side of the entrance to the Chapel and between the rear of the hearse and the front door of the Chapel. The casket is carried into the Chapel between the two lines of the RSLWA Tribute party.
- Flexibility has to be allowed due to the variation of situations.
- After the mourners have moved into the Chapel the RSLWA Tribute party files into the Chapel to line both walls of the Chapel. If seating is available or required because of infirmity Members may be seated.
- Form of Tribute

An officer of the Sub-Branch steps forward and says:
“Their bodies are buried in peace and their names liveth for evermore”

An officer of the Sub-Branch takes a place at the lectern and delivers the RSLWA eulogy.

An officer of the Sub-Branch steps forward and says:

*“O valiant hearts who to your glory came
Through dust of conflict and through battle flame,
Tranquil you lie, your knightly virtue proved,
Your memory hallowed in the Land you loved.”*

If desired, and a Chaplain or Church Representative is present, a prayer shall be said at this stage.

The Sub-Branch President, or officer of the Sub-Branch, holding a poppy in hand then continues:

“The hour has come for rest. This poppy - an emblem of sacrifice, the symbol of a life offered in the service of one’s country- is a link between our comrade and us who remain. We place it here- in remembrance.”

The President, or officer of the Sub-Branch, places the poppy on the casket, followed by the other members of the Tribute party in turn saying their own form of farewell or the words, *“Our Beloved Comrade.”*

The President, or officer of the Sub-Branch, then says: *“The ODE will now be recited followed by the “Last Post, Silence and Reveille. Please remain standing.”*

The President, or officer of the Sub-Branch then says:-

*“They shall grow not old as we that are left grow old,
Age shall not weary them, nor the years condemn,
At the going down of the sun and in the morning,
We will remember them.”*

ALL REPEAT

“We will remember them.”

The President or officer of the Sub-Branch then says:

“Lest we forget.”

ALL REPEAT

“Lest we forget.”

Then follows:

LAST POST. SILENCE. REVEILLE.

- The Religious Service will then continue with the Committal being said by the Officiant.
- Dispersal.

PERIOD OF SILENCE

A period of not more than two minutes silence is to be observed.

FLAG

An Australian National Flag may be used to cover the coffin. An official Australian National Flag can be sourced through your local Member of Federal Parliament.

The flag can be folded and then presented to the widow/widower with the words: "from a grateful nation."

FOLDING FLAG

The four members at each corner of the coffin are then to kneel on one knee, grasping a corner of the Australian National Flag (ANF) or RAAF Ensign with one hand; at the same time the two members in the middle are to take one step backwards; the four corner members are then to stand up holding the flag firmly.

The bearers are then to fold the flag in a triangular fashion, beginning the fold from the fly of the flag; the last fold is to be tucked under the previous fold. The flag is folded in half twice (length wise) and during this process the flag is passed from over the gravesite to two members on either the right or left hand side (depending on the area). The two members begin folding the flag in a triangular fashion from the fly, keeping the flag pulled tight at all times during this process. The illustrations below show the method of folding the flag in to a tricorn or triangular shape.

Flag laid out



The first fold



Second fold



Third Fold



Fourth Fold



Triangular fold concluded



Tuck in the hoist to hold and complete the fold



The finished fold



Whether the Federation Star or Union Jack is uppermost is discretionary.

Example of arrangement of Service Flag and accompanying items



Coffin dressed for a Commissioned or Warrant Officer.



Coffin dressed for a Flight Sergeant and below.

CHAPTER 7 – MEDALS & DRESS

INTRODUCTION

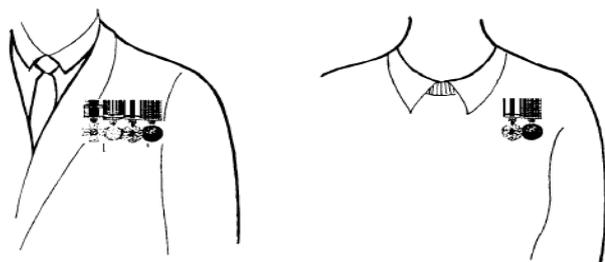
When planning RSLWA ceremonies or events, strict attention should be paid to the correct forms of dress and the wearing of medals. It is essential that all members of the League are compliant with the wearing of medals and badges.

This policy is informed by the Defence Act 1903 (as amended on 1 July 2018), policy and protocols of the Australian Defence Force (Honours & Awards), the Australian War Memorial, and protocols and practices employed by other RSL State Branches and RSLWA itself.

WEARING MEDALS

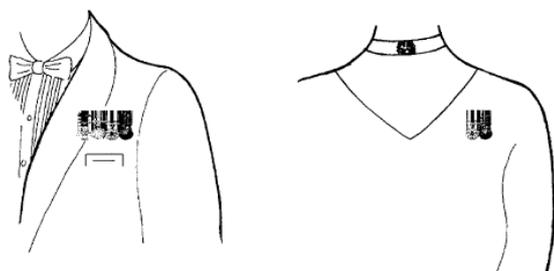
Medals may only be worn by the persons upon whom they were conferred and, in no case, does the right to wear these or their ribbons devolve to a family member or relative other than the provisions that are detailed within this document.

Medals worn on civilian attire by the recipient to whom such medals are conferred are worn on the left breast of the jacket, shirt, blouse or dress. See Figure below:



WEARING MINIATURES

Miniature medals are only to be worn with evening or formal dress after sunset. Miniatures are to be worn in a similar manner to full size medals. Miniature badges and emblems are to be worn when miniature medals are worn. See Figure below:



WEARING REPLICAS

There are no implications resulting from wearing replicas of medals to which a person is entitled. Many serving and ex-service individuals prefer to wear replicas to keep their originals protected from loss or damage.

MILITARY MEDAL SUPPLIES

Many serving and ex-service members source retail suppliers of replica medals and there are no implications from sourcing such replicas. That said, the replica medal industry is not regulated and most suppliers do not seek proof of entitlement.

Serving and ex-service members are encouraged to present documents (such as their PMKEYs printout) of their official entitlement to wear such medals or decorations when purchasing replicas. Unfortunately, suppliers are not compelled to do the same and very few ask for such evidence. This has encouraged the purchase of replica medals by persons who are not entitled to wear such medals.

It is the mission of RSLWA to make concerted efforts to work collaboratively with medal suppliers to seek proof of entitlement before selling replica medals.

FRAUDULENT WEARING OF MEDALS

The Defence Act stipulates that: *a person has committed an offence if the person wears a service decoration and the person is not the person on whom the decoration was conferred.* The penalty for such an offence is 30 penalty units or imprisonment for 6 months, or both.

The above noted, the Defence Act also provides that: *it is not an offence for a person to wear a service decoration in the course of a dramatic or other visual representation (including such a representation to be televised) or in the making of a cinematograph film.*

Known or suspected cases of fraudulent medal wearing should be reported to the Australian Federal Police. The Defence Act stipulates that: *“any member of the Defence Force, member or special member of the Australian Federal Police or member of the Police Force of a State or Territory, may, without warrant, arrest any person who he or she has reasonable grounds to believe has committed an offence against this section (of the Act), and take the person before a Court of summary jurisdiction to be dealt with according to law.*

ORDER OF WEARING

The order of wearing honours and awards is determined by the Governor General of the Commonwealth of Australia. See [Annex A](#) for full list of the order of wearing medals and honours.

WEARING ANOTHER PERSON'S MEDALS

Allowance is made for family members of a deceased recipient to wear that person's medals on commemorative occasions. When worn by others, the protocol is that the medals are worn on the right side of the chest to show that the wearer is not the original recipient.

The wearing of a forebear's medals on the right breast is a convention passed down over the years and is a practice that needs to be measured with respect and decorum. They should not be worn lightly or where it would not be appropriate to do so.

The Defence Act allows for the wearing of another person's medals as follows: *Where the person upon whom a service decoration was conferred has died, it is not an offence for a member of the family of that person to wear the service decoration if the member of the family does not represent himself or herself as being the person upon whom the decoration was conferred.*

The Defence Act notes that, if a family member is challenged on the wearing of such medals and results in a charge, then: *the defendant bears an evidential burden in relation to the matter.*

RSLWA encourages the wearing of a deceased person's medals but with strict provisions as follows:

- While allowances have been made for family members (only) to wear such medals, it is also permissible to wear replica medals of those officially worn by a forebear.
- Only one member of the family of a deceased veteran may wear his/her medals at any one time. As such, the wearing of authorised medals (or replicas of same) by more than one family member at the same time is not appropriate.
- When wearing the medals of a deceased relative, only one full set of such medals is to be worn. Unfortunately, on more than a few occasions, relatives have been seen wearing numerous rows of the same set of medals. It is also not appropriate for a relative to wear the medals of more than one deceased relative. This detracts from the significance of medals and awarded decorations. It also is disrespectful to the deceased person and disrespectful to other serving and ex-service men and women.

UNOFFICIAL MEDALS

The wearing of unofficial medals mixed with Decorations, Campaign Stars/Medals, War and Service Medals is not approved. Over a number of years some ex-service organisations have created and distributed 'commemorative' medals to mark particular periods of military service. These medals have no official status.

Only those medals, decorations and honours which have been created under the prerogative of the Crown, have official status. Such medals and decorations must be worn in accordance with *The Order of Wearing Australian Honours and Awards* on the left breast either on an official uniform or civilian dress.

WEARING BADGES

Members of uniformed services wear the insignia in accordance with the dress regulations of their respective Service. When wearing civilian attire, serving and ex-serving personnel generally continue to wear these insignia in the same way as they are worn on Service uniform. Only approved badges and emblems of the Australian Defence Force may be worn with civilian clothing as appropriate.

An example of appropriate wearing of badges is provided by the Australian War Memorial in relation to the Returned from Active Service Badge (RASB). The RASB is issued to Australian Defence Force personnel who have rendered warlike service. The badge enables individuals to display their involvement in warlike service while wearing civilian attire. It is worn when the wearing of service medals is not appropriate. As such wearing both the RASB, and similar badges such as the Operational Service Badge (OSB), at the same time as wearing medals is not appropriate.

The Returned & Services League of Australia badge is to be worn on the left breast on either the lapel of a jacket or suit or the mid position of a blouse or jumper.

Unofficial badges should never be worn (e.g. badges claiming to represent combat service etc). Too often members and the family of members are seen at RSLWA-endorsed events with many badges and buttons and other unofficial embellishments.

The wearing of appropriate military badges is an honour and not a right and not a competition as to who can wear the most.

MOUNTING MEDALS

Medals are to be mounted in a horizontal line suspended from a single bar. They are to be mounted in accordance with The Order of Wearing Australian Honours and Awards.

- Full Size Medals. The medals are suspended from a medal bar. Bars are available in widths suitable for one, two, three, four and five medals. When more than five medals are worn they are to be overlapped sufficiently to allow the number of medals to be evenly spaced on the five medals bar (approximately 16cm) with the highest in the order of precedence fully displayed. The medals are suspended 9.5 cm below the medal bar by the riband.
- Miniature Medals. Miniature medals are mounted in a similar fashion to full size medals. The medals are suspended 5 cm below the medal bar by the riband.
- Court Mounting. Medals may be 'court mounted' at the option of the recipient.

HEADDRESS

This protocol covers the wearing of civilian headdress and where the wearing of military headdress in civilian clothing has been authorised.

If authorised to wear Military head dress in civilian clothing the head dress is not to be removed nor is a military salute to be given. This is applicable at an outdoor Commemoration Service when *The Ode* is recited or *The Last Post* is sounded. This also applies to head dress which forms part of an association uniform.

If in civilian clothing and wearing a civilian style hat, it is customary for male members to remove their headdress on the following occasions:

- when attending a church service (or outdoors during prayers);
- when passed by the casket at a funeral;
- when passing a cenotaph or upon entering or leaving a war cemetery;
- during the playing of the Australian National Anthem or the Anthem of another Nation;
- during the playing of the Last Post or Point of War; or
- at the completion of a burial service prior to turning away from open grave.

SALUTING AND PAYING RESPECTS

Serving ADF personnel in uniform are to salute at ceremonial events that include *The National Anthem*, *The Ode* and *The Last Post*. Veterans and others in civilian dress do not salute.

The practice of placing the right arm over the heart when laying wreaths or when *The National Anthem*, *The Ode* and/or *The Last Post* is not an Australian tradition. The correct paying of respects after laying a wreath is to step back one or two paces, stand fast with hands by the side and head bowed for 3 to 5 seconds before moving off.

ANNEX A TO CHAPTER 7 The Order of Wearing Australian Honours and Awards

The order of wearing honours and awards is determined by the Governor-General of the Commonwealth of Australia.

The most recent order was published on 25 September 2007 and is available from the It's an Honour website.

A modified version of the order of wearing, designed to include medals issued since the official list was published, is available at Chapter 4 of the Honours and Awards Manual.

Honours and Awards listed in the Schedule and Annexes in **BOLD** and **UPPER CASE** print are:

- those within the Australian honours and awards system;
- those conferred by The Sovereign in exercise of the Royal Prerogative;
- those within the Order of St John; and
- foreign awards, the acceptance and wearing of which have been authorised by the Governor-General.

All imperial British awards made to Australian citizens after 5 October 1992 are foreign awards and should be worn accordingly.

List

- **VICTORIA CROSS – VC (1)**
- George Cross – GC
- **CROSS OF VALOUR – CV**
- **KNIGHT/LADY OF THE GARTER – KG/LG**
- **KNIGHT/LADY OF THE THISTLE – KT/LT**
- Knight/Dame Grand Cross of the Order of the Bath – GCB
- **ORDER OF MERIT – OM**
- **KNIGHT/DAME OF THE ORDER OF AUSTRALIA – AK/AD (2)**
- Knight/Dame Grand Cross of the Order of St Michael and St George – GCMG
- **KNIGHT/DAME GRAND CROSS OF THE ROYAL VICTORIAN ORDER – GCVO**
- Knight/Dame Grand Cross of the Order of the British Empire – GBE
- **COMPANION OF THE ORDER OF AUSTRALIA – AC**
- Companion of Honour – CH
- Knight/Dame Commander of the Order of the Bath – KCB/DCB
- Knight/Dame Commander of the Order of St Michael and St George – KCMG/DCMG
- **KNIGHT/DAME COMMANDER OF THE ROYAL VICTORIAN ORDER – KCVO/DCVO**
- Knight/Dame Commander of the Order of the British Empire – KBE/DBE
- Knight Bachelor (NB: Confers title of ‘Sir’—no post nominal)
- **OFFICER OF THE ORDER OF AUSTRALIA – AO**
- Companion of the Order of the Bath – CB
- Companion of the Order of St Michael and St George – CMG
- **COMMANDER OF THE ROYAL VICTORIAN ORDER – CVO**
- Commander of the Order of the British Empire – CBE
- **STAR OF GALLANTRY – SG**
- **STAR OF COURAGE – SC**
- Companion of the Distinguished Service Order – DSO
- **DISTINGUISHED SERVICE CROSS – DSC**
- **MEMBER OF THE ORDER OF AUSTRALIA – AM**
- **LIEUTENANT OF THE ROYAL VICTORIAN ORDER – LVO**

- Officer of the Order of the British Empire – OBE
- Companion of the Imperial Service Order – ISO
- **MEMBER OF THE ROYAL VICTORIAN ORDER – MVO**
- Member of the Order of the British Empire – MBE
- **CONSPICUOUS SERVICE CROSS – CSC**
- **NURSING SERVICE CROSS – NSC**
- Royal Red Cross (1st Class) – RRC
- Distinguished Service Cross – DSC
- Military Cross – MC
- Distinguished Flying Cross – DFC
- Air Force Cross – AFC
- Royal Red Cross (2nd Class) – ARRC
- **MEDAL FOR GALLANTRY – MG**
- **BRAVERY MEDAL – BM**
- **DISTINGUISHED SERVICE MEDAL – DSM**
- **PUBLIC SERVICE MEDAL – PSM**
- **AUSTRALIAN POLICE MEDAL – APM**
- **AUSTRALIAN FIRE SERVICE MEDAL – FSM**
- **AMBULANCE SERVICE MEDAL – ASM**
- **EMERGENCY SERVICES MEDAL – ESM**
- **MEDAL OF THE ORDER OF AUSTRALIA – OAM**
- **ORDER OF ST JOHN (3)**
- Distinguished Conduct Medal – DCM
- Conspicuous Gallantry Medal – CGM
- George Medal – GM
- **CONSPICUOUS SERVICE MEDAL – CSM**
- **AUSTRALIAN ANTARCTIC MEDAL – AAM (4)**
- Queen’s Police Medal for Gallantry – QPM
- Queen’s Fire Service Medal for Gallantry – QFSM
- Distinguished Service Medal – DSM
- Military Medal – MM
- Distinguished Flying Medal – DFM
- Air Force Medal – AFM
- Queen’s Gallantry Medal – QGM
- **ROYAL VICTORIAN MEDAL – RVM**
- British Empire Medal – BEM
- Queen’s Police Medal for Distinguished Service – QPM
- Queen’s Fire Service Medal for Distinguished Service – QFSM
- **COMMENDATION FOR GALLANTRY**
- **COMMENDATION FOR BRAVE CONDUCT**
- Queen’s Commendation for Brave Conduct
- **COMMENDATION FOR DISTINGUISHED SERVICE**

War medals, campaign medals, active service medals and service medals:

South African War:

- Queen’s South Africa Medal
- King’s South Africa Medal

World War I

- 1914 Star
- 1914–1915 Star (5)
- British War Medal
- Mercantile Marine War Medal
- Victory Medal
- Naval General Service Medal 1915–1962 (6) (7)
- General Service Medal 1918–1962 (6) (7)

World War II

- 1939–1945 Star
- Atlantic Star (8)
- Air Crew Europe Star (8)
- Arctic Star
- Africa Star
- Pacific Star (9)
- Burma Star (9)
- Italy Star
- France and Germany Star (8)
- Defence Medal
- War Medal 1939–1945
- **AUSTRALIA SERVICE MEDAL 1939–1945**

Post-World War II

- **AUSTRALIAN ACTIVE SERVICE MEDAL 1945–1975 (7)**
- Korea Medal
- United Nations Service Medal for Korea (10)
- Naval General Service Medal 1915–1962 (6) (7)
- General Service Medal 1918–1962 (6) (7)
- General Service Medal 1962 (7)
- **VIETNAM MEDAL**
- **VIETNAM LOGISTIC AND SUPPORT MEDAL (11)**
- **AUSTRALIAN ACTIVE SERVICE MEDAL (7)**
- **INTERNATIONAL FORCE EAST TIMOR MEDAL**
- **AFGHANISTAN MEDAL**
- **IRAQ MEDAL**
- **AUSTRALIAN SERVICE MEDAL 1945–1975 (7)**
- **AUSTRALIAN GENERAL SERVICE MEDAL FOR KOREA**
- **AUSTRALIAN SERVICE MEDAL (7)**
- **AUSTRALIAN OPERATIONAL SERVICE MEDAL (12)**
- **AUSTRALIAN OPERATIONAL SERVICE MEDAL (CIVILIAN)**
- **RHODESIA MEDAL**

- **POLICE OVERSEAS SERVICE MEDAL (7)**
- **HUMANITARIAN OVERSEAS SERVICE MEDAL (7)**
- **NATIONAL EMERGENCY MEDAL**
- **CIVILIAN SERVICE MEDAL 1939–1945**
- **NATIONAL POLICE SERVICE MEDAL**

- Polar Medal
- Imperial Service Medal

Coronation, Jubilee, Remembrance and Commemorative medals, (in order of date of receipt)

- KING EDWARD VII CORONATION MEDAL
- KING GEORGE V CORONATION MEDAL
- KING GEORGE V SILVER JUBILEE MEDAL
- KING GEORGE VI CORONATION MEDAL
- QUEEN ELIZABETH II CORONATION MEDAL
- QUEEN ELIZABETH II SILVER JUBILEE MEDAL
- 80th ANNIVERSARY ARMISTICE REMEMBRANCE MEDAL
- AUSTRALIAN SPORTS MEDAL
- CENTENARY MEDAL

Australian Long Service Medals:

- DEFENCE FORCE SERVICE MEDAL
- RESERVE FORCE DECORATION – RFD
- RESERVE FORCE MEDAL
- DEFENCE LONG SERVICE MEDAL
- NATIONAL MEDAL
- AUSTRALIAN DEFENCE MEDAL
- AUSTRALIAN CADET FORCES SERVICE MEDAL
- CHAMPION SHOTS MEDAL
- Long Service Medals (Imperial) (13)
- ANNIVERSARY OF NATIONAL SERVICE 1951–1972 MEDAL
- Independence and Anniversary Medals, (in order of date of receipt)
- **Foreign Awards** (in order of date of authorisation of their acceptance and wearing)

Notes:

1. Refers to the Imperial Victoria Cross and the Victoria Cross for Australia.
2. Provision for further awards at this level within the Order of Australia was removed by Her Majesty The Queen on 3 March 1986 on the advice of the Prime Minister.
3. Listed to indicate where any awards within the Order of St John should be worn; however, the Service Medal of the Order of St John should be worn as a Long Service Medal after all other Imperial Long Service awards. Post nominals within the Order of St John are not recognised as notified in the Governor-General's media release of 14 August 1982. (The Life Saving Medal is worn on the right side.)
4. The Australian Antarctic Medal was known as the Antarctic Medal until 18 December 1997.
5. Recipients of the 1914 Star are not eligible for the award of the 1914–1915 Star.

6. The order of wearing of the Naval General Service Medal 1915–1962 and General Service Medal 1918–1962 (Army and Air Force) will vary from person to person depending on when the person earned the first clasp. If the first clasp relates to service between World War I and World War II, the medals should be worn immediately after World War I war medals. If the first clasp relates to service after 2 September 1945, the medals should be worn immediately after the United Nations Service Medal for Korea.
7. Clasps to these medals should be worn on the ribbon in order of date of receipt.
8. Only one of these three Stars could be awarded to an individual. Should a person have qualified for two of these awards, the Star first earned is worn with the clasp of the second Star. Only one Star and one clasp may be worn even if the person qualified for all three Stars.
9. Only one of these two Stars could be awarded to an individual. Should a person have qualified for both the Pacific Star and the Burma Star, the Star first earned was awarded together with the appropriate clasp denoting the service that would have qualified for the other Star.
10. Uniquely, although a foreign award, the United Nations Service Medal for Korea is worn immediately after the Korea Medal. All other foreign awards for which official permission has been given to accept and wear are worn as foreign awards.
11. A person who has been awarded the Vietnam Medal, or who is eligible for the award of the Vietnam Medal, is not eligible for the award of the Vietnam Logistic and Support Medal.
12. Worn in order of date of qualifying service.
13. Refers to Imperial efficiency and long service awards.

CHAPTER 8 – FLAGS & PROTOCOLS

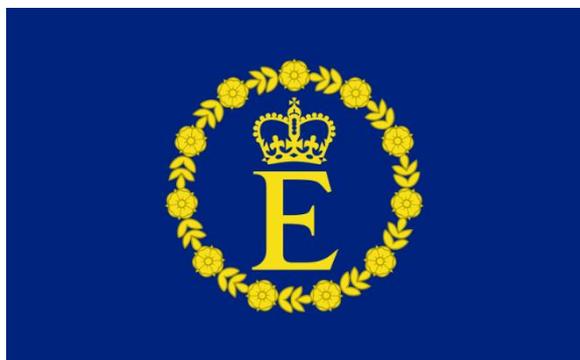
ROYAL STANDARD

The Royal Standard of the United Kingdom is the flag used by the Sovereign in his/her capacity as Sovereign of the United Kingdom and its overseas territories. The Royal Standard is flown when the King/Queen is in residence in one of the royal palaces and on his/her car, ship or aircraft. It may be flown on any building, official or private during a visit by the King/Queen.



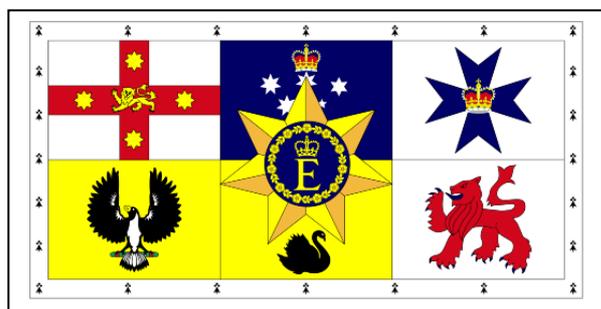
QUEEN'S PERSONAL FLAG

The Queen adapted a personal flag to be flown on any building, ship, car or aircraft in which she was staying or travelling. The Royal Standard represents not only the sovereign but also the United Kingdom. The Queen is the only person who can fly The Queens Personal Flag.



HER MAJESTY THE QUEEN'S PERSONAL FLAG FOR AUSTRALIA

The Queen has a special flag that is flown to acknowledge her role as Queen of Australia. She approved the design on 20 September 1962 and it was first used during the 1963 Royal visit to Australia. It is flown only when she is visiting Australia, at parades in honour of her birthday and on rare occasions in England when she is attending events having an Australian connection.



GOVERNOR-GENERAL'S FLAG

The Queen's representative in the Commonwealth of Australia, the Governor-General of Australia also has a personal flag. For official visits by the Governor-General, there is a requirement to obtain before the visit, the Governor General's flag.



The Governor-General's flag can be borrowed from Government House by contacting:

Aide-de-Camp to the Governor General
 Government House Dunrossil Drive
 CANBERRA ACT 2600
 Phone: 02 6283 3520 or 02 6283 3522.

WA GOVERNOR'S FLAG

The personal flag of the Governor of Western Australia was proclaimed by Governor Gordon Stanley Reid on 12 April 1988. It features the British blue ensign with the Union Flag of Great Britain occupying the upper left quarter. On the right side, the State Badge of Western Australia, comprising a black swan in a yellow disc, is surmounted by the Crown of Saint Edward.

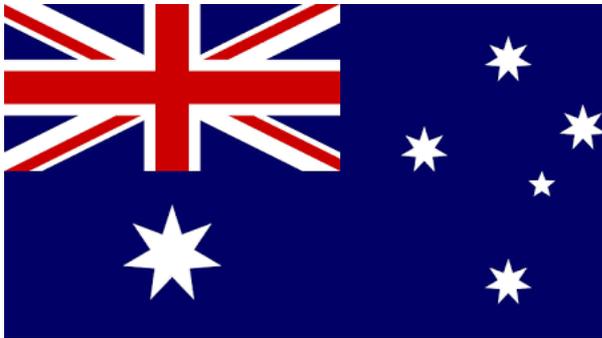
The Governor's Standard is flown above the reception door on the northern side of Government House when the Governor is in residence. It is not flown at all when the Australian and State flags are at half-mast.



The Governor's flag can be borrowed from Government House by contacting:

Official Secretary
 Government House
 St Georges Terrace
 Perth WA 6000
 Telephone: (08) 9429 9199

AUSTRALIAN NATIONAL FLAG



The Australian National Flag (ANF) is not to be subjected to any indignity nor is it to be displayed in a position inferior to any other flag except for Regal and Vice-Regal personal standards.

The ANF is to always be flown aloft and free, and is not to touch the ground when being raised or lowered. It is to be handled, flown and treated in a dignified manner at all times.

A personal standard or flag of the British Royal Family and flags of Vice Regal personage take precedence over the ANF.

The ANF has three elements on a blue background: the Union Jack, the Commonwealth Star and the Southern Cross. The Union Jack in the upper left corner (or canton) acknowledges the history of British settlement. Below the Union Jack is the Commonwealth Star. The Commonwealth Star has seven points representing the unity of the six states and the territories of the Commonwealth of Australia. The star is also featured on the Commonwealth Coat of Arms. The Southern Cross is shown on the fly of the flag in white. This constellation of five stars can be seen only from the southern hemisphere and is a reminder of Australia's geography.

The ANF takes precedence over all national flags when it is flown in Australia or Australian territory. After the ANF, the order of precedence of flags is:

- national flag of other nations;
- state and territory flags; and
- other Australian flags prescribed by the Flags Act 1953

The ANF should not be flown in a position inferior to any other flag and should not be smaller than any other flag.

The ANF is the correct flag to be flown on land by individuals, public, private and commercial organisations. It may also be flown on government ships, fishing vessels, pleasure craft and small craft by virtue of section 30 of the Shipping Registration Act 1981.

The Australian Red Ensign is the proper flag to be flown by Australian registered ships as an alternative to the ANF; it may also be flown by government ships, fishing vessels, pleasure craft and small craft. No ship may fly both the ANF and the Australian Red Ensign simultaneously.

Dignity of the Flag

The ANF normally takes precedence over all other national flags when flown in Australia. It should always be flown aloft and free and should not be allowed to fall or lie upon the ground.

The ANF should not be used as a covering of a statue, monument or plaque for an unveiling ceremony (a plain cover should be used); as a table or seat cover or as a masking for boxes, barriers or intervening space between floor and ground level on a dais or platform.

When the ANF is raised or lowered or when it is carried past in a parade or review, all present should face the flag, men should remove their hats and all should remain silent. Those in uniform should salute.

Defacement

A flag is said to be 'defaced' when a 'badge of office' or any other object is superimposed upon an authorised flag. Convention is not to deface the ANF.

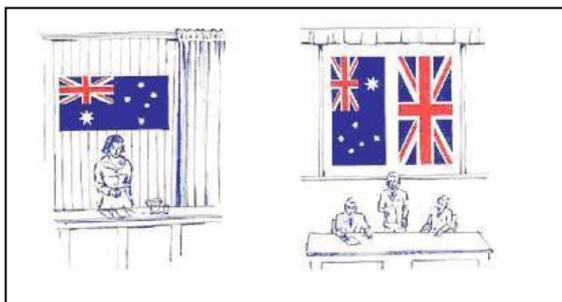
Use for Advertising or Commercial Purposes

The ANF and representations of it should always be shown, represented or used in a dignified manner. It should not be defaced by way of printing or illustrations or masked by other objects and all symbolic parts of the flag should be identifiable.

Display of the Flag

The Australian National flag should be displayed as follows:

- Flag against a surface whether horizontally or vertically. When displayed against a surface the top left quarter should be placed uppermost on the observer's left, as viewed from the front.



- **On a staff.**

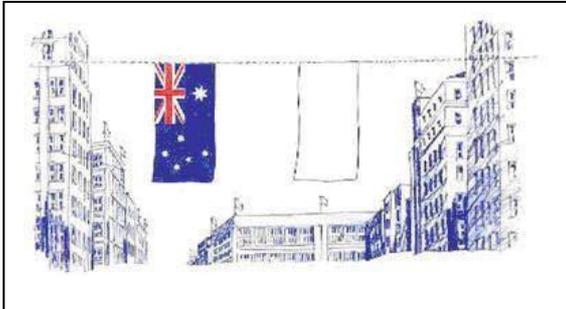
When displayed on a staff the top left (first) quarter should be placed in the position nearest the top of the staff. When carried, the flag should be aloft and free.

- **On a flag rope (halyard):**

The top left quarter should be placed uppermost, raised as closely as possible to the top with the flag rope (halyard) tight.

- **Suspended vertically in the middle of a Street**

When suspended in the middle of a street the top left quarter should face the north in an east-west street and face east in a north-south street, thus being on the left of the observer facing east or south respectively



- **When used to cover a casket at funerals.**

When used to cover a casket at funerals the top left quarter should be draped over the left shoulder of the deceased.

The flag should be removed before the casket is lowered into the grave or, at a crematorium, before the casket is withdrawn (or it may be collected later from crematorium staff).

Service head-dress, sword or baton bayonet (as appropriate), awards or medals and family flowers may be placed on the flag covering the casket.



- **Displayed at night:**

The flag may be displayed at night, but only when it is properly illuminated.

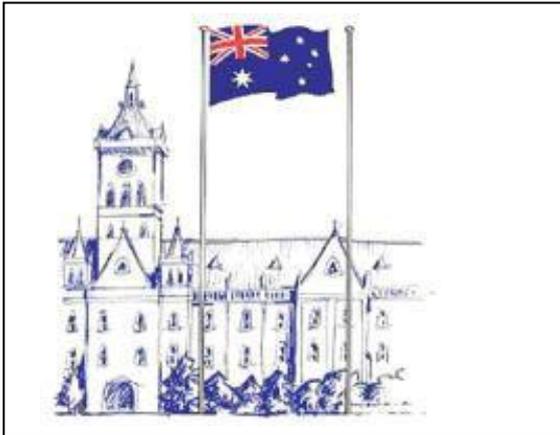
- **Position of Honour**

Due consideration should be given to flag etiquette and precedence whenever the Australian National flag or other sovereign nation's flag is displayed.

If a purely decorative effect is desired without the involvement of precedence, it is better to confine the display to flags of lesser status (e.g. house flags or pennants).

- **Australian National Flag Flown Alone:**

When the Australian National flag is flown alone on top of or in front of a building where there are two flagpoles, it should be flown on the flagpole on the left of the observer facing the flag.

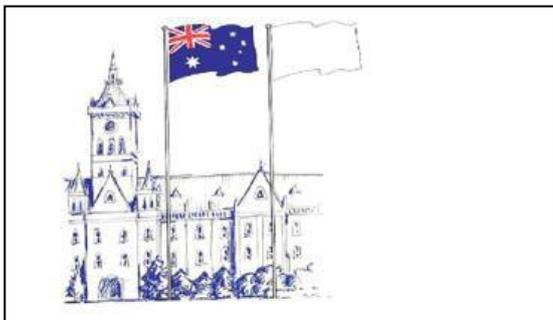


When the Australian National flag is flown alone on top of, or in front of, a building where there are more than two flagpoles, it should be flown as near as possible to the centre.

When the Australian National flag is displayed alone at a meeting on a speaker's platform it should be flat against the wall, or on a staff on the speaker's right as the speaker faces the audience.

- **Australian National Flag Flown with Flags of other Sovereign Nations.**

The Australian National flag, when flown or paraded, takes precedence over all other national flags. When flown on separate staffs and at the same height, all being of the same size, with the National flag occupying the position of honour.

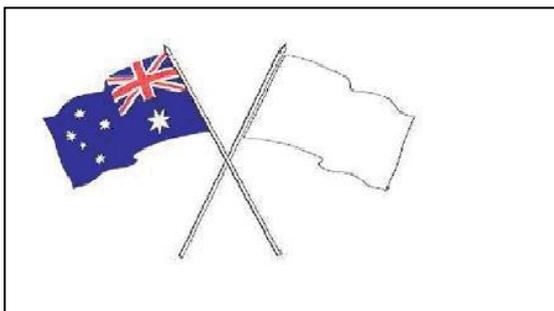


International practice forbids the display of the flag of one nation above that of another in time of peace.

The Australian National flag should, however, be raised first and lowered last, unless the number of flags permits their being raised and lowered simultaneously.

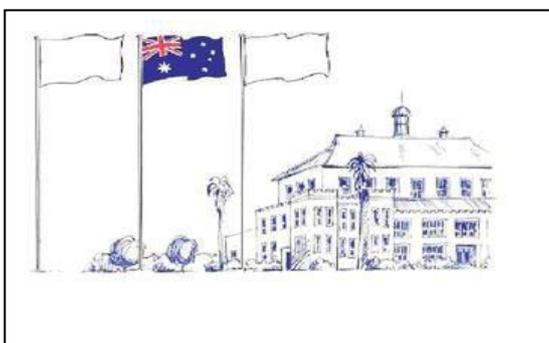
With the flag of one nation, the Australian National flag should be on the left of the observer facing the flags; both should be at the same height.

- **When crossed with the flag of another Nation.** When crossed with the flag of another sovereign nation, the Australian National flag should be on the left of the observer facing the flags; its staff should be in front of the staff of the other flag.

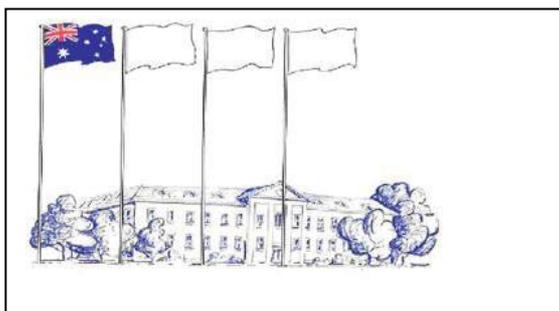


- **When flown with flags of a number of Nations.**

In a line of flags representing a number of sovereign nations, where there are three or more making an odd number of flags, the Australian National flag should be flown in the centre when only one Australian National flag is available.

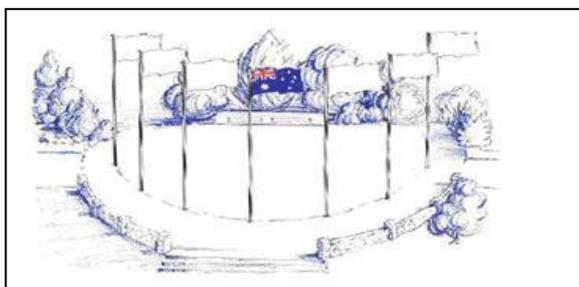


If there is an even number of flags representing a number of sovereign nations, the Australian National flag should be flown on the left of the observer facing the flags.



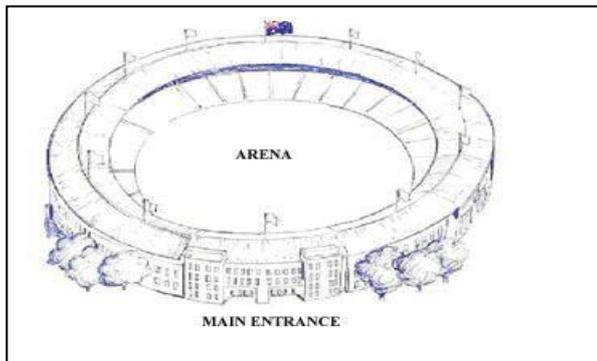
- **Flags in a Semi-Circle.**

In a semi-circle of flags representing a number of sovereign nations, the Australian National flag should be in the centre.



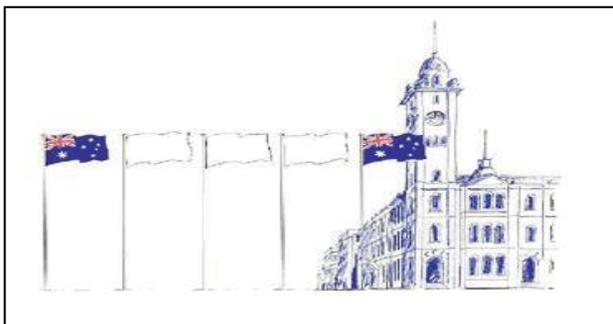
- **Flags in an Enclosed Circle.**

In an enclosed circle of flags representing a number of sovereign nations, the Australian National flag should be flown on the flagpole opposite the main entrance.



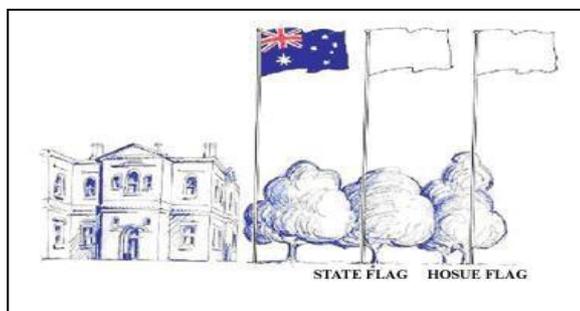
- **Two Australian Flags.**

Where two Australian National flags are available, one should be flown at each end of the line, with the flags representing the sovereign nations in between.

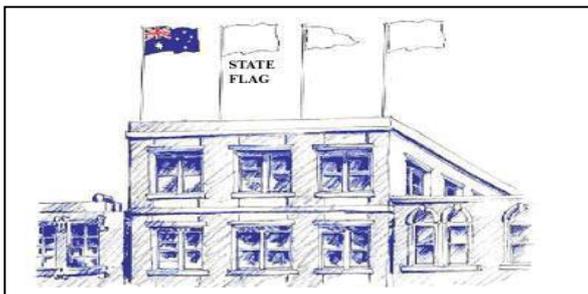


- **Australian National Flag with State and House Flags.**

When the Australian National flag is displayed on, or in front of, a building with Australian State or house flags it should be flown on the left of the observer facing the flags.

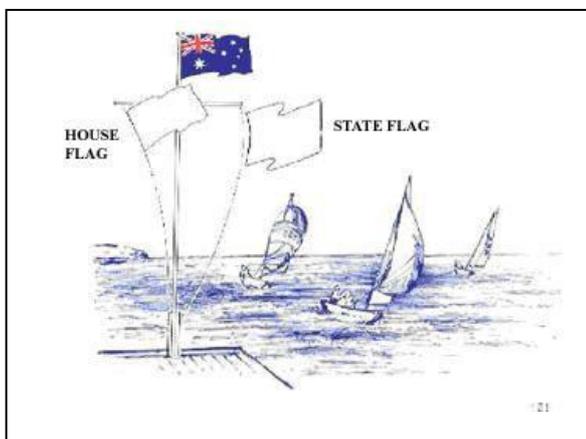


When displayed with State flags, house flags and club pennants, the Australian National flag should be flown on the left of the observer facing the flags or at each end on a line of flags.

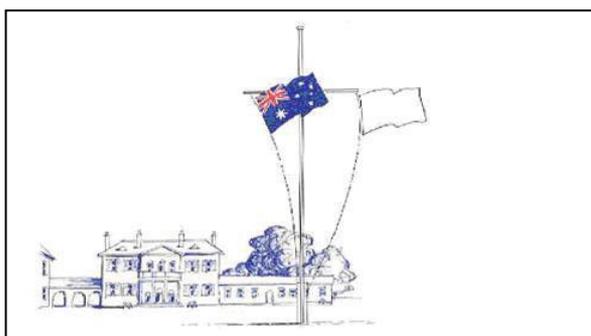


- **Flagpole with a Yardarm.**

When displayed with State flags, house flags and club pennants on a flagpole fitted with a yardarm, the Australian National flag is positioned as follows.



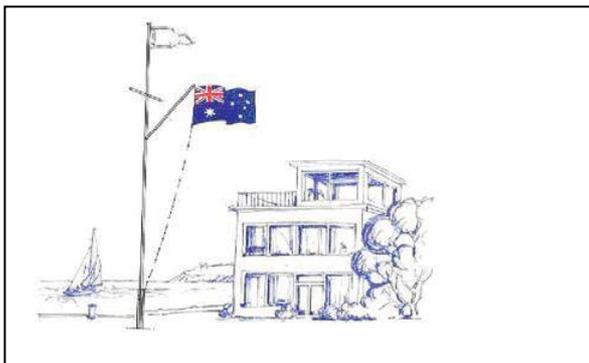
When displayed on a flagpole fitted with a yardarm with a flag of a sovereign nation or a State flag, the Australian National flag is displayed as follows:



- **When displayed on a Flagpole with a Gaff.**

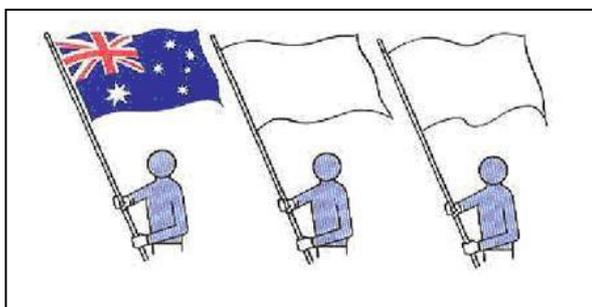
If the flagpole is fitted with a gaff the flag on the gaff has the position of honour, although the Australian National flag is then lower than another flag flying from the peak.

This tradition originated in the days of sailing ships and was designed to keep the flag from the ship's rigging.



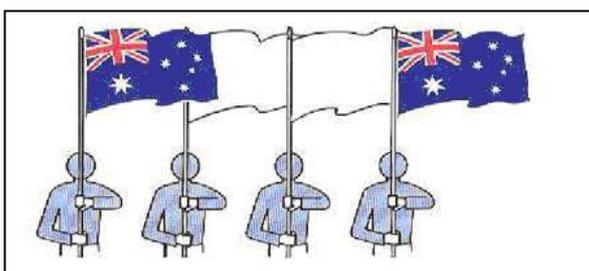
- **When carried in Single File.**

If carried with other flags, in a single file, the Australian National flag should always lead.



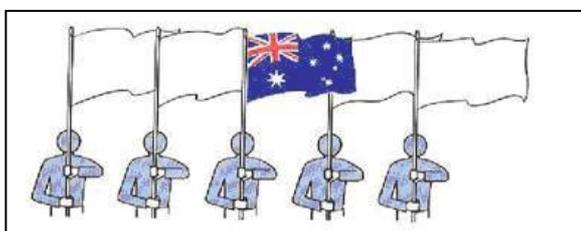
- **When carried in Line Abreast.**

If carried in line abreast, it is preferable to have the Australian National flag at each end of the line.



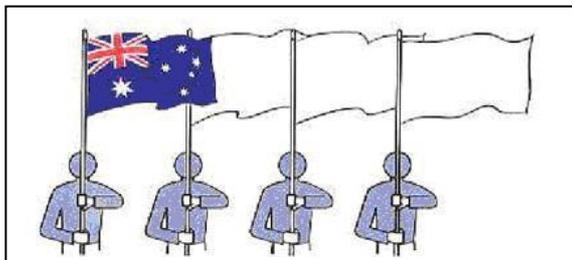
- **If only one Australian National Flag is available.**

If only one Australian National flag is available, it should be placed in the centre of the line of flags carried abreast.



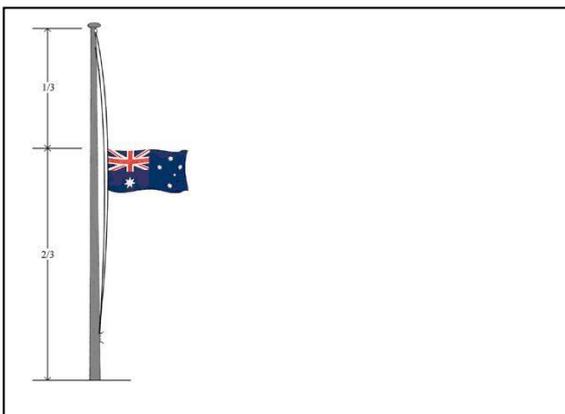
- **When an even number of Flags.**

Where the number of flags is even and the Australian National flag cannot be carried in the centre (of a line of flags abreast) it should be placed (carried) on the right-hand end of the line facing the direction of movement.



- **Half Masting the Flag.**

The image below demonstrates the correct method of flying a flag at half-mast. Note the top of the flag is only 1/3 the way down the flagpole, not half way down.



When half-masting and lowering the Australian National Flag, it is first raised to the peak of the flagpole. Flags should not be lowered to the half-mast position or lowered for the day without being first raised to the peak of the flagpole.

United Nations Day

On United Nations day (24 October) the United Nations (UN) Flag, if available, is flown alongside the ANF. The UN flag is placed in the pre-eminent position. If only a single flagpole is available the UN Flag only is flown. When flying the ANF and/or the UN Flag on UN Day, no other flags are to be flown on the same flagpole.

ANF with the ADF and Service Ensigns

When flying or parading the ANF with the ADF and Service Ensigns together the order of precedence is:

- ANF;
- Australian Defence Force Ensign (ADFE);
- Australian White Ensign; then
- Royal Australian Air Force Ensign.

ANF with State, ANF and other Flags

The order of precedence when flying or parading a variety of flags is:

- ANF;
- State flags (in order of population size);
- Territory flags;
- ADFE;
- Australian White Ensign;
- Royal Australian Air Force Ensign; then
- Other flags (e.g. RSLWA flag, Australian aboriginal flag).

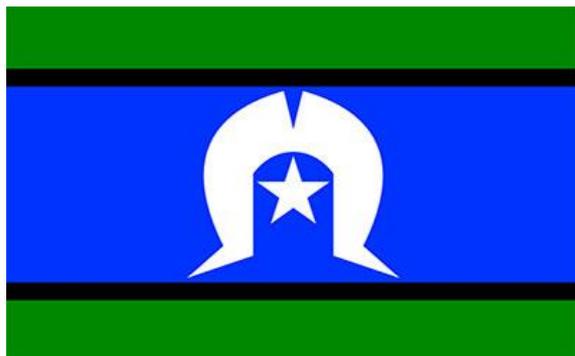
ABORIGINAL FLAG

The Aboriginal Flag was designed in 1971 by Aboriginal artist Harold Thomas, who is descended from the Luritja people of Central Australia and holds intellectual property rights in the flag's design. The flag was originally designed for the land rights movement, and it became a symbol of the Aboriginal peoples of Australia. The black symbolises the Aboriginal people, the red represents the earth and the colour of ochre is used in Aboriginal ceremonies, and yellow represents the sun, the constant renewal of life.



TORRESS STRAIT ISLANDER FLAG

The Torres Strait Islander Flag stands for the unity and identity of all Torres Strait Islanders. It was designed in 1992 by Bernard Namok of Thursday Island. The green panels at the top and the bottom of the flag symbolise the land, while the blue panel in the centre represents the sea and the black symbolises the people. The white five-pointed star at the centre of the flag represents the five major island groups, and the white dhari (dancer's headdress) around it also symbolises the Torres Strait Islander people.



The Australian Aboriginal Flag and Torres Strait Islander Flag were proclaimed flags of Australia under section 5 of the Flags Act 1953 on 14 July 1995. Although the Aboriginal and Torres Strait Islander Flag are equal in stature, it is policy to fly them in alphabetical order hence; the Aboriginal Flag is flown first in order of precedence.

CHAPTER 9 - INVITATIONS

INTRODUCTION

This chapter outlines the accepted practice for the issuing of invitations to RSLWA commemorative, administrative and social functions or ceremonies.

The more relaxed conventions of recent years are not an excuse for poor manners. As a principal host, the President should ensure official invitations are issued in time to give guests a fortnight in which to reply. In consideration of the Principal Host, guest replies to any invitation should be prompt. Invitations to Vice-Regal personages have extensive lead times.

WRITING INVITATION

Invitations are generally on a plain white card, 150mm wide, by 115mm high. The RSLWA crest is positioned at the top centre of the card and the printing is normally to be in copperplate. Invitations may also be issued by letter or typed on plain paper. The essential features of every invitation are as follows:

- the principal host or hostess,
- the guest,
- the occasion,
- the place,
- the time; and
- the dress.

When addressing an official invitation to attend a function, the envelope is to be addressed to the person invited. Official invitations to serving personnel are to be addressed to the member's unit, stating their name, post nominal and position.

TIMINGS

Timings are to be written in the conventional style (e.g. 7.30pm not 1930 hours).

Timings for dinners are to state the time that members and unofficial guests are to assemble and the time dinner is to be served (e.g. 7.00pm for 7.30pm). This means that all should be assembled to receive the official guests.

The first time on an official guest's invitation (e.g. 7.10pm) is the time that the official guest is expected to arrive at the venue.

Care should be taken to plan the arrival of official guests to ensure that sufficient time is allowed between arrivals to introduce each guest to the Members assembled.

It is courtesy for Members to remain at the function until the senior official guest has departed.

POST NOMINALS

With the exception of VC, CV, MP, MLC and RAN, post nominals are not included on invitations. However they are used on the invitation's envelope.

APPRECIATION LETTER

It is courteous for any invited guest to send a letter of appreciation to the principal host following a function or ceremony.

CHAPTER 10 - ORDER OF PRECEDENCE AT FUNCTIONS OR CEREMONIES

INTRODUCTION

The order of precedence for functions or ceremonies varies depending whether the activity is conducted by a:

- Sub-Branch;
- Other.

PRINCIPAL HOST

The President of the organisation conducting the activity is to act as the principal host for the activity. This duty must not be delegated in any way unless illness or some other unforeseen reason of great importance necessitates the absence of the President. Should the President be unavailable for one of the reasons listed above then a Vice President is to act as the principal host or hostess and provide the President's apologies. The principal host or hostess always hosts the Senior Official guest attending.

The duties of the principal host are to:

- ensure the planning and preparation for the function or ceremony is proceeding according to plan and invitations are issued in a timely manner;
- prepare briefs for official guests, if required (see Annex A);
- ensure that other hosts are familiar with their duties;
- arrive at the venue in time to greet the members and official guests as they arrive;
- announce each official guest to the Members as they arrive, if necessary;
- at a dinner, propose the Loyal Toast,
- at the appropriate time, welcome the official guests (in order of precedence); and
- remain at the venue until all official guests have departed.

OTHER HOSTS

Where there are a number of official guests attending an activity, it is often appropriate to assign other hosts to those guests. Members of the organisation conducting the activity should be carefully selected as other hosts. Members with similar interests to the guest should be selected, if possible.

The duties of other hosts are to:

- ensure they fully understand your duties;
- contact the official guest before the event to introduce themselves and ascertain if the guest has any particular concerns;
- arrive at the venue in time to be introduced to the official guest by the principal host or hostess, as the guest arrives;
- ensure that the official guest is introduced to the Members when possible;
- if seated, introduce the official guest to those seated nearby;

- remain with the official guest throughout the activity and see to their needs;
- farewell the official guest before departure; and
- remain at the venue until the official guests have departed.

ORDER OF PRECEDENCE

The order of precedence at Sub-Branch functions or ceremonies is shown in descending order below:

- President of the Sub-Branch acts as principal host;
- Governor-General of the Commonwealth of Australia or the Governor of Western Australia;
- State President of the RSLWA;
- Senior Official Guest, other than the Governor-General or Governor of Western Australia, for example:
 - Mayor or Shire President;
 - Member of the Federal House of Representatives;
 - Senior Service Officers (of 1 star rank and above); and
 - President of the local Legacy Branch.
- RSLWA National President;
- Immediate RSLWA Past President
- Visiting Presidents of other State Branches/RSLWA Sub-Branched
- Honorary officers of RSLWA (e.g. State Vice-Presidents, Honorary Treasurer);
- Immediate past President of RSLWA;
- Officers of RSLWA not being members of State Board of Directors.

The partner of the Governor-General or Governor of WA, when attending an activity on their own, is to be accorded the same protocols and privileges as the Governor General or Governor.

The State President of the RSLWA or representative take precedence over all guests, other than the Governor-General or State Governor of WA. The State President takes precedence over visiting State Governors, the National President and visiting State Presidents.

The Sub-Branch is part of the WA State Branch, therefore members of the WA Parliament rank above those of Federal Parliament.

Partners should be invited to mixed functions or ceremonies (by name).

If a Vice Regal personage directs a member of their Personal Staff to attend in their stead, that member takes the precedence of the Vice Regal person, but the honorific is not used.

BRIEFS TO OFFICIAL GUESTS

The provision of a brief for Official Guests is considered essential. This ensures that the guest is made aware of the proceedings and their part in it. A comprehensive brief will ensure that there is no confusion amongst the senior guests attending any function or ceremony.

Briefs must be prepared so that they reach the guest no later than seven days prior to the activity.

An example of a brief for Official guests is detailed at *Annex A*.

METHOD OF INTRODUCING GUESTS

Extreme care must be taken when introducing guests at a function or ceremony. If there is any doubt about the correct form of address for a particular personage it is advisable to contact the appropriate office for confirmation.

Use of the incorrect form of address for dignitaries may cause severe embarrassment.

Details of the correct forms of address for personages are shown at *Annex B*.

ANNEX A TO CHAPTER 10 EXAMPLE

AN EXAMPLE OF A BRIEF TO OFFICIAL GUESTS A BRIEF FOR BRIGADIER L. J. CHESTER, DSC, AM AND MRS MARGARET CHESTER FOR ATTENDANCE AT THE 105th UPPER SWAN RSLWA SUB-BRANCH ANNUAL DIGGER'S DINNER

BACKGROUND

- The Upper Swan RSL Sub-Branch is to conduct the Annual Diggers Dinner, at the Upper Swan Community Hall, commencing at 7.40pm on Saturday 27 September 2018.
- This will be the 105th Annual Dinner to be conducted continuously by the Sub- Branch.
- Reason for Brief. This brief details your requested participation in the Annual Dinner.

ARRIVAL

Brigadier and Mrs Chester are requested to arrive in Upper Swan by 4.00pm on Saturday 27 September, 2025. A map of Upper Swan is included at Annex A, for your reference. Your accommodation for the evening has been arranged at the Upper Swan Motor Inn. Upon your arrival at your accommodation you will be met by your hosts for the dinner Mr Ray Greene, OAM and Mrs Judy Greene. Mr Greene is the Senior Vice President of the Upper Swan RSLWA Sub-Branch. He is an East Timor veteran and he and Judy are keen horsepersons.

ANNUAL DINNER

General

The 105th Annual Dinner is to be conducted at the Upper Swan Community Hall. Catering is to be provided by the West Swan Lions Club and SES volunteers. A diagram of the seating arrangements for the dinner is included at Annex B.

Dress

Brigadier Chester is requested to wear Dress Order No 6C Mess Dress White Jacket. Mrs Chester is requested to wear After Five.

Escort

Your vehicle will be escorted from your accommodation to the Community Hall by the East Swan Police VIP motorcycle escort. The escort is led by Senior Constable Dan Stonehead.

Arrival

Brigadier and Mrs Chester are requested to arrive at the front entrance to the Community Hall at 7.20pm. You will be met on your arrival by the President of the Upper Swan RSLWA Sub-Branch Mr Freddy Molong-Smith, AM, RFD and Mrs Pat Molong-Smith. Your hosts Mr Ray Greene and Mrs Judy Greene will be in attendance.

Introduction

Your entry into the Community Hall will be announced by the Master of Ceremonies, Mr L. Booties, a local radio personality and member of the Sub-Branch.

Other Official Guests Attending

Other Official guests attending the dinner are:

- Senior Official Guest - Air Commodore Larry Goodefellow, AO;
- President of the District Council - Mr Brian Brown, SC, AM and Mrs Maree Brown;
- President of the Women's Auxiliary - Mrs Nan Coles, RFD; and
- Shire President - Councillor Chris Sladeshire, AM.

Grace

Grace will be said by Reverend Eric Smith from the North Swan Community Church.

Toasts

The toasts to be proposed during the dinner are:

The Loyal Toast – Sub-Branch President;
 The RSLWA – State Councillor; and
 Our Guests – President of the Women's Auxiliary.

Speeches

Speeches are to be presented by the Sub-Branch President and by Air Commodore Goodfellow.

Piper

Following the speeches the piper Mr Mick McCormack will join the President and Senior Official guest to drink a toast.

Following Dinner

Following dinner Brigadier and Mrs Chester are requested to relax in the informal atmosphere and mingle and meet the members and guests. Your host will attend to your needs during this time.

Departure

Your departure from the Community Hall is at your discretion, following the departure of the Senior Official guest. Your departure will be announced by the Master of Ceremonies. The Sub-Branch President and Mrs Molong-Smith and your hosts will farewell you at the front entrance of the Community Hall.

Escort

The VIP motorcycle escort will escort your vehicle back to your accommodation.

Notes

- Every effort must be made to be as concise as possible. Tardy administration in the preparation of briefs is not acceptable.
- Briefs must reach the recipient no later than seven days prior to the event.
- Christian names of those attending, particularly hosts, must be included.
- Dress for an activity must be carefully selected. (See Chapter 8). Timings and locations must be precise.

ANNEX B TO CHAPTER 10 INTRODUCING GUESTS

VICE REGAL

Position	Introduction	Commence Speech	Subsequently
Governor General	His Excellency General the Honourable Sir Peter Cosgrove AK MC (Ret'd), Governor-General of the Commonwealth of Australia.	Your Excellency	Sir
Partner of the Governor General	Her Excellency Lady Cosgrove	Your Excellency	Ma'am
Governor of WA	The Honourable Kim Beazley AC, Governor of Western Australia.	Your Excellency	Sir
Partner of the Governor of WA	Address by their name and/or title	Address by their name and/or title	N/A

RSLWA Members

Position	Introduction	Commence Speech	Subsequently
Board of Directors	The State President	State President	Sir/Madam
	The Vice President	Vice President	Sir/Madam
	The State Treasurer	State Treasurer	Sir/Madam
	Board Member	Board Member	Sir/Madam
	The Chief Executive Officer	Chief Executive Officer	Sir/Madam

Notes

- Other members of the RSLWA are to be introduced and addressed in a similar manner to that shown above.
- Post-nominals or initials are not used when introducing guests
- Common gender is used in this section. If any position is filled by a member of the opposite sex, then the appropriate form of address is to be used.

Members of Parliament

Position	Introduction	Commence	Subsequently
Prime Minister	The Honourable (name), Prime Minister of Australia	Prime Minister	Sir/Ma'am
Leader of the Opposition	The Honourable (name), Leader of the Opposition of Australia	Opposition Leader	Sir/Ma'am
Commonwealth Ministers	The Honourable (name) Minister for...	Minister	Sir/Ma'am
House of Reps Member	Title and name. If a Minister, then Minister for...	Mr/Mrs/Ms/Minister	Sir/Ma'am
Members of the Senate	Senator (name). If a Minister, then Minister for...	Senator/Minister	Sir/Ma'am
Premier of WA	The Honourable (name), Premier of Western Australia	Premier	Sir/Ma'am
Leader of the State Opposition	The Honourable (name), Leader of the State Opposition	Opposition Leader	Sir/Ma'am
Member Legislative Council	The Honourable (name). If a Minister, then Minister for...	Mr/Mrs/Ms/Minister	Sir/Ma'am
Member Legislative Assembly	Mrs/Mrs/Ms (name). If a Minister, then Minister for...	Mr/Mrs/Ms/Minister	Sir/Ma'am

Local Government

Position	Introduction	Commence Speech	Subsequently
Lord Mayor	The Right Honourable the Lord Mayor (name)	Lord Mayor	Sir/Ma'am
Mayor	His/Her Worship the Mayor (name)	Mr/Mrs Mayor	Sir/Ma'am
Shire President	Councillor (name) President of	Shire President/Councillor	Sir/Ma'am
Councillor	Councillor (name)	Councillor	Sir/Ma'am

Notes:

- The wife of a Lord Mayor (when is male) is to be addressed as the Lady Mayoress.
- Post-nominals and initials are not used when introducing guests.

- Ministers and shadow ministers who are senators are addressed as “The Minister for..... Senator, (name)”
- If a shadow minister has held a portfolio in a former government he/she is addressed as “The Honourable.....”

Ministers of Religion

Position	Introduction	Commence Speech	Subsequently
Cardinal	His Eminence, Cardinal (name)	Cardinal	Cardinal
Archbishop	The Most Reverend (name) the Archbishop of...	Your Grace	Your Grace
Bishop (Anglican)	The Right Reverend, The Bishop of...	Dear Bishop	Bishop
Bishop (Catholic)	The Most Reverend, Bishop of...	Dear Bishop	My Lord
Archdeacon	The Venerable. The Archdeacon of...	Archdeacon	Archdeacon
Dean	The Very Reverend. The Dean of...	Dean	Dean
Monsignor	Monsignor (name)	Monsignor	Monsignor
Minister	Reverend (name)	Reverend	Reverend
Priest	Father (name)	Father	Father

Members of the Armed Forces

Rank	Introduction	Commence Speech	Subsequently
Relevant rank	Rank, then name, then Branch, then Service	Sir/Ma'am	Sir/Ma'am

Notes:

- When ADF senior officers are invited to attend a function or ceremony their senior enlisted member (e.g. Command WO, RSM, WOD) is to be sent a complimentary invitation.
- Post-nominals and initials are not used when introducing guests (e.g. Air Vice-Marshal Bill Rosen, SC should be introduced as “Air Vice-Marshal Bill Rosen (appointment) Royal Australian Air Force”).

CHAPTER 11 – SEATING ARRANGEMENTS

INTRODUCTION

Seating guests correctly in the order of precedence at all functions or ceremonies is essential. Strict attention should be paid to the seating arrangements so as not to cause embarrassment.

A seating plan should be drawn up for all activities where official guests are present. This enables the guests and their hosts to move directly to their positions upon entering the venue or area, without unnecessary delay.

At activities where a number of official guests are present, it is sometimes beneficial to have them gather earlier, in a venue separate from that of the activity. After being greeted by the principal host, hosts for the guests should accompany their guests to this venue. This then allows the official guests to meet each other in a less formal atmosphere. A copy of the seating plan for the guests should be displayed within this venue which allows the guests and their hosts to familiarise themselves with the plan. Guests should arrive and depart from this venue in the order of precedence. On arrival at the venue for the activity, the guest would normally be announced.

AIDE-DE-CAMP

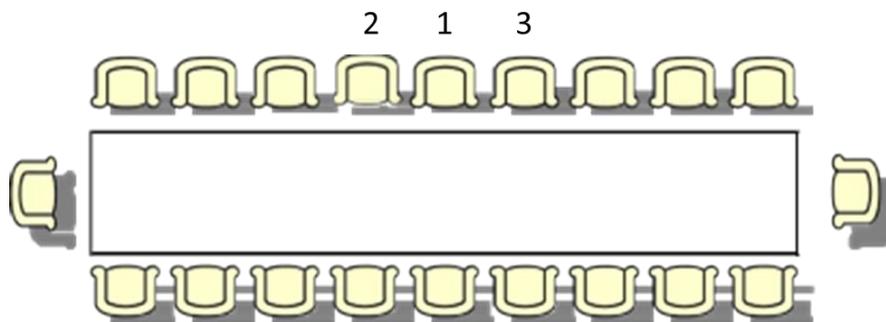
Where an official guest has an Aide-de-Camp, security personnel or personal staff in attendance at a function or ceremony, then care must be taken to ensure these personnel are seated appropriately so that they are able to perform their functions during the activity. Liaison with the official guest's office regarding these requirements, prior to the event, is essential.

ADMINISTRATIVE EVENTS

At administrative functions (e.g. Annual General Meetings) the principal host (President) occupies the centre seat at the table. The seats on his/her left are reserved for the Honorary Secretary, Honorary Treasurer and the Minute Secretary. The seats on the principal host's right are reserved for the official guests, strictly in order of precedence. Other official guests are seated either behind or in front of the official table strictly in the order of precedence.

WHERE OFFICIAL GUESTS ONLY ARE SEATED

Where only official guests and select members of the organisation are invited, all should be seated at the one table. This type of layout is normally used for small dinners. An example of a seating plan for this type of activity is shown below:



(1) Principal host (2) Senior Official Guest (3) Second Senior Official Guest

If partners are in attendance then the principal host is seated at 1, the senior official guest's partner is at 2, and the second senior official guest's partner is at 3. The principal host's partner sits opposite 1, with the senior official guest opposite 3 and the second senior official guest opposite 2.

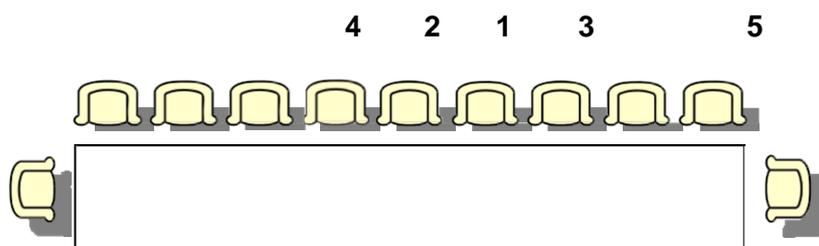
The official guest's host(s) should be seated as close as possible to the guest(s).

SEATING FOR LARGE DINNERS

Seating arrangements for dinners with a large number of diners normally take the form of an 'official table' and a number of other tables. These other tables can be straight dining or round tables.

The senior official guests are seated at the official table strictly in the order of precedence and other official guests are positioned at the other tables as appropriate. No person on the official table should be seated with their back to other diners.

An example of the 'official table' layout for this type of diner is shown below:



(1) Principal host (2) Senior Official guest (3) Second Senior Official guest
(4) Next Senior Official guest (5) Next Senior Official guest.

If partners are in attendance then the principal host is seated at 1, the senior official guest at 2, the senior guests partner is at 3, the partner of the principal host at 4, and the next senior guest at 5.

Other official guests are spread around the tables as shown on the seating plan.

The official guest's host(s) should be seated as close as possible to the guest(s).

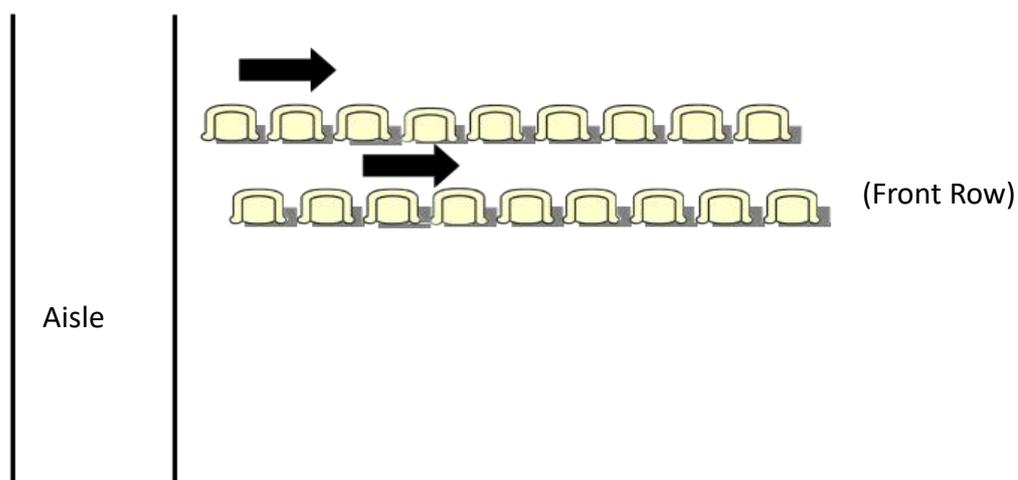
SEATING FOR CEREMONIES

Seating arrangements for other ceremonies (e.g. commemoration services, presentations, conferences) are usually organised in a straight line or half circle. Guests are seated strictly in the order of precedence, commencing with the principal host on the left of the row of seats, and the other official guests seated to the left in the order of precedence.

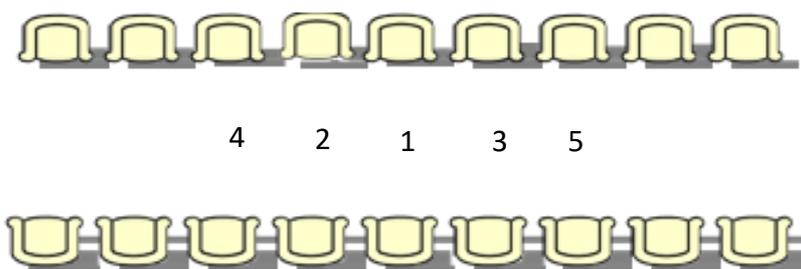
Should further seats be required then a second or subsequent row(s) commence with the next senior official guest on the left of the row.

Examples of these types of seating arrangements are shown as below:

Straight line seating arrangement for a Ceremony with an aisle (see notes above)



Straight line seating arrangement for a Ceremony with an aisle (see notes above)



Seating arrangements for other types of activities are to follow the conventions of this chapter, as far as possible. If doubt exists about the correct order of precedence for seating guests then assistance should be sought to clarify the situation. In the first instance assistance should be sought from the State Branch.

CHAPTER 12 - TOASTS

INTRODUCTION

Toasts are normally proposed during the conduct of dinners. At formal occasions, the Loyal Toast generally takes place following the sweet course and before coffee is served. Other toasts then follow after a suitable delay. The number of toasts may vary however, as a minimum, the following toasts are to be proposed:

- The Loyal Toast;
- Toast to 'The RSLWA'; and
- Toast to 'Our Guests'

Other toasts that may be proposed in certain circumstances are:

- Commonwealth Heads of State (not government), in alphabetical order, when a member of that nation is present;
- Other Heads of State (not government), in alphabetical order, when a member of that nation is present.

Toasts are normally called for by the principal host (President) and proposed by the designated member. The exception is the Loyal Toast which is proposed by the principal host.

PROPOSING TOASTS

The Loyal Toast

The method of proposing the Loyal Toast is as follows:

- the principal host brings the dinner to order, stands and says "*Gentlemen*" or *Ladies and Gentlemen*".
- all diners stand and glasses remain on the table.
- the band, if present, will play the first four and last four bars of the Australian National Anthem
- once the music is completed or, if there is no band, once all diners are standing and quiet, the principal host will say "The Queen/King."
- All present raise their glasses and reply "*The Queen/King*" (Note: if a portrait of His/Her Majesty is present within the venue diners with their backs to the portrait should turn towards it before replying to the toast).
- Once the toast is completed the principal host resumes his/her seat, followed by all diners.

Other Toasts

The method of proposing other toasts is as follows:

- The principal host brings the dinner to order, then nominates the designated member to propose the toast (eg: Senior Vice-President or member's name).
- The nominated member will stand and say "*Gentlemen*" or "*Ladies and Gentlemen.*"
- The diners stand and glasses remain on the table.
- The band, if present, plays the authorised version of the anthem of (for example) the United States of America).
- Once the music is completed or, if there is no band, once all diners are standing and quiet, the nominated member will say "*The President*" all present raise their glasses and reply "*The President.*"
- Once the toast is completed the principal host resumes his/her seat, followed by all diners.

At a dinner where there are many foreign guests, representing a number of countries, the principal host may call for a toast to "*The Heads of State of the Nations here represented*". The person proposing the toast then says "*The Heads of State*".

Prior to proposing toasts the principal host should ensure that all diners have a drink with which to toast. At formal occasions it is customary to toast with port.

Toasts are not to be embellished in any way by the proposer or diners when replying.

REPLIES TO TOASTS

Where replies to toasts are warranted they should follow immediately after the toast. Replies to a toast should not take the form of a speech but be an opportunity for the member replying, to reply to the toast proposed. The timing of replies must be kept to a minimum in the interest of not unnecessarily prolonging the dinner.

WHEN TOASTS ARE NOT REQUIRED

At less formal occasions (e.g. Christmas parties) toasts are not necessary. However the principal host may welcome guests at the start of the function if desired.

CHAPTER 13 - SPEECHES

INTRODUCTION

The duration of speeches should always be kept to a minimum. In planning functions or ceremonies, particularly dinners, the principal host should be mindful of the length of speeches so as not to unnecessarily prolong the activity.

The brief sent to official guests (see Annex A to Chapter 3) should include the order for speeches and specify those who are requested to speak. It is not out of order to specify an approximate duration for the official guest's speech in a brief.

ORDER OF SPEECHES

The normal occurrence is for the principal host (President) to welcome the official guests in the order of precedence (see Chapter 3) and then invite selected official guests to speak. During a dinner this should occur after dessert and when the tables have been cleared. The junior official guest in the order of precedence should speak first, followed by the next senior, with the most senior official guest speaking last.

It is not necessary to have all official guests speak.

Where there are co-principal hosts the order of speeches should be as follows:

- The principal host.
- The junior principal host (e.g. where a function is being held at a venue owned by another Sub-Branch), the principal host will be the President of the organisation holding the function and the junior principal host will be the President of the Sub-Branch who owns the facility.
- The official guests as described in paragraph 6.3 above.

INTRODUCING SPEAKERS

When introducing official guests (see Annex B to Chapter 3) to speak post-nominals and initials are not used e.g. The District Council President, Mr Brian Brown, SC, AM would be introduced as "The District Council President, Mr Brian Brown."

RECOGNITION OF OFFICIAL GUESTS

At the commencement of a speech, the speaker should recognise the official guests in the order of precedence (see Chapter 3). At a Sub-Branch function or dinner the speaker would recognise the Sub-Branch President, any Vice-Regal Personage, and then the State President (and so on) in that order.

ACCLAMATION

It is courtesy to acclaim speeches, once completed, by clapping.

APOLOGIES

In welcoming the official guests the principal host should tender apologies from those official guests who were unable to attend the activity. Apologies should be presented in accordance with the order of precedence.

CHAPTER 14 - ROYAL AND VICE-REGAL OCCASIONS

INVITATIONS

An invitation received to a Royal or Vice-Regal should be accepted and every possible effort made to attend.

These invitations are to be accepted formally in writing to the person nominated as the RSVP officer on the invitation.

If a person is unable to attend for exceptional circumstances then the RSVP officer is to be advised personally of the circumstances.

TERMINOLOGY

The following timing terminology is often for receptions at Government Houses.

- Reception within Government House: this is the time that guests are both admitted and welcomed into Government House.
- Carriages (or cars): this is the time for guests to depart. It is expected that all guests depart at this time. Guests should be mindful of the security arrangements at the houses and should be prompt in departing.

An example of an acceptance to a Vice-Regal invitation:

- *Mr and Mrs D. Rowebottom have the honour to accept the invitation of His Excellency the Governor-General and Her Excellency Lady Cosgrove to dinner at Government House, on Tuesday, 15 April, 2019 at 8.30pm*

LEAD TIMES

The lead times required for invitations to Royal or Vice-Regal personages are extensive. These invitations should reach the State Secretary, as follows:

- Royal personages - 8 months in advance; and/or
- Vice-Regal personages - 6 months in advance.

The above deadlines are required to ensure that sufficient lead time is given to the personage's staff to coordinate other visits or activities.

Only in exceptional circumstances will these deadlines be varied and then only with the concurrence, of the State President.

COMPLIMENTARY INVITATIONS

When Royal or Vice-Regal personages are invited to an activity then complimentary invitations are to be issued as shown below:

Invitations to Royal Personages

When Royal personages are invited to an activity then complimentary invitations are to be sent to the following:

- Governor -General
- Prime Minister
- Premier
- Leader of the Federal Opposition
- Leader of the State Opposition
- The RSLWA National President
- The RSLWA State President
- Local, Federal and State Parliamentarians
- Other official guests as considered appropriate.

Invitations to Vice-Regal Personages

When Vice-Regal personages i.e. (the Governor-General or State Governor) are invited to an activity then complimentary invitations are to be sent to the following:

- Premier of WA;
- Leader of the State Opposition;
- The RSLWA State President;
- Local and State Parliamentarians;
- President of the District Council; and
- Other official guests as considered appropriate.

Complimentary invitations are to be sent to the above personages immediately after RSLWA confirms the attendance of the Royal or Vice-Regal personage but not less than 3 months from the date of the activity.

These invitations are to be sent directly after the function is approved by RSLWA.

VICE-REGAL ATTENDANCE

A Vice-Regal personage is to be treated as such, on all occasions, regardless of the reason for their attendance (eg: a Governor attending a Sub-Branch dinner in the capacity as a former Sub-Branch member).

The personage is to be invited, received, addressed and treated as a Vice-Regal personage at all times.

CHAPTER 15 - OTHER USEFUL INFORMATION

INTRODUCTION

This chapter deals with other information which is relevant to protocols and procedures which is not found in other chapters of this publication.

THE ODE

In 'The Ode' the word 'condemn' is used. Over many years there has been argument that the word should be 'contemn' as this is what Laurence Binyon wrote. There is a body of evidence that Binyon wrote and intended to use the word 'condemn'.

The British Society of Authors, executors of the Binyon estate, says the word is definitely 'condemn', while the British Museum (where Binyon worked) says its memorial stone also shows 'condemn'. Both express surprise when told there had been some debate about the matter in Australia. The issue seems to be a distinctly Australia phenomenon.

The Returned and Services League of Australia has now ruled that 'condemn' is to be used when 'The Ode' is recited or written.

ACT OF REMEMBRANCE

Sub-Branches at meetings and all functions under its control when practicable, shall carry out the following Act of Remembrance at a time considered appropriate unless the meeting or event or function straddles 1100.

The procedure is as follows:

- "Gentlemen (or Ladies and Gentlemen) it is (time).
- Face emblem with lights switched off and emblem illuminated (if evening or at night)
- Short silence.
- Recitation of The Ode

*"They shall grow not old, as we who are left grow old,
Age shall not weary them, nor the years condemn,
At the going down of the sun and in the morning,
We will remember them.*

(Repeated by all present).

President: *"Lest We Forget"*

(Repeated by all present).

- The Act of Remembrance should, where possible, be conducted by President or official of Sub-Branch.

PLEDGE OF ALLEGIANCE

At the commencement of each Annual General Meeting of a Sub-Branch and at State Congress, the Pledge of Allegiance shall be given by group recitation led by Chairman. The Pledge of Allegiance is as follows:

I, (name of member) do hereby swear Allegiance to Her Sovereign Majesty Queen Elizabeth II, Her Heirs and Successors and the Commonwealth of Australia and do hereby subscribe to the Constitution of the Commonwealth of Australia and the Constitution of the Return and Services League of Australia. "God Save the Queen".

PRAYER FOR APPROPRIATE OCCASIONS

Psalm 23 may be used on appropriate occasions. The Psalm is as follows:

'The Lord is my shepherd; I shall not want.

He maketh me to lie down in green pastures: He leadeth me beside the still waters.

He restoreth my soul: He leadeth me in the paths of righteousness for his name's sake.

Yea, though I walk through the valley of the shadow of death I will fear no evil: for thou art with me; thy rod and thy staff they comfort me.

Thou preparest a table before me in the presence of mine enemies: thou anointest my head with oil; my cup runneth over.

Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the Lord for ever.

POST NOMINALS

Post nominals are written without full stops and are separated from the family name by a comma. For example: Mrs A.J. McGrady, OAM.

When several post-nominals occur after the family name, commas are inserted between them. For example: Captain L. S. Coleslaw, DSC, AM, RAN.

With the exception of VC, CV, MP, MLC and RAN (see Chapter 2), post-nominals are not included on invitations; however they are used on the invitation's envelope.

RETIRED ADF MEMBERS

Retired ADF members are to have 'Retd' in brackets after their family name or any post-nominals. For example: Air Commodore R. H. Williams, SC, AM (Retd).

INTRODUCTIONS

When introducing Official Guests initials and post-nominals are not used.

WELCOMING NEW MEMBERS

A form of welcome should be made by the Sub-Branch President or other selected officer of the Sub-Branch to new members.

The following is a guide which may be used or modified to meet local custom.

“It is my most pleasing duty to formally welcome you as a member of the (name of Sub-Branch) of the Returned and Services League of Australia. As a member of The League there are certain expectations placed upon you.

Having already served your country these expectations include your continued allegiance and loyalty to the Sovereign of the Commonwealth; the upholding of the Constitution of the Commonwealth of Australia; your abiding by the Constitution of The League and its By-Laws and your abiding by and the promotion of its Standing Policy.

It is always expected that you will uphold in reverence the memory of our comrades who, in the service of our Commonwealth, paid the supreme sacrifice; care for those of their loved ones in need and do all in your power to see that their sacrifice was not in vain.

It is also your duty as a Member of the League to work for the benefit of all ex- servicemen and women and their dependants; to guard their good name; and to perpetuate the ties of comradeship created in military service.

It is my most pleasing duty to formally welcome (name of new member) as a member of the (name of Sub-Branch).

The League badge and membership card are to be formally presented to the new Member.

MORE INFORMATION

Websites that provide further information to clarify the contents of this publication:

- ADF Ceremonial & Protocol Manual (available from RSLWA State Branch)
- It’s an Honour – Australia Celebrating Australians – www.itsanhonour.gov.au
- Australian War Memorial – www.awm.gov.au
- Australian National Flag Association – www.flagaustnat.asn.au
- Department of Veterans’ Affairs – www.dva.gov.au
- Office of Australian War Graves – www.dva.gov.au/comcontacts/oawg