

The St. John Ambulance Brigade

Australia



In-Service Training Manual



The St. John Ambulance Brigade

Australia

In-Service Training Manual



THE AUSTRALIAN ARMY
MANUAL

IN-SERVICE TRAINING MANUAL

Standard Publishing House Pty. Ltd. 818-3000



**THE ST. JOHN AMBULANCE BRIGADE
AUSTRALIA
IN-SERVICE TRAINING MANUAL
FOREWORD**

The material contained in the In-Service Training Manual is designed to complement General Regulations and should be read in conjunction with these Regulations.

The Manual is prepared in a format which will permit ready adaptation to the changing needs of the Brigade, particularly in respect of those requirements which are essential for ease and efficiency of administration.

It is particularly important that Brigade Returns are completed accurately and forwarded through appropriate channels by due dates. Errors and delay may affect individual members quite seriously, even to the point of deferring well earned rewards for service and it should be a matter of honour to all concerned that this does not happen.

G. N. YOUNG,
Chief Commissioner.

June, 1983.



**THE ST. JOHN AMBULANCE BRIGADE
AUSTRALIA**

IN-SERVICE TRAINING MANUAL

This Manual is issued in loose-leaf form to enable the contents to be readily added to or amended from time to time.

It is therefore important that each District Headquarters maintain an accurate Register of officers and members in possession of the Manual in order that the contents may be readily updated.

CONTENTS

	<u>Page No.</u>
1. BRIGADE ORDERS	7
2. ADMINISTRATION	
2.1 Forms of Correspondence	15
2.2 Channels of Communication	19
2.3 Brigade Forms	21
2.4 "Diary" of Brigade Returns	95
2.5 Members Service Medals/Bars	96
2.6 Finance	96
3. DUTIES OF SURGEONS & NURSING OFFICERS	107
4. COMMITTEE PROCEEDINGS	113
5. COMPETITION REGULATIONS	
5.1 Australian Championship Competitions	115
5.2 Kit Lists	123
5.3 Guidelines for the Conduct of Competitions	131
5.4 Suggestions for Adjudicators	138
6. CADET CEREMONIES	
6.1 Cadet Enrolment Ceremony	143
6.2 Cadet Graduation Ceremony	144
7. REGULATIONS CONTROLLING ST. JOHN CAMPS	147
8. SPECIAL DUTIES	
8.1 Aeromedical and Air Escort Duties	151
8.2 Marine Duties and Units	152
9. AVAILABLE PUBLICATIONS	155
10. PROMOTION EXAMINATIONS	157



1. *Brigade Orders*



The Order of St. John - Priory in Australia

St. John Ambulance Brigade Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 1000
Telephone: 67 5576

To:
Commissioners,
All Districts,
Headquarters Staff,
Priory Secretary.

10th March, 1981.

Brigade Order 9/1981

Travelling Costs and Assistance

Australian Championship Competitions

The fares pool previously used to assist District with travelling costs, ceased to operate following the distribution made to cover the 1980 Competition.

Guidelines for Districts applying for financial assistance from funds provided by Priory are enclosed.

Applications should be addressed to the Chief Commissioner at his Sydney Office, 6 Hunt Street, SURRY HILLS, 2010, NOT LATER than 2 months prior to the date of the competition concerned.

It is not to be assumed that assistance will be forthcoming, and it should be noted that funds available will not exceed the average amount contributed by Priory in previous years, this has been approximately \$2,000 per annum.

G. N. YOUNG
Chief Commissioner.

GUIDELINES FOR THE GRANTING OF FINANCIAL ASSISTANCE TO
DISTRICT REPRESENTATIVES AND TEAMS PARTICIPATING IN
AUSTRALIAN CHAMPIONSHIP COMPETITIONS

1. General Eligibility.

- 1.1 Both the Brigade Standing Committee and the District Superintendents meeting in Adelaide in June, 1980, expressed the view that funds provided by the Priory to assist in the financing of travelling costs associated with Australian Competitions should be used to assist those Districts who were financially weaker and who had difficulty in meeting the costs necessary to enter competitors.
- 1.2 These Guidelines have been prepared in accordance with the view expressed and outlined in para. 1.1. It is therefore considered that Districts should not apply for assistance purely on the basis of a large sum of money being required to field competitors. A District which is relatively affluent but required to travel a long distance to the competitions should remember that each year some States are required to travel a long distance and any application from a District not seriously in need of assistance could prejudice the level of assistance given to other Districts with a greater need.
- 1.3 Within the context outlined in paras. 1.1 and 1.2, all Districts are eligible to apply for assistance to meet the travelling expenses of competitors in adult and competitors in Cadet Competitions.

2. Applications for Assistance.

- 2.1 Applications for assistance will be in writing. There will be no special form.
- 2.2 Applications for assistance should be addressed to the Chief Commissioner at 6 Hunt Street, SURRY HILLS, and should contain the following details.
 - 2.2.1 Name of District.
 - 2.2.2 Competitions to which the application relates.
 - 2.2.3 Names of Manager and Competitors.
 - 2.2.4 Details of travelling arrangements.
 - 2.2.5 Details of travelling costs.
 - 2.2.6 Amount of assistance being provided by District Headquarters.
 - 2.2.7 Amount of assistance being provided from any other source.
 - 2.2.8 Details of any special appeals conducted or steps taken to obtain the necessary finance together with the amounts raised.
 - 2.2.9 How the District proposed to fund any deficit in the cost of travel above the amounts raised.
 - 2.2.10 A statement as to why the District considers it is eligible for assistance within the terms of para. 1. above.
 - 2.2.11 Any other information which the District considers will assist in determining the amount (if any) of the assistance which should be granted.
 - 2.2.12 The amount of assistance required by the District.
- 2.3 The letter of application must be signed by the Commissioner.
- 2.4 It will be essential for all applications to contain all the information required. No correspondence will be entered into in respect of information not supplied. Therefore should a District fail to supply details which may be considered important in the assessment of the applications, the omission may prejudice that District.

3. Determination of Assistance.

- 3.1 A committee consisting of the Chief Commissioner, the Chief Superintendent (Admin.), the Priory Secretary and such other Brigade Headquarters Officers as the Chief Commissioner may from time to time appoint, will assess the applications and determine the amount of assistance to be recommended in respect of each application.
- 3.2 In assessing the applications, the committee will have regard to the general operations of the District and the level of activity undertaken by the District to endeavour to fund the full cost. Regard must also be had to the level of funds available from the Priory.
- 3.3 The Chief Commissioner will recommend the amounts payable to the various applicants to the Receiver-General.



The Order of St. John - Priory in Australia

St. John Ambulance Brigade Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone: 67 5576

16th March, 1981

To: COMMISSIONERS,
ALL DISTRICTS

FOR PROMULGATION TO ALL CADET DIVISIONS

BRIGADE ORDER 10/1981

AMENDMENT — AUSTRALIAN CHAMPIONSHIPS
GENERAL CONDITIONS, 1976 (CADET)

The following amendment is made to Clause 2.1 of the General
Conditions for Australian Cadet Championships.

Sub-clause (d) will now read:

"In a Cadet Championship the competitor must be under the age
of 18 years on the day of the District Competition, which must
be held within the six months preceding the Championship".

This sub-clause has been amended to conform with Brigade General
Regulation C.3 (2) 1980, which prescribes the age group for Cadets.

G. N. YOUNG
Chief Commissioner



The Order of St. John - Priory in Australia

St. John Ambulance Brigade Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone 67 5576

23rd April, 1981

To: COMMISSIONERS
ALL DISTRICTS

FOR PROMULGATION TO ALL ADULT DIVISIONS

23 4 1981 — BRIGADE ORDER NO. 11/1981

SUBJECT: OCCUPATIONAL FIRST AID MANUAL

Districts are advised that the Occupational First Aid Manual issued by the St. John Ambulance Association is now available from Association Centres.

Commissioners are requested to encourage all adult members to obtain and study this manual, and also to participate in qualifying for the Occupational First Aid Certificate if required.

District & Divisional Surgeons are to encourage the use of this manual as part of their training in advanced first aid techniques.

G. N. YOUNG
Chief Commissioner



The Order of St. John : Priory in Australia

St. John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone 67 5576

TO: The Commissioner
Each District

BRIGADE ORDER NO. 12/1981 — 28TH AUGUST, 1981

REGISTRATION SHEETS — BF/RS AND BFC/RS

Commissioners are requested to ensure that Registration Sheets are completed in TRIPLICATE NOT DUPLICATE as stated on the front page of BF/RS and BFC/RS.

When the three copies of this form have been filled in they should be sent, through the regulation channels of communication, to the Commissioner, who, after signing, will forward them to the Chief Commissioner.

When the registration has been sanctioned by the Chief Commissioner two copies of this form will be sent to the Commissioner, who will retain one copy and return the other to the Officer in Charge of the Division. The Registration Sheets will be kept as a record of the Registration, but no further names are to be added to nor alteration made in it.

G. N. YOUNG
Chief Commissioner



The Order of St. John : Priory in Australia

St. John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone 67 5576

TO: Commissioners
All Districts

12th January, 1983.

RANK INSIGNIA — ST. JOHN CROWN

I am instructed by the Chief Commissioner to advise that officers in several Districts continue to wear the replica of St. Edward's Crown, as part of rank markings, rather than the official St. John Crown, illustrated in Dress Regulations.

Commissioners are requested to ensure that Brigade Order No. 13 of 2nd February, 1970 is brought to the attention of those concerned.

E.A. MASON
Chief Superintendent
(Administrative)



The Order of St. John : Priory in Australia

St. John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone 67 5576

2nd February, 1970.

BRIGADE ORDERS

NO. 13

Dress — Shoulder Insignia
St. John Crown

All personnel entitled to wear a crown as part of rank insignia will replace the crown at present being worn with the official St. John crown.

Stocks are obtainable from Queensland District Headquarters, and this change is to be completed by 31st May, 1970.

DOUGLAS DONALD,
Chief Commissioner.



The Order of St. John - Priory in Australia
St. John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone: 67 5576

20th August, 1985.

TO: The Commissioner,
Each District.

BRIGADE ORDER 1/1985

AUSTRALIAN CHAMPIONSHIPS (ADULT) GENERAL CONDITIONS (1985)

1. The new General Conditions for the Australian Championships (Adult), effective from the 1st July, 1985, have been approved and distributed by the Chief Surgeon. Amendments to Brigade First Aid Kit contents, Medical Donation/Endorsement policy and Brigade Oxygen training policy were included in that distribution.
2. Commissioners and District Surgeons are to ensure all appropriate parties are informed of these new Conditions pending the issue of an amendment to the Brigade's In-Service Training Manual (which is expected before the end of 1985).
3. These General Conditions (Adult) do not apply to Cadet Championships which will continue under the existing Cadet Conditions in the In-Service Training Manual.
4. Commencing with the forthcoming Australian Cadet Championships in January, 1986, the 'Fares Pool' arrangement, used to assist Districts with travelling costs, will be re-introduced. Details of the 'Fares Pool' scheme will be provided in a separate Brigade Order.

P. FALKLAND
Chief Commissioner

PF:JLP



The Order of St. John - Priory in Australia
St. John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone: 67 5576

20th August, 1985.

TO: The Commissioner,
Each District.

BRIGADE ORDER 2/1985

TRAVEL COSTS - AUSTRALIAN CHAMPIONSHIPS

Commissioners are advised that a 'Fares Pool', providing an equitable sharing of travel costs incurred by the District representatives listed below, will be introduced commencing with the Australian Cadet Championships in January, 1986.

ADULT CHAMPIONSHIPS:

Manager
Team (three members)
Individual

CADET CHAMPIONSHIPS:

Manager
Team (three members)
Cadet Leader
Individual

At the conclusion of each Australian Championship, travel expenses based on 1st Class Rail or Economy Air Fare (*less 15%) from State Capital to State Capital will be calculated to determine the average fare involved. Should competitors be required to travel for a distance in excess of 200 kilometres prior to departing their State Capital, a letter from the Commissioner of the District concerned should be forwarded to Brigade Headquarters advising the additional travel costs incurred.

Districts with expenditure below the average will be required to make an additional contribution to the 'Fares Pool' whilst those with expenditure above the average will receive a refund.

P. Falkland
P. FALKLAND
Chief Commissioner

*All competitors are entitled to claim a 15% group travel subsidy when making an air booking on the production of the enclosed certificate.

Encl.

PF:JLP



The Order of St. John - Priory in Australia
St. John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone: 67 5576

4th September, 1985.

TO: The Commissioner,
Each District.

BRIGADE ORDER 3/1985

AMENDMENT - BRIGADE GENERAL REGULATION 9.9(e)

Pending ratification by Priory Chapter, the following amendment will apply.

Delete the words:

'with forms of application for awards of the Association (medallion, etc.)'

Brigade General Regulation 9.9(e) will now read:

'At the conclusion of the re-examination, the examiner will forward Forms B.F.9, 10, and 11 to the District Headquarters where the results of the re-examination will be entered in the appropriate column of Form B.F.11. One copy of Form B.F.11 will be returned to the Division.'

P. Falkland
(P. FALKLAND),
Chief Commissioner



The Order of St John - Priory in Australia
St John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone: 67 5576

7th October, 1985.

To: The Commissioner,
Each District.

BRIGADE ORDER 4/1985

AMENDMENTS TO BRIGADE GENERAL REGULATIONS

Pending ratification by Priory Chapter, the following amendments to Brigade General Regulations will apply.

Regulation 2.3(a)

Amend to read 'Full Membership - that is Membership on the Active List'.

Regulation 7.1

Delete from the heading of the above Regulation the words 'for Active Members'.

The amended heading for Regulation 7.1 will now read 'Efficiency Requirements'.

Regulation 7.1(a)

Paragraph (a) of Brigade General Regulation 7.1 will be amended by adding the words 'Efficiency Requirements for Active Members of the Brigade -' and will now read as follows:-

- (a) Efficiency Requirements for Active Members of the Brigade -
In order to be returned efficient, active members of the
Brigade must fulfil the following requirements during each
year:

then continue on to the end of paragraph (a) as currently written.

Regulation 14.18

Amend by deleting from the 4th line of Regulation 14.18 the words 'Regulation 7.1' and substitute 'Regulation 7.1(a)(i)'.

P. Falkland
P. FALKLAND
Chief Commissioner

1/12/85



The Order of St. John - Priory in Australia
St. John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone: 87 5576

31st October, 1985.

TO: The Commissioner,
Each District.

BRIGADE ORDER 5/1985

AMENDMENT TO BRIGADE GENERAL REGULATIONS

Pending ratification by Priory Chapter, the following amendment to
Brigade General Regulations will apply.

APPENDIX B. - ACQUISITION AND OWNERSHIP OF PROPERTY.

Add the following paragraph:

- '(j) Where the property is leased or rented in the name
of the Order the provisions in paragraphs (c) and (d)
of this Appendix will apply.'

P. Falkland
P. FALKLAND
Chief Commissioner

26.11.85



The Order of St. John - Priory in Australia
St. John Ambulance Brigade
Australia

HEADQUARTERS
285 La Trobe Street, Melbourne 3000
Telephone: 87 5576

31st October, 1985.

TO: The Commissioner,
Each District.

BRIGADE ORDER 6/1985

AMENDMENT TO BRIGADE GENERAL REGULATIONS

Pending ratification by Priory Chapter, the following amendment to Brigade General Regulations will apply.

REGULATION 5.19

Amend by adding the following sentence in the 5th line after "all Divisional appointments."

'He will at all times co-operate with the local Cadet Division and keep the Superintendent thereof informed on matters of mutual interest, including raising of funds.'

P. FALKLAND
Chief Commissioner

26.11.85

National Headquarters

St. John Ambulance Australia



XXXXXX Avenue
Canberra ACT
XXXXXX
XXXXXX 77
XXXXXX 75
XXXXXX 2603
XXXXXX

6 Hunt Street
Surry Hills
NSW 2010
Telephone
02 281 2227

OPERATIONS BRANCH ORDER 2/87

AMENDMENT TO GENERAL REGULATION 14.24

Commentary

Concern has been expressed that, particularly since the increase in the Cadet age limit to 18 years, that the present Regulation may prevent cadets who join at an older age from having a proper chance to complete their Grand Prior's Award.

As some cadets do not join until they are 15 or 16 years of age, the following amendment to General Regulations is promulgated with a view to enabling these members to complete their Grand Prior's Award. It is considered that this will provide an incentive to cadets transferring to an adult division during their early years with that Division.

It is not considered that this amendment in any way detracts from the standard for the award.

ORDER

The last paragraph of General Regulation 14.24 is amended to read:

"Cadets who have qualified in not less than four Proficiency subjects before graduating to an Adult Division may continue working for the Grand Prior's Badge until their 21st. birthday."

Peter Falkland, Major-General,
Chief Commissioner.

1 March, 1987.



ADMINISTRATION

2. Administration

2. ADMINISTRATION

2.1 FORMS OF CORRESPONDENCE

Correspondence may take many forms:

Official Forms. (See 2.3 in this Manual.)

Letters.

Memos.

Various other forms of unofficial communication.

This Section of the Manual will deal only with Letters and Memos, together with general principles.

GENERAL

Correspondence should principally be NEAT; preferably typed. Correspondence to a higher establishment should always be signed by the officer-in-charge of the lower establishment.

Correspondence should be as concise as possible, but still contain all the necessary information relevant to the subject.

It is essential that all officers deal with their correspondence promptly and reply to the sender promptly. There is no excuse for correspondence being ignored. General Regulations require this prompt attention and outlines the procedure to be followed where correspondence is not replied to promptly.

LETTERS

Following is a sample letter. It is not the only means of setting out a letter, but contains all the following necessary contents of a properly set out letter:

Letterhead.

Sender's address.

Date.

Addressee and address.

Greeting ("Dear Sir").

Subject matter.

Signatory's farewell ("Yours faithfully").

Signature, name and rank of sender.

A frequently used variation of this setting is to place the addressee and address after the sender's signature.

MEMOS

Memos differ from more formal letters in that they do not contain:

The address of the addressee.

Greeting.

"Yours faithfully"

In addition:

- The subject matter is always detailed by a heading at the top of the memo.
- Paragraphs may be numbered.
- The content of a memo is usually more brief and more sharply written than is the case with letters.
- A memo may be addressed to more than one person.

The Order of St. John in Australia

The St. John Ambulance Brigade

New South Wales District



Hunter Valley Combined

DIVISION

23 Smith Street,
Cessnock, N.S.W., 2325.

30 April, 1983.

The Commissioner,
New South Wales District,
The St. John Ambulance Brigade,
6 Hunt Street,
SURRY HILLS, N.S.W., 2010.

Dear Sir,

Permission is requested to hold a Divisional Church Parade at the St. John Anglican Church, More Street, Cessnock, on Sunday, 23 July, 1983.

It is presently expected that the Division will march to the Church from the George Street intersection. We are arranging for the Divisional Band to accompany us.

The Corps Superintendent and the Divisional Surgeon have both been invited to read the Lessons and we are presently awaiting their replies.

Yours faithfully,

D. R. HUNTER,

Divisional Superintendent

The Order of St. John in Australia

The St. John Ambulance Brigade

New South Wales District



Hunter Valley Combined DIVISION

23 Smith Street,
Cessnock, N.S.W., 2325.

30 May, 1983.

MEMO. TO : Divisional Surgeon
FROM : Divisional Superintendent
SUBJECT : CHURCH PARADE, 23 July, 1983.

1. The Commissioner has approved arrangements for the proposed Church Parade on the above date.
2. Arrangements with the Chaplain for you to read the First Lesson as previously advised are confirmed.
3. Sergeant Miles is in charge of arrangements for the Division and Band to march to the Church from the George Street intersection.
4. It will not be necessary for you to march with the Division unless you so desire.
5. Further detailed information will be available at the next Divisional meeting.

D. R. HUNTER,
Divisional Superintendent.

2.2 CHANNELS OF COMMUNICATION

The diagram following shows the channels of communication which may be used by Brigade Officers in the performance of their respective duties.

The diagram reflects two channels of communication available to officers:

- (a) Administrative Matters.
- (b) Specialist Matters.

2.2.1 Administrative Communications

The unbroken line in the diagram illustrates the correct channel of communication in respect of administrative matters. It is important for all specialist officers to remember that, in respect of such matters, they do not have direct access to the Commissioner, but must route their communications along the administrative channel shown.

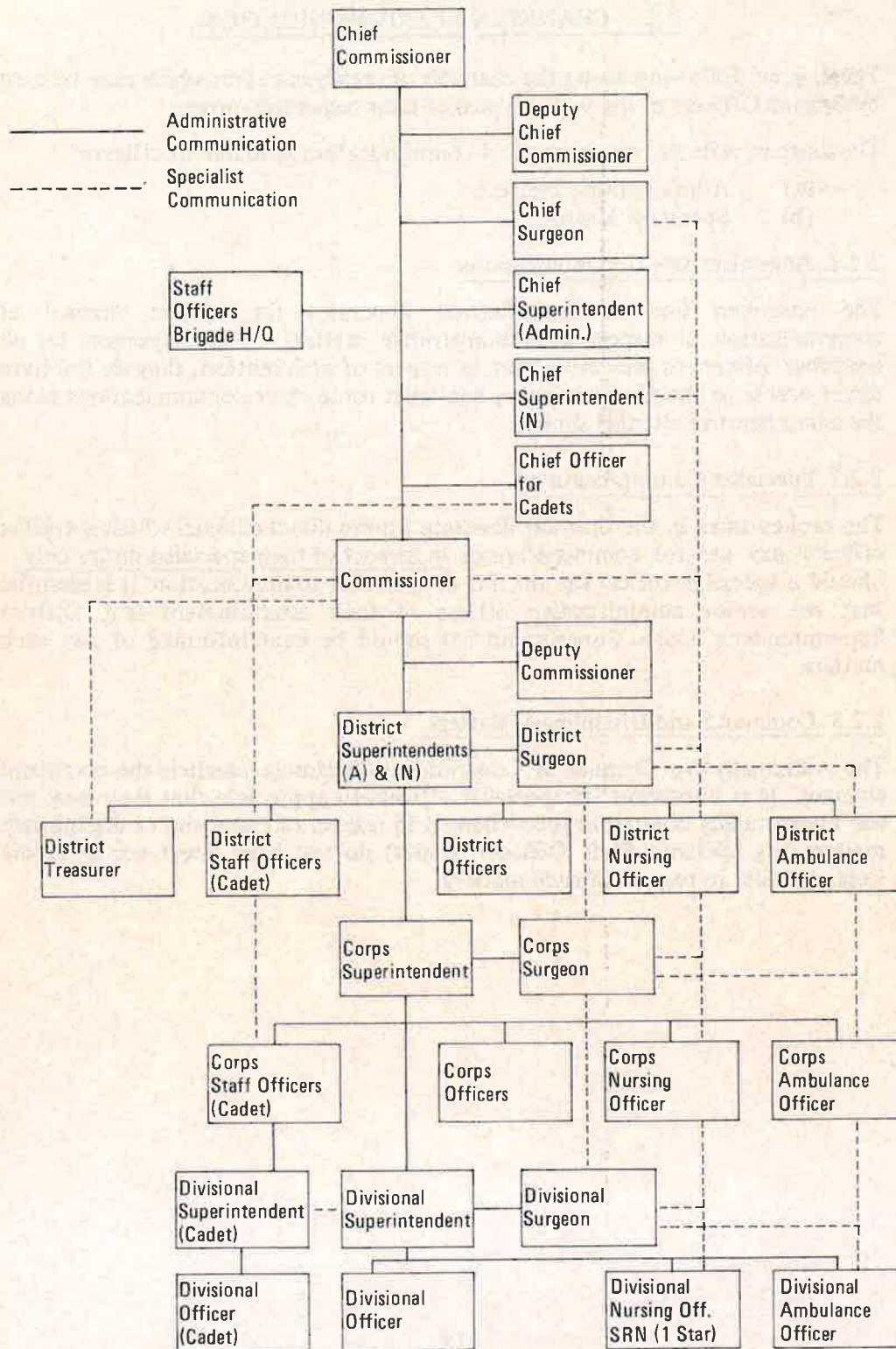
2.2.2 Specialist Communications

The broken lines in the diagram illustrate a more direct channel which specialist officers may use for communications in respect of their specialist duties only. Should a specialist officer use the line of specialist communication, it is essential that the senior administrative officer of their establishment (e.g. District Superintendent, Corps Superintendent) should be kept informed of any such matters.

2.2.3 Command and Disciplinary Matters

The Administrative Channel of Communication almost parallels the command channel. It is important for specialist officers to appreciate that they may not use the specialist communication channel in respect of command or disciplinary matters, e.g. District Staff Officers (Cadet) do not have direct access to the Commissioner in respect of such matters.

CHANNELS OF COMMUNICATION



2.3 BRIGADE FORMS

During the early part of 1983, a major review of all official Brigade Forms in use has been carried out. Most Forms have been revised in some way and it is essential that all officers and members who use the forms become familiar with the new forms. A number of new forms have been introduced, particularly for purposes where previously information was provided or permission was sought, by letter.

An Appendix to Brigade General Regulations contains a list of the new forms with details of their purpose.

All Districts will be required to obtain their supplies of official Brigade Forms from Brigade Headquarters. This will ensure standardisation of forms in use throughout Australia and should reduce the stocks previously carried by District Headquarters.

Following is a sample of each form, properly completed. It is essential that officers ensure that forms are always completed properly before forwarding to a higher authority. Incorrect forms only cause administrative delays and often result in costly and time consuming enquiries. For example, an incomplete or incorrectly completed BF7 forwarded to Brigade Headquarters will result in a Warrant being withheld while the form is returned to District Headquarters for correction or completion.

Notes



The St. John Ambulance Brigade Australia

B.F./R.S.
Revised 1983

District..... NEW SOUTH WALES

To Be Completed
In TRIPLICATE

IMPORTANT—Before commencing to fill in this form, please read the notes on the last page.

REGISTRATION OF DIVISION

Name of Division..... WAUCHOPE COMBINED

Corps..... COUNTRY No. 1.

Headquarters Address..... 43 PT. MACQUARIE RD WAUCHOPE

Date..... 18. 3. 83

R. b. Moffitt.
Member superintending formation

85 Glasland Road,
Wauchope, N.S.W.
Address

Date.....
District Superintendent

Date.....
Commissioner

REGISTRATION SANCTIONED

Date.....
Chief Commissioner

OFFICE USE ONLY

Registration Certificate Issued

Date.....
Chief Superintendent (Admin)

REGISTRATION

BEFORE SIGNING THIS FORM, By signing this Form, Members bind themselves to observe the
PLEASE READ THIS NOTE. which are now in force and any alterations thereto which may

	1 Date of Enrolment (SEE NOTE)	2 Mr., Mrs., or Miss	3 Surname in Block Capitals	4 Christian Names in Block Capitals	5 Proposed Rank or Appointment (In Pencil)
1		MR.	MOFFITT	ROSS CARLISLE	DIV. SURG.
2		MR.	SANDERS	FREDERICK	DIV. SUPT.
3		MR.	SANDERS	ROBERT	PRIVATE
4		MR.	TELEGRAPH	ASHLEY	"
5		MR.	ULOVO	WARWICK	"
6		MR.	WILLING	FREDERICK	"
7		MR.	WRIGHT	HOWARD JOHN	"
8					
9					
10					
11					
12		MISS	BRADAN	FLORENCE	PRIVATE
13		MRS	CONISTON	BERYL MONA.	"
14		MRS	DAVIS	LORRAINE GLENYS	"
15		MISS	EVANS	MARY	"
16		MRS	HARRIS	ELIZABETH MARY	"
17		MRS	JENKYN	EVELYN JOAN	"
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					

OF DIVISION

General Regulations of the Brigade, the Standing Orders of the District and the Rules of the Corps or Division be made.

6 Qualifications		7 Date of Birth	8 Signature	9 Date of Signing	10 Remarks	
First Aid (See Note)	Patient Care					
		25. 1. 39	R. McPhill.	18. 3. 83		1
28. 1. 83		16. 3. 42	F. Sanders	"		2
"		19. 4. 43	R. Sanders	"		3
"		17. 1. 50	A. Kellogg	"		4
"		16. 4. 43	W. W. W. W.	"		5
"		4. 1. 56	W. W. W. W.	"		6
"		8. 3. 57	H. J. W. W.	"		7
						8
						9
						10
						11
28. 1. 83		9. 4. 54	P. Mahan	18. 3. 83		12
"		8. 3. 53	P. Mahan	"		13
17. 6. 82		13. 4. 57	Lorraine Davis	"		14
28. 1. 83		4. 3. 60	Mary Evans	"		15
"		8. 9. 59	E. M. Harris	"		16
"		9. 11. 61	E. M. Harris	"		17
						18
						19
						20
						21
						22
						23
						24
						25
						26
						27
						28
						29
						30
						31
						32
						33
						34
						35
						36

GENERAL NOTES

The attention of each proposed member signing the Registration Sheet should be called to the note at the top of the inner pages of this form.

When the three copies of this form have been filled in they should be sent, through the regulation channels of communication, to the District Commissioner who, after signature, will forward them to the Chief Commissioner.

When the registration has been sanctioned by the Chief Commissioner two of the copies of this form will be sent to the Commissioner who will retain one and return the other to the Officer in Charge of the Division. The registration sheets will be kept as a record of the Registration, but no further names are to be added to nor alteration made in it.

NOTES REGARDING COLUMNS

Column 1. This column should be left blank until the registration of the Division has been sanctioned by the Chief Commissioner, when the date of registration should be entered. (See also note for Column 9 below.)

Columns 3 and 4. In the case of "Combined Divisions" the names of the men and women should be entered as separate lists with a space between each list.

Column 5. Proposed ranks should be entered in pencil. It is to be understood that the Registration of the Division at Headquarters does not mean that the proposed appointments will necessarily be confirmed. The application for appointments must be made on Form B.F.7.

Column 6. Attention is drawn to the following point :—

That persons may not be accepted as members whose First-Aid Certificates were gained more than three years before the proposed date of enrolment unless they have passed a re-examination during that period.

Column 7. Enter Date of Birth.

Column 8. The Divisional Surgeon and the other proposed Officers will sign with the other members in Column 8.

Column 9. The date on which the proposed member signs this form should be entered. (See also note for Column 1.)

Column 10. In the case of persons signing the registration sheet as proposed members of the Division who have already had service in the Brigade, the name of the previous Division, or Divisions, and the date of enrolment must be entered in the Remarks Column.



The St. John Ambulance Brigade Australia

B.F.1
Revised 1983
To Be Completed
In DUPLICATE

District WESTERN AUSTRALIA Corps NORTHERN

ANNUAL RETURN AND RECORD
for the year ending 31st December, 19 82

**FORM COLOUR
YELLOW**

Division PORT HEDLAND Ambulance/Nursing/Combined
Meetings held at 83 PERTH ROAD, PORT HEDLAND
Rank and Name of Officer in Charge SUPT. VALERIE LANE
Full Address 16 DARWIN RD, PORT HEDLAND
Name of the President -
Names of the Vice-Presidents -

MEMBERSHIP

Active Strength		Other Members	
Surgeons	1	President	-
Superintendent	1	Vice-Presidents	-
Nursing Officer	-	Officers and Members on Reserve	-
Ambulance Officer	-	Auxiliaries	-
Divisional Officers	-	Officers Seconded to Cadet Divisions	1
Transport Officer	-	Cadet Leaders	1
Nurses (S.R.N. 1 Star)	-	Total Other Members	2
Supernumerary Officers	-		
Sergeants	-		
Corporals	-		
Privates	10		
Active Strength Total	13		

INSTRUCTIONAL MEETINGS AND DUTIES

Number of Divisional Instructional Meetings held	48
Public Duty Hours	645
Transport Duty Hours	254
Total Duty Hours	899

CASES TREATED

Cases treated on Public Duty	1243	Cases treated off Public Duty	82
------------------------------	------	-------------------------------	----

TRANSPORT

Vehicles owned or operated by Division	Ambulances	1
	Mobile F.A. Posts	-
	Rescue Vehicles	-
Total Kilometres travelled		943
Number of Road Accidents attended		-
Number of other Accidents attended		-
Number of patients transported		-
Number of Searches attended		-
Number of Personnel involved in Searches		-

Date

Officer or Member-in-Charge

STANDARD 3270

Date

Commissioner

BEFORE SIGNING THIS FORM, PLEASE READ THIS NOTE. By signing this Form, Members bind themselves to observe the General which are now in force and any alterations thereto which may be made.

(1)		(2)		(3)	(4)	(5)	
Date of Enrolment in Brigade		Names of the Members in Block Letters		Rank or Appointment and Date Thereof	Date of Birth	Qualifications and Date	
Mr, Mrs, or Miss	Surname	Christian Names				F.A.	Patient Care
17.5.80	DR. JONES	ALAN DAVID		DISURG. 17.5.80	25.1.89		
16.4.68	MRS LANE	VALERIE		SUPT 4.3.75	28.5.40	16.4.68	18.10.68
18.10.75	MISS TULLY	JOAN		DN. OFF. 6.4.81	6.8.50	16.1.74	14.3.76
15.2.71	MR LANE	TREVOR JOHN		PRIVATE	14.3.40	16.4.68	18.10.68
14.3.70	MRS MCALOON	KATHERINE		"	4.3.50	16.4.68	19.11.70
19.12.81	MR MALLEY	FREDERICK BRUCE		"	8.4.60	19.12.81	4.3.80
19.10.78	MISS MITCHELL	ELIZABETH DAWN		"	6.4.52	18.10.73	4.3.80
4.1.73	MR ORMSBY	ALAN WILLIS		"	8.3.53	16.4.71	4.3.80
4.1.73	MR PARMENTER	JOHN HENRY		"	8.1.54	18.9.72	4.3.80
16.1.74	MR READ	NORMAN WILLIAM		"	8.6.54	16.1.74	14.3.76
19.8.75	MISS STEPHENS	ALICIA		"	18.9.35	16.1.74	14.3.76
14.3.70	MR WEBSTER	PHILLIP		"	17.3.50	16.4.68	4.3.80
4.1.73	MRS WRIGHT	GLENYS ALVA		"	7.4.54	16.4.71	4.3.80
4.1.73	MR WRIGHT	HAROLD		"	3.2.53	16.4.71	4.3.80
4.1.82	MR SMITH	ALAN		CDT SUPT 4.1.82	20.4.60	4.1.82	-
8.6.75	MR JONES	FRED		CDT SUPT 19.6.82	19.7.64	8.6.75	-

Year 1982

Regulations of the Brigade, the Standing Orders of the District and the Rules of the Corps or Division

(6) Divisional Instruct'l Meetings Attended	(7) Exempt Meetings Claimed	(8) Annual Re-Exam	(9) Inspections		(10) Public Duties (Hours)	(11) Transport Duties (Hours)	(12) TOTAL DUTIES COLUMNS 10 & 11	REMARKS and Signatures of all Members
			District	Divisional				
14	4	E	P	P	30	—	30	<i>A Jones</i>
47	—	P	P	P	83	—	83	<i>V Lane</i>
45	—	P	P	P	65	30	95	<i>J Gully</i>
43	—	P	P	P	83	—	83	<i>J Lane</i> ^{SM. DUE} _{31.12.82.}
37	—	P	A	P	48	40	88	<i>W H</i>
39	—	P	A	P	140	20	160	<i>J Mallery</i>
42	—	P	P	A	—	84	84	<i>Emitcan</i>
40	—	P	A	P	28	60	88	<i>R Munday</i>
23	—	P	P	P	48	—	48	<i>J H Damer</i>
34	—	P	P	P	—	—	—	<i>M R</i>
20	—	P	A	P	28	—	28	<i>A R</i>
15	—	P	A	P	8	—	8	<i>P R</i>
43	—	P	P	P	82	20	102	<i>G H</i>
12	—	A	A	A	2	—	2	<i>2 YEARS INEFFICIENT</i>
18	—	P	P	P	—	—	—	<i>A Smith</i>
12	—	P	P	P	—	—	—	<i>Fred Jones</i>
TOTALS SEE FRONT PAGE					645	254	899	

INSTRUCTION FOR THE COMPLETION OF THIS FORM

GENERAL

This form will be used as an Annual Return for Ambulance, Nursing or Combined Divisions.

The attention of each new member signing the form should be drawn to the note at the top of the inner pages of this form.

At the end of the year the form will be sent to the Commissioner to reach him *on or before 31st January* (see Brigade Regulations).

The Commissioner will retain it as the District record, and no alterations regarding the efficiency of members may be made in it except with his sanction.

NOTES REGARDING COLUMNS

Column 1 - The date of enrolment in the Brigade required. If a member has transferred from another Division the date of transfer and the name of the Division from which transferred should be entered in the Remarks column.

Column 2 - The names of members should be entered by the Secretary in the same sequences as effective strength (front cover) with the Privates in alphabetical order. *The signatures of members must appear in the Remarks Column.*

The names of members on the Reserve and Auxiliaries, should be entered by the Secretary after the existing members, in separate lists near the bottom of the form. The date of enrolment of Probationary members should be left blank as it must not be earlier than the date of the First Aid Certificate. Prospective members (*i.e.*, those who have not yet gained either First Aid or Patient Care Certificates) should *not* be entered.

Officers of Cadet Divisions should be entered at the foot of the form, but should not be included in the strength of the Division nor counted in the total. Their attendances at adult meetings and on Brigade Duties should be entered on the adult returns but their attendances at Cadet Meetings should be entered on the Cadet returns.

Members who have been returned as inefficient for two consecutive years (see Regulations), should be struck off (in red ink) at the end of the year with a note in the Remarks column to that effect. Supplementary List, Retired, Reserve List. (see Regulations).

Column 5 - Enter the dates of the certificates or the last re-examination. The following abbreviations should be used: First Aid, "F.A."; Patient Care Certificate, "P.C."; Voucher, "A"; Medallion, "B"; Label, "C"; Pendant, "D".

Column 6 - Enter number of attendances.

Column 7 - Enter number of exemptions claimed (see General Regulations) for efficiency requirements.

Column 8 - Enter the Annual Re-examination -

Will be completed thus: "P" Passed; "F" Failed; "A" Absent. If a member passed at a supplementary re-examination the date should also be entered against the name.

Sickness as a reason for absence from the re-examination must be certified by a doctor. If after recovery a further reasonable opportunity is afforded to a member to attend for re-examination, failure to do so will involve loss of efficiency for the year (see Brigade Regulations).

The locality and date of attendance at a St. John Ambulance Association examination or re-examination and the subject should be recorded in the Remarks column.

Column 9 - The District Inspection and Divisional Inspection will be completed thus: "P" Present; "A" Absent; "E" Exempted. The reason for a member being granted exemption should be inserted in the Remarks column (see Regulations).

Column 10 - Enter total of Public duties carried out under Regulations.

Column 11 - Enter total of Transport duties carried out under Regulations.

Column 12 - Enter total of duties column 10 and 11 and carry forward to front page.



The St. John Ambulance Brigade Australia

BF 2

TO BE COMPLETED IN
DUPLICATE

APPLICATION FOR MEMBERSHIP

SURNAME (Please Print) WOODS ~~Mr/Mrs/Ms~~
CHRISTIAN NAMES DIANNE Date of Birth _____
ADDRESS 21 BURWOOD RD., BURWOOD, 2134.
TELEPHONE NO Private 84-1509 Business 745-2136
DATE AND PLACE OF FIRST AID ST. JOHN HOUSE 18.3.83
LATEST EXAMINATION } PATIENT CARE -
OCCUPATION CLERK / TYPIST
OTHER TRAINING AND/OR QUALIFICATIONS -

FORM COLOUR
YELLOW

Previous Brigade Service (if any) with approximate years and place

NIL.

Details of Civil or Criminal Offences NIL.

If accepted, I agree to abide by the Regulations of the Brigade and the rules of the Division, and to support the discipline and loyalty of the Brigade on all occasions

I would/~~would not~~ be available for emergency call out during business hours and am/~~am not~~ permitted to receive calls at my place of employment

I would/~~would not~~ be available for emergency call out during the hours 6.30 pm to 7 am on weekdays and at anytime on the weekends and public holidays from my place of residence.

I do/~~do not~~ have my own transport.

I do/~~do not~~ hold a drivers licence. Class 1

I declare that the information contained herein is full and complete

7. 6. 83

Date

A Woods

Signature of Applicant

The above named has attended the Division as from 7. 2. 83 Date
and the qualifications are in order.

Signature of Officer or Member-in-Charge *[Signature]*
Name of Division *Sydney Central* Date *8/6/83*

RECOMMENDED

Date
Corps Superintendent

Date
District Superintendent (N)

APPROVED

Date
District Superintendent

OFFICE USE ONLY		NEW MEMBER ORIENTATION	
Date	Records Officer	Date	District Training Officer

NOTE: -
Within seven (7) days of acceptance by the Divisional Superintendent, two (2) copies of this form will be forwarded to the District Superintendent (via channels).

On completion at District Headquarters, one copy (1) will be returned to the Division.

The St. John Ambulance Brigade

QUEENSLAND District



This is to Certify that RONALD FRANCIS GRAY

of BRISBANE CENTRAL COMBINED Division

HAS QUALIFIED FOR THE RANK OF SERGEANT

Date 3 June, 1983.

Commissioner

Blank lined paper with a faint circular stamp in the center.

SURNAME **LANE** ADDRESS: **16 DAWN RD, PORT HEDLAND**
 (Capital Letters)
 CHRISTIAN NAMES **TREVOR JOHN** DISTRICT **W.A.**
 DATE OF BIRTH **14.3.40** DATE OF ENROLMENT **15.2.71** DIVISION **PORT HEDLAND**

RANK	DATE	RANK	DATE	TRANSFERRED TO	DATE
PRIVATE	15.2.71			FORM COLOUR	
				YELLOW	

First Aid Certificate (Date) **16.4.68** Reference No **22034** QUALIFICATIONS
 Patent Care Certificate (Date) **18.10.68** Reference No **22034**
 Medical/Nursing **-** Other Association Certs & Dates
 Other Qualifications

STATEMENT OF SERVICES

1	2	3	4	5	6	7	8*	9*	10*	11*	12	13
Year	Divisional Inspector's Meetings	Exempt Annual Re-exam	Inspections Dist. Div	Public Duties Hours	Transport Duties Hours	Efficient "Yes" or "No"	Years of Service	Entries Certified as Correct Signature	Bank	Date	Members Initials	Remarks
1971	30	-	P	4	20	-	400	1	Private	1971		
72	44	-	P	P	82	20	400	2	Private	1972		
73	42	-	P	P	60	-	400	3	Private	1973		
74	39	-	P	P	48	15	400	4	Private	1974		
75	43	-	P	P	83	48	400	5	Private	1975		
76	44	-	P	P	80	-	400	6	Private	1976		

1 Year	2 Divisional Instruct: Meetings	3 Exempt Meetings Claimed	4 Annual Re-exam	5 Inspection Dist Div	6 Public Duties Hours	7 Transport Duties Hours	8* Efficient "Yes" or "No"	9* Years of Service	10* Entries Certified as Correct Signature Rank	11* Date	12 Members Initials	13 Remarks
1977	26	-	P	P	-	-	Yes	7	Shores 2/3/78	2/3/78	SH	
78	28	-	P	A	-	-	Yes	8	Shores 2/3/78	2/3/78	SH	
79	44	-	P	A	-	80	Yes	9	Shores 2/3/78	2/3/78	SH	
80	47	-	P	P	80	30	Yes	10	Shores 2/3/78	2/3/78	SH	
81	43	-	P	P	83	-	Yes	11	Shores 2/3/78	2/3/78	SH	
82	43	-	P	P	83	-	Yes	12	Shores 2/3/78	2/3/78	SH	

AWARDS

1st	2nd	3rd	4th
1973	1976	1979	1982

Service Chevron - Date

Service Medal Bars Date of Award

date of issue

Service Medal - Date of Award

Grade in the Order

date of issue

S. B. St. J. (1981)

18/7/83

Brigade Reserve

Retired

Resigned

STANDARD 9294A

*These columns to be completed only by the officer inspecting the records.



The St. John Ambulance Brigade Australia

B.F.7
(Revised 1983)

TO BE COMPLETED IN TRIPLICATE

NOMINATION FOR APPOINTMENT OR PROMOTION

SOUTHERN District *NORTHERN TERRITORY*
Corps *ALICE SPRINGS* Ambulance Division
(Form B.F.C.7 to be used for Cadet Appointments) Combined

PRESENT STRENGTH (THE PERSON NOW NOMINATED SHOULD BE INCLUDED IN HIS/HER EXISTING RANK AND NOT IN THE PROPOSED RANK)					
CORPS STAFF (Corps appointment only)					
Surgeon	Superintendent	N/O	A/O	Other Corps Officers	Total
DIVISIONAL STRENGTH					
	Male	Female		Male	Female
Surgeon	1		Total Brought Fwd.	3	1
Probationary Surgeon			Nurse (S.R.N. 1Star)		
Superintendent			Supernumerary Officers		
Nursing Officers		1	Sergeants		
Ambulance Officers	1		Corporals	1	
Divisional Officers			Privates	16	8
Transport Officers					
TOTAL				20	9

Surname (in capital letters) *CRISPE* Title, if any, Mrs or Miss *MR*
Christian Names (in full) *GRAHAM PAUL* Date of Birth *25-1-39*
Address *108 ADELAIDE RD, ALICE SPRINGS*
Rank (present appointment) *DIVISIONAL OFFICER* Date Appointed *19-7-79*
Proposed appointment or promotion* *DIVISIONAL SUPERINTENDENT*
Medical qualifications in case of Surgeon (own handwriting) _____
Nursing qualifications in case of Nursing Officer and Nurses (own handwriting) S.R.N. Number _____
Ambulance qualifications in case of Ambulance Officer _____
Other Training *CASUALTY CARE & TRANSPORT*
Dates of Certificates held: First Aid *14-3-62* Patient Care *16-4-63*
Other qualifications _____ Date of last re-examination in First Aid *18-5-83*
Date of Enrolment in the Brigade *14-3-62*
Reason for appointment or promotion *VICE SUPT A. HARDY PROMOTED DISTRICT OFFICER*

NOTE:— When the appointment or promotion is to fill a vacancy caused by resignation, the name of the previous Officer should be given.

Name _____ Date of resignation _____
Date on which candidate passed the promotion examination, and by whom the examination was conducted.
27-5-83 DISTRICT OFFICER P. JONES

Nominee's Record for Past Two Years:						
Year	Div. Meetings	Inspection	Re-examination	Public Duties Hrs.	Transport Duties Hrs.	Hospital Duties Hrs.
1981	46	P	P	143	24	-
1982	47	P	P	108	86	-

19 June 1983
Date

H. Smith
Officer or Member in charge

*In the case of appointments of District or Corps Staff Officers, the proposed Grade as well as the appointment must be stated

RECOMMENDED

Date
 *Corps Surgeon/Corps Nursing Officer†/Corps Ambulance Officer.‡
 Date
 Corps Superintendent
 Date
 *District Surgeon/District Nursing Officer†/District Ambulance Officer.‡
 Date
 District Superintendent (N)
 Date
 District Superintendent
 Date
 Commissioner

NOMINATION APPROVED

Date
 *Chief Surgeon†‡

APPOINTMENT SANCTIONED

Date
 Chief Commissioner

*Medical Appointments only.

†S.R.N. Appointments only.

‡Ambulance Appointments only.



The St. John Ambulance Brigade Australia

B.F.9
Revised 1983

ANNUAL RE-EXAMINATION — FIRST AID

This form is to be used for the re-examination of Brigade members holding Adult First Aid Certificates.

W. A. District

FORM COLOUR
YELLOW

NORTHERN Corps

PORT HEDLAND Division
Ambulance/Nursing/Combined

Members are to be re-examined in first aid, and those holding a current certificate for Patient Care may also elect to be re-examined in that subject. (B.F.10 to be used for Patient Care).

All candidates must satisfy the examiner of competence in the treatment of casualties suffering from the conditions set out in Column 1.

They will also be examined in the subjects set out in Columns 2, 3 and 4, and must satisfy the examiner in at least two of the groups of subjects indicated.

I hereby certify that I have examined the candidates whose names appear on this re-examination form; that the results entered against each name reflect my assessment of the standard attained by the candidate; and that the following table correctly states the total examined and the number who passed and failed.

No. Re-examined	No. Passed	No. Failed
12	12	—

Signature of Surgeon Examiner *[Signature]*

Please repeat in block print *CT. SMITH.*

Brigade Appointment and Rank *CORPS SURGEON, NORTHERN CORPS*

Address *1 JONES ST*

PORT HEDLAND

Date of re-examination *18 JUNE, 1983.*

This form together with two (2) copies of form B.F.11 are to be forwarded to District Headquarters at the completion of the re-examination.

ANNUAL RE-EXAMINATION — FIRST AID

	Candidate's Name	1. Life Sustaining Procedures	2. Fractures & Skeletal Injuries	3. Burns Poisons Uncons ciousness	4. Principles of First Aid, Misc. Conditions Transport	5. Remarks	6. Result Pass or Fail
1.	LANG, T.J.	P 18/25	P 19/25	P 20/25	P 20/25		P
2.	LANE, V.	P 19/25	P 21/25	P 19/25	F 7/25		P
3.	MCALOON, K.	P 20/25	P 21/25	P 22/25	P 18/25		P
4.	MALLEY, F.B.	P 21/25	P 22/25	P 23/25	P 19/25		P
5.	MITCHELL, E.D.	P 19/25	P 21/25	P 21/25	P 19/25		P
6.	ORMSBY, A.W.	P 19/25	P 21/25	P 20/25	F 5/25		P
7.	PARMENTER, J.H.	P 20/25	P 21/25	P 18/25	P 20/25		P
8.	READ, N.W.	P 21/25	P 20/25	P 19/25	P 21/25		P
9.	STEPHENS, A.	P 22/25	P 20/25	P 18/25	P 21/25		P
10.	TULLY, J.F.	P 20/25	P 21/25	P 20/25	P 21/25		P
11.	WEBSTER, P.	P 21/25	P 20/25	P 20/25	P 21/25		P
12.	WRIGHT, G.A.	P 20/25	P 20/25	P 20/25	P 20/25		P
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							



The St. John Ambulance Brigade Australia

B.F.10
Revised 1983

ANNUAL RE-EXAMINATION — PATIENT CARE

This form is to be used for the re-examination of Brigade members holding Adult Patient Care Certificates.

W. A.	District	FORM COLOUR YELLOW
NORTHERN	Corps	PORT HEDLAND
		Ambulance/Nursing/Combined Division

All candidates must satisfy the examiner of competence in the patient care techniques required in the management of the items set out in Column 1

They will also be examined in the subjects set out in Columns 2, 3 and 4, and must satisfy the examiner in at least two of the groups of subjects indicated.

I hereby certify that I have examined the candidates whose names appear on this re-examination form; that the results entered against each name reflect my assessment of the standard attained by the candidate; and that the following table correctly states the total examined and the number who passed and failed.

No. Re-examined	No. Passed	No. Failed
12	10	2

Signature of Surgeon/Nursing Officer Examiner
Please repeat in block letters A. S. SMITH
Brigade Appointment and Rank CORPS SURGEON, NORTHERN CORPS
Address 21 WEST STREET
PORT HEDLAND
Date of re-examination 18 JUNE, 1983.

This form together with two (2) copies of form B.F.11 are to be forwarded to District Headquarters at the completion of the re-examination P.T.O.

ANNUAL RE-EXAMINATION — PATIENT CARE

	Candidate's Name	1. Bed-Making and Patient Care	2. T.P.R.	3. Bandaging Dressings	4. Oral Questions or other Practical	5. Remarks	6. Result Pass or Fail
1.	LANE, T. J.	P 18/25	P 19/25	P 24/25	P 19/25		P
2.	LANE, V.	P 20/25	P 18/25	P 20/25	F 8/25		P
3.	MCALOON, K.	P 21/25	P 20/25	F 7/25	F 12/25		F
4.	MALLEY, F.B.	P 19/25	P 19/25	P 22/25	P 20/25		P
5.	MITCHELL, E.D.	P 20/25	P 21/25	P 23/25	P 18/25		P
6.	ORMSBY, A.W.	P 20/25	P 20/25	P 20/25	P 21/25		P
7.	PARMENTER, J.H.	P 19/25	P 18/25	P 20/25	P 20/25		P
8.	READ, N.W.	P 19/25	P 23/25	P 24/25	P 22/25		P
9.	STEPHENS, A.	P 20/25	P 20/25	F 12/25	F 8/25		F
10.	TULLY, J.F.	P 24/25	P 23/25	P 24/25	P 21/25		P
11.	WEBSTER, P.	P 23/25	P 21/25	P 20/25	P 19/25		P
12.	WRIGHT, G.A.	P 22/25	P 22/25	P 21/25	P 18/25		P
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							



The St. John Ambulance Brigade Australia

B.F.11
Revised 1983
To Be Completed in DUPLICATE

ANNUAL RE-EXAMINATION NOMINAL ROLL & NOTIFICATION OF RESULTS

NORTHERN Corps PORT HEDLAND Ambulance Northing
Date of re-examination 18 JUNE 1983 Combined Division

	1 SURNAME 'block letters	2 CHRISTIAN NAMES (first in full)	3 H Q use only	
			Pass Fail/Absent Exempt	P Care
1	LANE	TREVOR J.	P	P
2	LANE	VALERIE	P	P
3	MCALOON	KATHERINE	P	F
4	MALLEY	FREDERICK B.	P	P
5	MITCHELL	ELIZABETH D.	P	P
6	ORMSBY	ALAN W.	P	P
7	PARMENTER	JOHN H.	P	P
8	READ	NORMAN W.	P	P
9	STEPHENS	ALICIA	P	F
10	TULLY	JOAN F.	P	P
11	WEBSTER	PHILLIP	P	P
12	WRIGHT	GLENYS A.	P	P
13	WRIGHT	HAROLD	A	A
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

FORM COLOUR
YELLOW

P.T.O

1 This form B.F.11 is to be completed in DUPLICATE.

2 The names of ALL members of the Division must be entered in columns 1 and 2, except when a supplementary re-examination is held (see Brigade General Regulations), in which case only the names of those to be re-examined need be entered.

An Association Book Reference number must be shown against the name of any member who is exempt from the annual re-examination because of an Association Award gained during the year.

3 If members of more than one Division are re-examined, separate forms B.F.11 must be completed for each Division.

4 On the assembly of the members, the Officer in charge of the Division will hand the two copies of B.F.11 and one copy of form B.F.9 and B.F.10 to the Examiner, together with a stamped envelope addressed to:
District Secretary,
The St. John Ambulance Brigade

5 On receipt of the completed forms from the Examiner, the District Secretary will complete column 3 on form B.F.11 and return the forms to the Officer in Charge of the Division, who will retain them for inclusion with the Annual Returns.

NOTE - Brigade members are to be re-examined in First Aid, and those holding a current certificate for Patient Care are encouraged to be re-examined in that subject. Form B.F.9 for First Aid, Form B.F.10 for Patient Care.

18 June 1983
Date

26 JUNE 1983
Date

H. W. Read Dist. Supt.
Officer or Member-in-Charge

D. Smith
District Secretary



The St. John Ambulance Brigade Australia

BF 12

..... DISTRICT

..... CORPS

..... DIVISION

FINANCIAL RETURNS For the year ended 31 December 19.....

INVESTMENTS

Type of Investment:

Lodged with:

Amount invested 1 January 19.....

T. Add Amounts invested during year

G. Less Amounts withdrawn during year

X. Amount Invested 31 December 19.....

Standard 9280

GENERAL ACCOUNT

STATEMENT OF RECEIPTS & PAYMENTS

for the year ended 31 December, 19

Part 1

Receipts	Payments
J. Cash Book Balance 1 Jan 19	L. Uniforms & Badges
Cash in Hand 1 Jan 19	M. Class Fees & Textbooks
A. Donations — Duties	N. Postage Printing & Stationery
B. Donations — Other	O. Donations to Headquarters
C. Subscriptions	P. Telephone
D. Interest — Bank	Q. (a) Insurance
E. Interest — Investments	(b) Capitation Fees
F. Class Fees & Book Sales	R. Equipment
G. Assets Sold/Investments	S. First Aid Stores
Realised	T. Investments Made
H.	U. Sundries (Detail)—
I. Sundries (Detail)—	
	K. Cash Book Balance 31 Dec 19
	Cash in Hand 31 Dec 19

Part 2

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 December, 19

Expenditure	Income
M. Class Fees & Textbooks	AB. Donations
N. Postage Printing & Stationery	C. Subscriptions
O. Donations to Headquarters	DE. Interest Received
P. Telephone	F. Class Fees & Book Sales
Q. Insurance & Capitation Fees	H.
S. First Aid Stores	I. Sundries (total)
W. Depreciation (Part 4)	
U. Sundries (Total)	
Y. Excess of Income over	Z. Excess of Expenditure over
Expenditure transferred to	Income transferred to
Accumulated Funds	Accumulated Funds

GENERAL ACCOUNT

BALANCE SHEET

as at 31 December 19

ACCUMULATED FUNDS

Balance brought forward 1 January 19

Y. Add Excess of Income over Expenditure for the year
orZ. Less Excess of Expenditure over Income for year

Other Adjustments (detail)

Balance of Accumulated Funds 31 December 19These Funds are represented by the following—ASSETS

K. Cash at Bank

Cash in hand

X. Investments

V. Equipment (as per Part 4)

Less liabilitiesNet Assets as at 31 December 19Superintendent's Certificate

I hereby certify that all receipts and payments
and assets and liabilities of this unit are
recorded in the BF 12 for the year ended
31 December, 19

Auditor's Report

I have examined the books and vouchers of this
unit for the year ended 31 December 19 In
my opinion, the above Balance Sheet and the
accompanying accounts properly reflect the
transactions for the year and the state of the
unit's affairs as at 31 December 19

.....
Treasurer.....
Superintendent

Dated: / /

.....
Auditor.....
Qualifications

Dated: / /

*these totals should agree.

as at 31 December, 19

References

L & R

W.

G

V

SOCIAL ACCOUNT

for the year ended 31 December, 19

Payments

Cash Book Balance 31 Dec 19

[illegible]

B.F.13

[illegible]



The St. John Ambulance Brigade Australia

B.F. 15

VICTORIA

DISTRICT

FORM COLOUR
YELLOW

PARADE AND DUTY STATE

OCCASION MOOMBA FESTIVAL PARADE DATE 18-3-83DIVISION MELBOURNE CITY COMBINED

N.B. The names of Personnel present only must appear on this form.

RANK	NAME	HOURS	RANK	NAME	HOURS
SUPT.	COLLIS-BIRD, B.M.	7	PTE	DAVIDSON, M.M.	7
Div. Off.	GOUDIE, M.G.	7	"	GRAVLEE, W.E.	7
N/O	FRECKLINGTON, R.A.	7	"	HAZLEWOOD, V.	7
A/O	ELCOATES, S.	7	"	KEETING, P.D.	7
PTE	ADDISON, A.K.	4			
"	ANGEL, MISS C.M.	4			
"	BRADY, A.M.	7			
"	BROWNE, MRS. O.V.	5			
"	BROWNE, P.	5			

CLASS TREATED: MINOR 23HOSPITAL OR
DOCTOR 2TOTAL DUTY HOURS 81

B. M. Collins-Bird
Officer or Member-in-Charge

This Parade/Duty State must be forwarded to the District Duty Officer upon completion of the Parade/Duty.



The St. John Ambulance Brigade Australia

B.F. 16

TO BE COMPLETED IN
DUPLICATE

APPLICATION FOR A PERMIT TO DRIVE A BRIGADE VEHICLE

FORM COLOUR
YELLOW

NORTHERN Corps

PENNANT HILLS

Ambulance/Nursing/Combined
Division

SURNAME SPICER CHRISTIAN NAMES FREDERICK JOHN
(in capital letters) (in capital letters)

DATE OF BIRTH 25-1-39 TELEPHONE NUMBER (H) 848-1059 (W) 212-1088

ADDRESS 8 WEST STREET, BAULKHAM HILLS, 2153

DRIVERS LICENCE No 2659 HB CLASS 1 (ONE)

EXPIRY DATE 25-1-84 YEARS HELD 27

ENDORSEMENTS (IF ANY) DRIVE MINI-BUS CARRYING MAX. 16 PERSONS.

TYPE OF VEHICLE NORMALLY DRIVEN TOYOTA CROWN SEDAN ~~MANUAL~~/AUTO

DRIVING AND TOWING EXPERIENCE TOWING CARAVANS AND BOATS - 10 YRS.

GENERAL CITY & COUNTRY DRIVING (30,000 KM PA.).

4 WD. VEHICLES.

DETAILS OF TRAFFIC OFFENCES NIL.

I understand that if granted a Permit, I may be required to drive vehicles at any time of the day or night and not necessarily within confines of my own normal Divisional area.
I also understand that I must notify the Commissioner of any infringement notices that may subsequently be recorded against my Driving Licence.

DATE 23 May, 1982 SIGNED Jf. Spicer

LICENCE SIGHTED Date

TESTED Date

APPROVED Date

PERMIT ISSUED Date

DISTRICT SUPERINTENDENT Date

COMMISSIONER Date



The St. John Ambulance Brigade Australia

B.F.17

Date 1-6-83

INSPECTION OF FOREST LODGE COMBINED DIVISION

Please tick square if the following records are presented for inspection

- | | | | |
|--|---|--|--|
| ☒ Members Record & Attendance Book | ☒ Duty Register | ☒ Minute Book | ☒ Casualty Occurrence Book |
| ☒ Current General Regulations | ☒ Dress Regulations | ☒ Drill Manual | ☐ Stores Inventory |
| ☒ Previous Years BF1 & BF12 | ☒ District Orders | ☐ Programme | ☒ BF4s |
| FINANCE - Inspect ALL accounts - General, Social, Building etc. | | | |
| ☒ Cash Book (B.F.13) | ☒ Receipt Book | ☒ Cheque Book | ☒ Deposit Book |

- | | | | |
|--|--|--|---|
| ☒ Bank Statement Made up to <u>27-5-83</u> Balance <u>\$4,384.15</u> | ☒ Bank Statement Made up to <u>27-5-83</u> Balance <u>\$145.80</u> | ☒ Insurance Policies | ☐ Weekly Fee (Amount) <u>NIL</u> |
|--|--|--|---|

DETAILS OF BANK ACCOUNTS

Account Name THE ST. JOHN AMBULANCE BRIGADE FOREST LODGE COMBINED DIVISION Account No. 14894

Bank A.N.Z. Branch GLEBE

Signatories 1 (SUPR) J. SMITH 2 (SEC) D. JONES 3 (TREAS) R. PIKE

Account Name THE ST. JOHN AMBULANCE BRIGADE FOREST LODGE COMBINED DIVISION SOCIAL A/C Account No. 14899

Bank A.N.Z. Branch GLEBE

Signatories 1 AS ABOVE 2 AS ABOVE 3 AS ABOVE

UNIFORMS - Condition Very Good.

Names of members without uniforms and reason why

PTE.	CRAIG, J.M.	NEW MEMBER.			

Immediately after the inspection, the inspecting officer will forward two (2) copies of B.F.18 and one (1) B.F.17 to the Commissioner. One (1) copy of the B.F.18 will be returned to the Division.

STANDARD 9281

P.T.O.

FIRST AID KITS - Condition Boxes Clean, well maintained Shoulder Bags Clean

Do kits conform with kit list Yes.

Names of members without first aid kits and reason why.

	<u>N/A.</u>		

DUTIES performed by Division since last Inspection

Type of Duty	Location	No. of Occasions Duty Performed
<u>First Aid Room</u>	<u>Bundamba</u>	<u>Weekly.</u>
<u>Dog Races</u>	<u>Wentworth Park</u>	<u>20</u>
<u>Footing</u>	<u>Handa Park</u>	<u>15</u>
<u>R.L. Football</u>	<u>Elebe Oval</u>	<u>16</u>

a) Number of members regularly performing duties 14

b) If less than 5 members regularly performing duties, list names of those members

N/A.

PROFICIENCY CERTIFICATES FOR GRAND PRIORS BADGE

Number gained since last Inspection One Subjects Camping.

WORK DONE AT INSPECTION - Standard Bandaging and general treatments -
very good. However, more training is needed on
C.P.R.

Signed _____ Surgeon _____ NSG Off. _____ AMB Off. _____

GENERAL REMARKS BY INSPECTING OFFICER

This Division is generally well administered. However, the
Treasurer should exercise better management of funds
with a view to investment of surplus money. Total
payments for 1982 were \$1,382 whereas \$4,384 is held in
the bank, etc. Proper programming techniques should be
used for Divisional activities.

A. Friend

Inspecting officer's Signature



The St. John Ambulance Brigade Australia

B.F. 18
Revised 1983

To Be Completed In DUPLICATE

INSPECTION OF CHERRYBROOK Ambulance/Nursing/Combined Division
CORPS SOUTH - WEST DATE 31/5/83

PARADE STATE

	Corps Surgeons	Corps Supt	Corps Staff	Div Surgeon and Probation Surgeons	Div Supt	Nursing Officer	Amb Off	Div Off	Transport Off	SRN / Star	Super numerary Off	Sgt	Cpl	Para Cadets	Total
On Parade				1	1	1	1							8	12
Absent with leave...													1		1
Absent without leave...												1		2	3
Total Strength				1	1	1	1					1	1	10	16

Report of Inspection

(To be completed by Inspecting Officer in the case of Corps and Divisional Inspections)

- A. Fitness of officers and others for their respective duties Very Good.
- B. Fitness of Officers for instructing in
Stretcher Drill Needs more practice.
Squad Drill Satisfactory.
- C. Correctness of:
Uniform Correct
Badges Correct
Medals or Medal Ribands Correct.
- D. Condition of Buildings and Stores Proper record not kept of Stores, but well kept.
- E. Condition of Motor Ambulance/s N/A.
- F. Method of keeping Records, Books, Forms, Accounts Good
Insurance Policies and latest Premium Receipt examined yes.
- G. "First Aid" Work Very Good, particularly Emergency procedures.
"Patient Care" Work Not tested.

General Remarks by Inspecting Officer

The members of this Division work well together and are well-trained. However, more thought should be given to specialist speakers at Divisional meetings who will advance training and further the interest of members.

Alloates

Inspecting Officer.

District Officer

NOTE - Parade State and Nominal Roll to be completed in duplicate and handed to Inspecting Officer on arrival.

CHERRY BROOK COMB. DIVISION

SOUTH - WEST Corps.

[illegible]

Number of Applications for Exemption attached ONE.

Date 31/5/83. PCanad Officer or Member-in-Charge

Immediately after the inspection, the inspecting officer will forward two (2) copies of this form, and one (1) copy of BF17 to the Commissioner. On completion at District Headquarters, one (1) copy of BF18 will be returned to the Division (one (1) copy of BF18 and BF17 will be kept at H.Q.).

*Only those who are exempt under Regulations should be shown in this column. Where an adequate excuse has been forwarded in writing in the case of other members, this will be forwarded with the form to the Commissioner, who will enter "E" against the names of those to whom he grants exemption from the inspection in question.

The St. John Ambulance Brigade
APPLICATION FOR SERVICE MEDALS/BARS



FORM COLOUR
BUFF

TASMANIA DISTRICT DATE 31 DECEMBER, 1982

[illegible]

Standard 9288

P.T.O.

SUMMARY

TASMANIA

District

MEDALS 3

BAR 1 3

BAR 2 3

BAR 3 1

BAR 4

BAR 5

BAR 6

BAR 7

I certify that the particulars of Service shown in this Application for Service Medals and Bars are correct and in accordance with records in this District, and it is recommended that Chapter General approve the Award of Medals and Bars as detailed.

11 MARCH, 1993.

Date

Commissioner

Recommended to Chapter General

Chief Commissioner

Date



The St. John Ambulance Brigade Australia

B F 22

To be completed in DUPLICATE

District

NEW SOUTH WALES

FORM COLOUR
BUFF

APPLICATION FOR EXTENSION OF SERVICE

The following information must reach Brigade Headquarters three (3) months prior to the expiration of the nominee's present appointment

Name IAN ROBERTS
Rank Appointment DIVISIONAL SUPERINTENDENT
Date of Birth 19 FEBRUARY, 1916.
Division ASHFIELD COMBINED Corps WESTERN.
Extension requested to (Date) 30.6.1984.
Any special circumstances DIVISIONAL OFFICER COMPLETING PROFESSIONAL COURSE.
WILL BE AVAILABLE TO RESUME COMMAND 1.7.84.
Date 15 NOVEMBER, 1983. Ian Roberts
Officer or Member-in-Charge
Date _____
*Corps Surgeon/Corps Nursing Officer†/Corps
Ambulance Officer‡
Date _____
Corps Superintendent
Date _____
*District Surgeon/District Nursing Officer†/District
Ambulance Officer‡
Date _____
**District Officer (Cadets)
Date _____
District Superintendent (A) & (N)
Date _____
Commissioner

EXTENSION APPROVED/NOT APPROVED

Date _____
Chief Commissioner

*Medical Appointments †Nursing Appointments ‡A/O Appointments **Cadet Appointments

STANDARD 9229



The St. John Ambulance Brigade Australia

B.F.23

To be completed in DUPLICATE

District NEW SOUTH WALES

FORM COLOUR
BUFF

REQUEST FOR SANCTION OF APPOINTMENT

WITH WARRANT (Nomination Form enclosed)

Name and Date of Birth:
Proposed Rank:
Effective Date:
Division:
Corps:

ON PROBATION/~~ON TRIAL~~

Name and Date of Birth: MURDOCH, Joyce Helen 18.7.37
Proposed Rank: DIVISIONAL SUPERINTENDENT
Effective Date: 12.5.83
Division: WESTERN MIRANDA COMBINED
Corps: SOUTHERN

Signed
Commissioner

APPOINTMENT APPROVED

Date Signed
Chief Commissioner



The St. John Ambulance Brigade Australia

Form Colour
Buff

B F 24

ORGANISATION AND STRENGTH AS AT 30TH SEPTEMBER, 1982.

NEW SOUTH WALES DISTRICT

	No.	OFFICERS		OTHER RANKS		OFFICERS		OTHER RANKS		Reserve
		Male	Female	Male	Female	Male	Female	Male	Female	
DISTRICT H Q	1	16	4							
CORPS H.Q.	5	17	6							
	6	33	10							
TOTAL:										
DIVISIONS:										
Adult — Ambulance	9	18	17	72	4	2		3		
Nursing	5	4	7	2	17					
Combined	32	59	19	247	202	1				
"Crusader"/Special Training	1	1	2	8	5					
Sections	3	1	1	18	10					
TOTAL:	50	83	46	347	238	3		3		
Cadet — Ambulance	9	13		128						
Nursing	8	1	13	248	104					
Combined	32	30	21		267		1			
Sections										
St. John Juniors				121	236					
TOTAL:	49	44	34	497	607					
GRAND TOTAL:	99	160	90	844	845	3	1	3		

TOTAL PUBLIC DUTY HOURS (excluding Transport) 58,565

TOTAL TRANSPORT DUTY HOURS

NUMBER OF CASUALTIES TREATED

Standard 9291

Commissioner

Date 17th November, 1982

This image shows a single sheet of cream-colored paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and some minor discoloration or aging marks. There is no handwriting or other markings on the page.



B.F.30

ST. JOHN AMBULANCE BRIGADE
(AUSTRALIA)

PERSONAL INFORMATION RECORD - BRIGADE SURGEONS

District NEW SOUTH WALES Corps EASTERN
Division WOOLLAHRA AMBULANCE
Surname GREGORY Dr/Mr/Ms/Miss
Given Names (in full) JAMES ALLISON
Date of Birth 10 SEPT 1950
Address: Home 16 ALLISON RD, RANDWICK ☒ Postcode 2031
Business R P A. HOSPITAL, CAMPERDOWN ☐ Postcode 2050
(Please indicate with tick which address is to be used for correspondence)
Medical Register (Please tick)

Old	SA
NSW	TAS
VIC	WA
N.T.	ACT

 Current Practising Medical Certificate Number and Date MP 0413422 5 DEC 74
Degrees/Qualifications (with dates) MB, BS (SYD) JAN 1975 FRACP 1982
Current Appointment (Please tick)

Specialist	☐
G.P.	☒
Med. Admin.	☐
Govt. M.O.	☐
Industrial Med.	☐
Academic	☐
Other	☐

Previous appointments INTERN, R.M.O. ST. VINCENTS HOSP SYDNEY
REGISTRAR - WOLLONGONG HOSP
Special Interests, e.g. Rescue, Underwater medicine, etc. HELICOPTER RESCUE SERVICE
Experience e.g. Mining, War Service, Teaching, Writing
Languages spoken ENGLISH
Date of joining Brigade 8 AUGUST 1963
Appointments held COT SGT, PRIVATE, PROB SURGEON
Present appointment DIVISIONAL SURGEON
Admission to/Promotion in the Order SABSTJ 1982
Honorary

<u>[Signature]</u> Surgeon	Date <u>4/6/83</u>	<u>[Signature]</u> Date <u>5/6/83</u>
<u>[Signature]</u> Corps Surgeon	Date <u>10/6/83</u>	<u>[Signature]</u> Date <u>20/6/83</u>
		<u>[Signature]</u> Date

Chief Surgeon

N.B. Medical Practitioners who are members of the Brigade but do not hold a Brigade Surgeon's appointment should also complete this form



B.F.31

ST. JOHN AMBULANCE BRIGADE
(AUSTRALIA)

PERSONAL INFORMATION RECORD - BRIGADE AMBULANCE OFFICERS

District NEW SOUTH WALES Corps EASTERN
Division WOOLLAHRA AMBULANCE
Surname GIBSON Mr/Mrs/Miss
Given Names (in full) JAMES
Date of Birth 10 MARCH 1953
Address: Home 28 SMITH ST FAIRFIELD Postcode 2165
Address: Bus AMBULANCE STATION, WOOLLAHRA Postcode 2028
Qualifications S.R.N., Ophthalmic Cert., NSW Ambulance Officer
Certified Paramedic, Paramedic Recertification 1980, 1982
Current appointment: Active Amb Admin / Teaching Paramedic attached
to Ambulance Station Wollahra
Previous appointments General Nursing 1970-1974
Special Training e.g. Rescue, Mobile Intensive Care Paramedic
Experience Seventeen years in Nursing and F.T. Ambulance
Languages spoken English
Date of joining Brigade 24.7.81
Years of Ambulance Service Part Time N/A Full Time 7 years
Appointments held Divisional Ambulance Officer
Admission to/Promotion in the Order —
Honours —

J. Gibson
Ambulance Officer
B. Lamb
Divisional Superintendent
B. Dunk
District Ambulance Officer
[Signature]
District Surgeon

Chief Surgeon

Date 30.9.83
Date 1.10.83
Date 7.10.83
Date 10.10.83
Date



ST. JOHN AMBULANCE BRIGADE
(AUSTRALIA)

B.F.32

PERSONAL INFORMATION RECORD - BRIGADE NURSING OFFICERS

DISTRICT NEW SOUTH WALES CORPS EASTERN
DIVISION WOOLLAHRA AMBULANCE
SURNAME VARLEY ~~MR~~ / MRS / MISS
GIVEN NAMES (IN FULL) GLENYS
DATE OF BIRTH 10.9.59
ADDRESS 104 FOREST RD, HURSTVILLE POSTCODE 2111
NURSING REGISTRATION NO N40870871

REGISTERED IN
(Please tick)

OLD	NSW	VIC	NT	SA	TAS	WA	ACT

CURRENT PRACTISING CERTIFICATE NUMBER
AND DATE 14-1-82 4673

NURSING QUALIFICATIONS

- Basic Nursing Certificate/Diploma Date 23-1-81
State Hospital or Educational Institution of Basic Nursing Course HOSPITAL CONCORD REPAT GENERAL
- Post Basic Certificates (Please specify) (Include date)

- Post Registration Nursing Diploma/Degree (Please specify - include date)

- If actively engaged in nursing please state area (please tick)

- (1) Hospital ☒
(2) Community ☐
(3) Domestic ☐
(4) Other (Please specify)

- Position held - Nursing administration ☐
- Nursing Education ☐
- Charge Nurse ☐
- Registered Nurse ☒
- Giving Direct Patient Care ☐
- Other (Please specify)

- If not actively engaged in nursing, please state position last held:

- Languages spoken ENGLISH

- Current First Aid certificate held Yes/~~No~~ Date 28.1.82

- Date of enrolment in Brigade 13-10-71

- Present appointment DIV. NURSING OFFICER Date 2-11-81

- Admission to/Promotion in the Order

- Honours

NURSING OFFICER G. Varley DATE 25/8/82

OFF IN CHARGE B. Lamb DATE 2/8/82

CORPS NURS. OFF Varley DATE

DIST NURS OFF B. Lamb DATE 31/8/82

Received CHIEF SUPT (N)

DATE

N.B. Registered Nurses who are members of the Brigade but do not hold a Nursing Officer appointment should also complete this form

Member's Name ROSS SMITH

Address 1 BENT ST

DOUBLE BAY 2028

Division WOOLLAHRA AMB.

N.S.W.

District

Date of Birth 25-1-39

Date of Enrolment 25-7-50

The
St. John Ambulance Brigade
(Australia)



Member R. SMITH.

Division WOOLLAHRA AMBULANCE

REGISTER
FOR
TREATMENT SUPPLIED

BF 41

DATE & TIME	PATIENT'S NAME, AGE & ADDRESS	COMPLAINT	TREATMENT, DISPOSAL, & ADVICE GIVEN
19/5/83 6.15 PM	S JONES (M) 1 PARK ST, SYDNEY 23 years	Car Accident Cuts to face.	Cleaned Auldar. Dressings applied Advised to see own Doctor, Home home his father.

Form

The St. John Ambulance Brigade, Australia.



NSW

District

Willahra Amb. Division

Personal Casualty Report

Date 19/5/83 Place RYDE BRIDGE

Name MRS A JONES

Address 1 PARK ST
SYDNEY

Sex ☒ F Age 24 Time First Seen 6.15 PM

Occurrence

- | | |
|---|-------------------|
| ☒ 1 Road Accident | 4 Sports Accident |
| 2 Home Accident | 5 Sudden Illness |
| 3 Industrial Accident | 6 _____ |

Diagnosis SUSPECTED INJURY TO
CERVICAL VERT

Treatment CERVICAL COLLAR APPLIED.
SPACE BLANKET

Disposal & Advice Given AMBULANCE TO
RYDE HOSP.

Time Last Seen 6.45 PM

Brigade Member (sign) R Smith

Division Willahra Ambulance

BF 42

St. John Ambulance Brigade, Australia
CASUALTY RECORDS



DUTY *LADY TANE BENCH*

WILLIAM HARRIS DIVISION
N.S.W. DISTRICT

ADMIT. TIME	PATIENT'S NAME, AGE & ADDRESS	COMPLAINT	TREATMENT, DISPOSAL & ADVICE GIVEN	DISCHARGE TIME	BRIGADE MEMBER			DATE
					NAME	RANK	DIVISION	
1103	A BAKER 1 SMITH ST SYDNEY	fell from ladder to street	injured. applied first aid. A.S.P. to Ambulance to St Vincent's Hosp	1130	WILLIAMS	PL	WILLIAMS	19/5/53
1215	STEVEN JONES JR 8 PARRAMATTA ST DURRY HILLS	blow out on R heel	blow out. No glass immediate dressing bandage applied. See Dr. for treatment	1235	A HOOK	PL	"	19/5/53



The St. John Ambulance Brigade Australia

District N. S. W. Division Woolahra

CASUALTY RECORD

Location Woolahra Oval Event Football Match
 Date 22-5-83 Duty Reserved
 Name ALAN SMITH
 Address 1 N. S. Head Rd, Alenby Bay 2028
 Sex M Age 19 Time of Accident 2:20 pm

Patient's HISTORY including description of incident

Tense competition game - final of series. Vigorous tackles, player failed to rise from field after heavy tackle & fall.

Chief complaint Collapse
him in L. side.

TREATMENT BEFORE ARRIVAL

☒ Nil ☐ First Aid ☐ Medical

Details

Unconscious prior to arrival

☒ No ☐ Yes Duration

PREVIOUS ILLNESS

☒ Nil ☐ Diabetes
☐ Unknown ☐ Hypertension
☐ Cancer ☐ Renal
☐ Respiratory ☐ Stroke

Other

Present Drugs ☒ Nil ☐ Unknown

Allergies ☒ Nil ☐ Unknown

EXAMINATION

☒ Clear ☐ Obstructed
☐ Normal ☐ Absent
☐ Slow ☐ Rapid
☒ Shallow ☐ Deep
☒ Present ☐ Absent
☐ Normal ☐ Blue ☒ Pale
☐ Pink ☒ Blue ☐ Pale
☐ Normal ☒ Cold ☐ Hot
☐ Nil ☒ Mod ☐ Profuse
☐ Nil ☒ Small ☐ Large
☒ Nil ☐ Yes Number
☒ Nil ☐ Under 500 mls ☐ Over 500 mls

Site

Other Symptoms or signs

☒ Nil Surface abrasions and pain left side of trunk as shown, with rigidity left upper abdomen with pain and swelling

Time	Pulse Rate	Resp Rate	Level of Consciousness	Pupil Size	Reaction
2:30	90	Strong	26	A B C D E	+
2:45	110		26	A B C D E	+
3:00	120	feeble	26	A B C D E	+

LEGEND

A CONVERSING SENSIBLY B SPEAKING BUT CONFUSED C OBEYS COMMANDS D RESPONDS ONLY TO PAIN E NO RESPONSE TO PAIN

PUPIL SIZE DILATED ● NORMAL ● CONSTRICTED ●
 REACTION PRESENT + ABSENT -

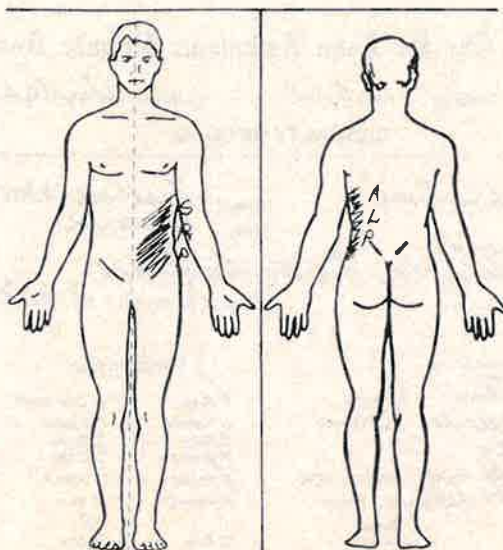
TREATMENT

Local dressing
Supine position
Legs & shoulders elevated
Head cover
Urgent Ambulance call

DISPOSAL & ADVICE GIVEN

Probable internal bleeding.
for transfer to hospital as quickly as possible

Time last seen 2:20 pm Brigade Member (sign) R. Brown
 Divisional Surgeon (Signature) Date
 Corps Surgeon (Signature) Date
 District Surgeon (Signature) Date



INDICATE WHERE RELEVANT

Apparent Fracture = # Hemorrhage = H Abrasion = A
 Laceration = L Pain = P Loss of Sensation = -S-
 Paralysis = /// Swelling = SW Rigidity = R Burn = B

TREATMENT

AIRWAY

- ☐ Clear Mouth
☐ Tilt and Lift
☐ Airway
☐ Suction

POSTURE

- ☐ Coma
☒ Supine
☐ Sitting
☒ Legs Elevated

BREATHING

- ☐ Expired Air
☐
☐

SPLINTS

- ☐ Air Splint
☐ Thomas

- ☐ Cervical Collar
☐ Back Board
☐ Jordan Frame
☐ Other Splints

CIRCULATION

- ☐ ECC

BLEEDING
CONTROL

- ☐ Pressure
☐ Elevation

DRESSINGS

- ☒ Applied

INSTRUCTIONS COMMENTS PROBLEMS, ETC. ☐ NIL

*Probable internal
 haemorrhage*

ATTENDED BY

DRUGS ORDERED

(Doctor

Administered by

Time:

Time:

PROGRESS:

DISPOSAL:

Report rec'd.

District Surgeon

Chief Surgeon

Date

Date



The St. John Ambulance Brigade Australia

District..... TASMANIA

IMPORTANT.—Before commencing to fill in this form, please read the notes on the last page.

REGISTRATION OF CADET DIVISION

Name of Division..... RICHMOND

Ambulance Cadet
Nursing
Combined

Corps (if any)..... CENTRAL

Divisional Headquarters Address..... 123 MAIN ST., RICHMOND, TAS.

Date..... 19 June, 1983

A.G. Boates Corps Officer
Officer or Member superintending formation
183 Airport Road

Hobart, Tasmania
Address

Date.....
District Officer for Cadets

Date.....
Commissioner

REGISTRATION SANCTIONED

Date.....
Chief Commissioner

OFFICE USE ONLY Registration Certificate Issued Date..... Chief Superintendent (Admin.)
--

REGISTRATION OF STUDENT/CADET

BEFORE SIGNING THIS FORM,
PLEASE READ THIS NOTE.

By signing this Form, Members bind themselves to observe
alterations thereto which may be made.

	(1) Date of Enrolment (SEE NOTE)	(2) Surname in Block Capitals	(3) Christian Names in Block Capitals	(4) Date of Birth	(5) Proposed Rank or Appointment (In Pencil)
1		BLOGGES	FREDERICK JOHN	25-1-39	SUPT.
2		ALBERT	VICTOR	26-2-40	DIN OFF
3		BROWN	ROBERT WILLIAM	14. 2. 70	CADET
4		CAMPARI	GREGORY	11. 1. 69	CADET
5		DONALDSON	JACK	10. 3. 70	CADET
6		GREGORY	DENIS	8. 11. 71	"
7		HARRINGTON	WILLIAM PATRICK	4. 2. 70	"
8		HÖHNE	KENNETH	16. 11. 69	"
9		LANGSDORF	ALBERT	14. 10. 70	"
10		MONROE	KENNETH JOHN	19. 6. 70	"
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
28					
31					
32					
33					
34					
35					
36					

DIVISION

the Brigade General Regulations, Standing Orders and the Rules of the Division which are now in force and any

(6) Qualifications				(7) Signature	(8) Date of Signing	(9) Remarks	
P.F.A.	F.A.	P. Patient Care (See Note)	P.C.				
	18.3.83			J. Hoegg	19/6/83		1
	16.1.76			V. Alberto	19/6/83	TRANSFERRED FROM HERANG A.C.D.	2
18.3.83				Robert Brown	19.6.83		3
18.3.83				Qua. Campen	19.6.83		4
18.3.83				J. Donaldson	19.6.83		5
18.3.83				Nemo Gregory	19/6/83		6
18.3.83				W.P. Hammetton	19.6.83		7
18.3.83				J. Holme	19.6.83		8
18.3.83				A. Langsdorf	19.6.83		9
18.3.83				Kent Nourse	19/6/83		10
							11
							12
							13
							14
							15
							16
							17
							18
							19
							20
							21
							22
							23
							24
							25
							26
							27
							28
							29
							30
							31
							32
							33
							34
							35
							36

GENERAL NOTES

The attention of each proposed member signing the Registration Sheet should be called to the note at the top of the inner pages of this form.

When the three copies of this form have been filled in they should be sent, through the regulation channels of communication, to the District Commissioner who, after signature, will forward them to the Chief Commissioner.

When the registration has been sanctioned by the Chief Commissioner two copies of this form will be sent to the Commissioner, who will retain one copy and return the other to the officer in Charge of the Division. The registration sheets will be kept as a record of the Registration, but no further names are to be added to nor alteration made in it.

NOTES REGARDING COLUMNS

Column 1. In the Case of New Members this column should be left blank until the registration of the Division has been sanctioned by the Chief Commissioner when the date of registration (which is the date on which the form is signed by or for the Chief Commissioner) should be entered. *This should not be confused with the date of the Enrolment Ceremony.* In the case of those signing the registration sheet as proposed members of the Division who have already had service in the Brigade, the date of enrolment in the Brigade must be entered.

Columns 2 and 3. In the case of "Combined" Cadet Ambulance and Nursing Divisions the names of the Ambulance Cadets and the Nursing Cadets should be entered as separate lists with a space between each list.

Column 4. Date of Birth of Cadets should be shown thus: '27.6.69'.

Column 5. Proposed ranks should be entered in pencil. It is to be understood that the Registration of the Division at Headquarters does not mean that the proposed appointments will necessarily be confirmed. The application for appointments must be made on Form B.F.C. 7.

Column 6. Those enrolling as Cadets must be in possession of the Preliminary First Aid Certificate.

Column 7. The Divisional Surgeon and the other proposed Officers will sign with the other members in Column 7.

Column 8. The date of signing will be entered (see also Note for Column 9 below).

Column 9. If a proposed member is transferring from another Division, the name of that Division should be entered in the Remarks Column.



The St. John Ambulance Brigade Australia

B.F.C.1
Revised 1983
To Be Completed in DUPLICATE

District NEW SOUTH WALES

Corps SOUTHERN

ANNUAL RETURN AND RECORD for the year ending 31st December, 1982

Cadet Division PORT KEMBLA AMBULANCE
AMBULANCE STATION
Headquarters Address PORT KEMBLA
Rank and Name of Officer or Member in Charge Div. Supt. ROWAN MOFFITT
Full Address 85 SYDNEY ROAD, WARRAWONG.
Name of the President -
Names of the Vice-Presidents -

MEMBERSHIP			
Surgeon	<u>1</u>	President	<u>-</u>
Superintendent	<u>-</u>	Vice-Presidents	<u>-</u>
Nursing Officer	<u>-</u>	Auxiliaries	<u>-</u>
Ambulance Officer	<u>1</u>	Probationary Cadets	<u>6</u>
Divisional Officer	<u>1</u>		
Nurse 1 Star	<u>-</u>		
Cadet Leader	<u>1</u>		
Sergeants	<u>1</u>	Total to be insured:	
Corporals	<u>1</u>	(a) Officers, Presidents, Vice-	
Cadets	<u>11</u>	Presidents, Auxiliaries	<u>5</u>
St. John Juniors	<u>-</u>	(b) Cadets/Juniors (including	
Total strength of Division	<u>18</u>	Probationers)	<u>18</u>

No. of Instructional Meetings	<u>48</u>	Nursing Aid	
Public Duty Hours	<u>617</u>	Blood Transfusion Centres	
Hospital Duty Hours		Miscellaneous Duties	
Hospital Duties: Members F.T.	<u>-</u>	Nursery	
Transport Duty Hours			

No. of ex-Cadet members who during the year have taken up:	
(a) General Hospital Training	
(b) Children's/Fever Hospital Training	
(c) Medical Training	
(d) Radiography/Physiotherapy/Occupational Therapy	
(e) Nursery Nursing	
Total	<u>NIL</u>

No. transferred to Adult Divisions during the year NIL

14 January 1983
Date

R. Moffitt
Officer or Member in Charge

Date

Commissioner

N.B.—BEFORE SIGNING THIS FORM PLEASE READ THIS NOTE. By signing this form General Regulations, the Standing Orders and Rules of the Cadet Division which are now may be made. Attention is drawn to Brigade General Regulation on the subject of Insurance. (ALL Members will sign in the Remark Column opposite their names)

	(1) Date of Enrolment in Brigade Day, Month Year	(2) Names of the Members in Block Capitals		(3) Date of Birth	(4) Rank or Appointment and Date thereof	(5) Qualifications and Dates			
		Surname	Christian Names			P.F.A.	F.A.	P.P.C.	P.C.
1	18.4.49	COLLINS	JOSEPH BARRY	25.1.38	DN. SURG. 9.3.81	18.4.49	2.6.56	18.6.56	8.1.57
2	18.9.52	MOFFITT	ROWAN	6.2.40	DN. SUPT. 10.4.80	18.9.52	7.4.57	-	8.1.57
3	29.6.58	SPICER	ALAN JOHN	14.1.41	DN. OFF. 19.3.80	-	10.6.58	-	16.3.60
4	16.10.81	SMITH	DAVID JOHN	16.1.48	DN. AIO. 14.10.81	-	14.10.81	-	-
5	16.9.79	JONES	ROBERT	4.8.63	CDL. LDR. 16.6.81	16.9.79	17.2.80	-	-
6	17.3.80	WARWICK	KENNETH	1.2.68	CDT. SGT. 11.12.81	17.3.80			
7	17.3.80	ROBERTS	IAN JAMES	31.12.67	CDT. CPL. 9.11.81	17.3.80			
8	17.3.80	ALBERTS	CRAIG	17.11.67	CADET 17.3.80	17.3.80			
9	16.9.79	BURNS	ROBERT	16.8.68	CADET 16.9.79	16.9.79			
10	14.3.81	CAMPARI	ALEXANDER	14.3.68	CADET 14.3.81	14.3.81			
11	14.3.81	DONALD	DAVID ROBERT	11.2.69	CADET 14.3.81	14.3.81			
12	14.3.81	JONES	ALBERT	10.1.68	CADET 14.3.81	14.3.81			
13	14.3.81	KENEALLY	JAMES	3.11.67	CADET 14.3.81	14.3.81			
14	19.8.80	MUNROE	KENNETH	19.3.68	CADET 19.8.80	19.8.80			
15	19.8.80	MUFFIN	FRED	18.4.68	CADET 19.8.80	19.8.80			
16	19.8.80	NOVER	JOSEPH	17.3.68	CADET 19.8.80	19.8.80			
17	19.8.80	OSERPOE	JOHN	14.5.68	CADET 19.8.80	19.8.80			
18	19.8.80	PERCIVAL	PERCY	19.3.68	CADET 19.8.80	19.8.80			
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									

Members bind themselves to observe the Brigade
in force and any alterations thereto which

YEAR

1982.

(6) No. of Instructional Meetings attended	(7) Inspections		(8) Annual Re-exam Date	(9) Efficient For Year Yes/No	Brigade Duties				(14) No. of Proficiency Certificates and Special Service Shields (see note)		(15) REMARKS (and Signatures of ALL Members)	
	District Review	Div Inspection			(10) Public Duties Total Hours	(11) Hospital Duties Total Hours	(12) Transport Duties Hours	(13) Other Duties Total Hours (See note)	(a) Pro Certs	(b) S S S		
	18/10/82	17/6/82										
14	P	P	E	YES	32				GP	200	J. Collins	1
47	P	P	P	YES	108				G.P.	200	R. Moffat	2
42	P	P	P	YES	63				-	-	J. Bues	3
13	A	P	E	YES	14				-	-	A. Smith	4
44	P	P	P	YES	96				9	200	R. Jones	5
40	P	P	P	YES	80				6	500	R. Warwick	6
23	P	P	P	YES	-						J. Roberts	7
38	A	P	P	YES	-						C. Roberts	8
41	E	P	P	YES	60						R. Burns	9
37	E	P	P	YES	-						A. Campari	10
9	P	A	P	NO	16						A. Donald	11
20	P	P	P	YES							A. Jones	12
28	P	P	P	YES							J. Kennedy	13
38	P	P	P	YES	148						J. Murray	14
24	P	P	P	YES							F. Muttar	15
12	A	P	P	YES							J. Jones	16
15	A	P	P	YES							J. Roberts	17
16	A	P	P	YES							P. Percival	18
												19
												20
												21
												22
												23
												24
												25
												26
												27
												28
												29
												30
												31
												32
												33
												34
												35
												36
Totals					617							

INSTRUCTION FOR THE COMPLETION OF THIS FORM

GENERAL

This form will be used as an Annual Return for Cadet Ambulance and Nursing Divisions and Combined Cadet Ambulance and Nursing Divisions.

The attention of each new member signing the form should be called to the note at the top of the inner pages of this form.

At the end of the year one copy of the form will be sent to the Commissioner to reach him *on or before 31st January* (see Brigade Regulations), and retained as a District record.

NOTES REGARDING COLUMNS

Column 1. - The date of enrolment in the Brigade required, which must not be earlier than the date of the appropriate First Aid Certificate. If a member has transferred from another Division the date of the transfer and the name of the Division from which transferred should be entered in the Remarks Column. The date of enrolment should not be confused with the date of the enrolment ceremony.

Column 2. - The names of all members should be entered by the Secretary. They should be in the same sequence as on the front cover in alphabetical order. *New members will sign the form in the Remarks Column.*

The names of Auxiliaries will be entered in a separate list near the bottom of the form.

St. John Juniors will be entered in a separate list near the bottom of the form.

Members undergoing medical training or training for State Registration in any branch of nursing or Ambulance Transport should continue to be shown on the returns (see Reg.).

Column 3. - The date of birth should be shown thus: "14.3.39".

Column 5. - The dates of the Preliminary or Adult First Aid and Patient Care Certificates will be entered in the spaces indicated.

Column 6. - The totals of attendances will be taken from a Divisional Attendance Register kept by the Divisional Secretary which must be produced for inspection when called for.

Column 7. - The dates of the District Review and Divisional Inspection will be inserted in the spaces indicated. Each section will be completed thus "P" (present); "A" (absent); "E" (exempted). The reason for a member being granted exemption should be inserted in the Remarks Column.

Column 8. - The date of the Annual re-examination will be inserted at the head of the column which will be completed thus "P" (passed); "F" (failed); "A" (absent). Where a member has passed a supplementary re-examination the date should be entered in Column 8 opposite the member's name.

Sickness as a reason for absence from the re-examination must be certified by a doctor (see Regs.).

Cadets are exempt from the annual re-examination in the year in which they gain either the Preliminary or Adult First Aid or Patient Care Certificate.

The locality and date of attendance at a St. John Ambulance Association examination or re-examination and the subject should be shown in the Remarks Column thus: "Horsham 24.6.51 F.A." If the re-examination has been taken with another Division the date of the re-examination and the name of the Division must appear in the Remarks Column.

Column 10. - See Note for Column 12.

Columns 11 and 12. - Full-time Hospital Duties should not be included in the total but the letters "F.T." should be entered (see also Note for Column 13).

Column 13. - The term "Other Duties" includes Nursing Aid, Blood Transfusion, Nursery and Miscellaneous duties, the Divisional totals of which are to be entered on front cover.

The record of duties will be kept in a Divisional register which must be produced for inspection when called for.

Column 14. - (a) The number of Proficiency Certificates should be entered. In the case of holders of the Grand Prior's Badge insert "G.P." (b) Enter the number of hours of last special service shield awarded.

Column 15. - Transfers to Adult or Cadet Divisions should be indicated in the Remarks Column (see also Notes for Columns 1, 2, 7 and 8).

Cadet Superintendents and Officers. - Attendances at Adult Meetings and Brigade Duties will be entered on the Adult Return. Attendances at Cadet Meetings, etc., will be entered on the Cadet Returns with a note in the Remarks Column of the Meetings and Duties recorded with the Adult Division. Attendance at the Annual Re-examination and Inspection should be entered on the Cadet return.

SURNAME **SPICER** ADDRESS **18 Smith St. North Rocks.** BRICA CADET

CHRISTIAN NAMES **JAMES DENVER** DISTRICT **N.S.W.**

DATE OF BIRTH **17.2.67** DATE OF ENROLMENT **18.3.78** DIVISION **OAKHILL C.D.**

RANK	DATE OF APPOINTMENT	TRANSFERRED	DATE
Cadet	19.3.78		
Corporal	20.7.80		
Sgt	13.10.81		

QUALIFICATIONS

Preliminary F.A. Certificate (Date) **19.3.76** Adult F.A. Certificate (Date) _____ Medallion No. _____

Preliminary P.C. Certificate (Date) _____ Adult P.C. Certificate (Date) _____ Other Qualifications _____

BADGE SUBJECT	DATE	PROFICIENCY AWARDS	BADGE SUBJECT	DATE
1. CAMPING.	10.10.78	7. CLERICAL 10.10.80		
2. HISTORY OF THE ORDER	10.10.78	8. NATURAL		
3. FIRE FIGHTING	10.10.78	9. HISTORY		
4. SIGNALLING.	8.3.79	10.		
5. MAP READING.	19.9.79	11.		
6.		12.		
		13.		
		14.		
		15.		
		16.		
		17.		
		18.		

When a Cadet becomes eligible for the Grand Prior's Badge, this Card must be sent to Brigade Headquarters with the necessary 12 Counterfoils of Cadet Proficiency Certificates

(For H.Q. Use Only)

Grand Prior's Badge Awarded _____ Commissioner

Special Service Shields Awarded **200 (1981)**

Other Awards _____

STATEMENT OF SERVICE

Year	Divisional Instruct'l Meetings	Inspect'n	Annual Re-exam	Public Duties	Transport Duties	Efficient "Yes" or "No"	Entries Certified as Correct	Rank	Date	Service Chevrons & Efficiency Awards	Remarks
1978	18	P	P	43	-	Yes	Medallion	C/Obs	2/4/79		
1979	40	P	P	40	-	Yes	Medallion	C/Obs	2/1/80		
1980	38	P	P	80	-	Yes	Medallion	C/Obs	2/28/81	1 Star	
1981	42	P	P	86	-	Yes	Medallion	C/Obs	2/2/82		
1982	43	P	P	43	-	Yes	Medallion	C/Obs	26/1/83	1 Star	

When a Cadet is to transfer to an Adult Division this card must be sent to District Headquarters for Service to be assessed towards Service Medal. District Headquarters will issue an adult card with the assessment entered thereon.

(For District H Q. use only) Years of Efficient Service
Carried forward to Form BF4 on transfer to Adult Division.

Commissioner

Date _____

.....
The St. John Ambulance Brigade

New South Wales District

Ambulance & Nursing Cadets



This is to Certify that **GINA TURNER**
 of **ROZELLE NURSING** **Cadet Division**

has qualified for the Grade **3** Examination in Junior Proficiency

Date **19 MAY, 1983.**

V. Allerton Superintendent

District Officer, Cadets

Corps Officer (C)

Commissioner

[illegible]

The St. John Ambulance Brigade



PROFICIENCY CERTIFICATE

THIS is to Certify that
DARREN PERCY RAINES

of the SEYMOUR AMBULANCE Cadet Division

has attended an examination in

MAP READING.

and has satisfied the Examiner

16 MAY, 1983.

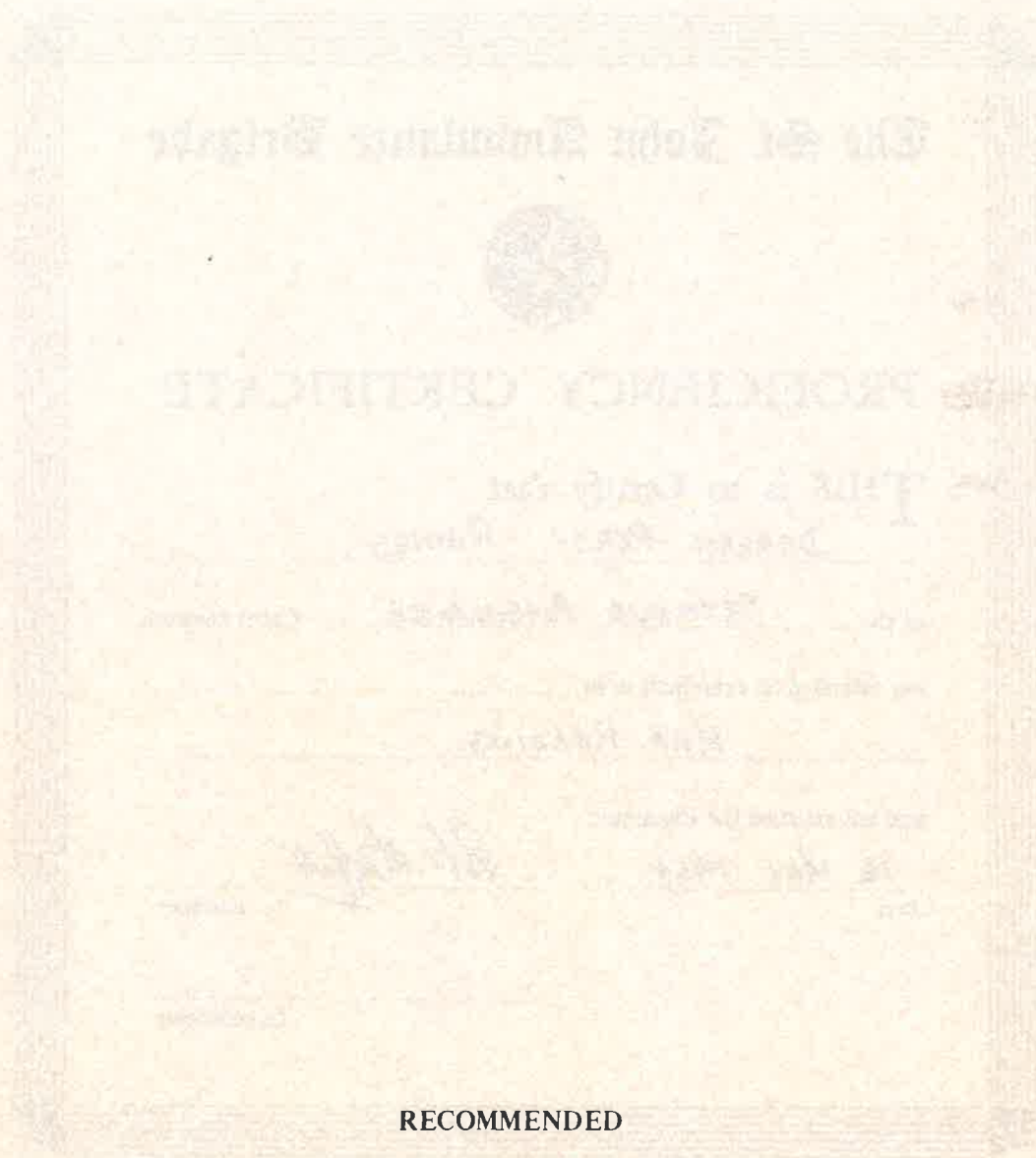
Date

Rb. Moffitt

Examiner

Commissioner

SEYMOUR Combined Ambulance Nursing Cadet Division
Name of Cadet in full DARREN PERCY RAINES Date of Birth 14.1.70
Subject MAP READING Date of Examination 16.5.83.
Name of Examiner LT. CDR. R. C. MOFFITT, R.A.N.
District Officer in charge of Cadets



RECOMMENDED

Date

.....
Divisional Superintendent (C)

Date

.....
Corps Officer (Cadets)



The St. John Ambulance Brigade

Australia

B.F.C. 7
Revised 1983

NOMINATION FOR APPOINTMENT OR PROMOTION

To Be Completed In TRIPLICATE

NORTHERN TERRITORY District

KATHRINE

Corps

KATHERINE

Ambulance / Nursing / Combined
Cadet Division

PRESENT STRENGTH (THE PERSON NOW BEING NOMINATED SHOULD BE INCLUDED IN HIS/HER EXISTING RANK AND NOT IN THE PROPOSED RANK)
DIVISIONAL STRENGTH

	Male	Female		Male	Female
Surgeon	1		Total Brought Forward	4	3
Probationary Surgeon		1	Cadet Leader	1	1
Superintendent	1		Sergeants	2	
Nursing Officer	1		Corporals		1
Ambulance Officer	1		Cadet Members	20	12
Divisional Officer		1	St. John Juniors	4	3
Nurse (S.R.N. 1 Star)		1	TOTAL	29	20

Surname (in capital letters) KEILEY Title, if any, Mrs or Miss MR.
Christian Names (in full) BROMWICH Date of Birth 28.3.60
Address 1 DARWIN RD, KATHERINE.
Rank (present appointment) and name of Division AO, KATHERINE A.D. Date Appointed 17.4.78
Proposed appointment or promotion* DIVISIONAL OFFICER
Medical qualifications in case of Surgeon (own handwriting) _____
Nursing qualifications in case of Nursing Officer (own handwriting) SRN Number _____
Ambulance qualifications in case of Ambulance Officer _____
Training CASUALTY CARE & TRANSPORT.
Dates of Certificates held:
Preliminary First Aid _____ Preliminary Patient Care _____
First Aid 17.4.78 Patient Care 18.3.79
Other qualifications _____ Date of enrolment in Brigade 17.4.78
Reason for appointment or promotion TO COMPLETE ESTABLISHMENT.
NOTE:— When the appointment or promotion is to fill a vacancy caused by resignation, the name of the previous Officer should be given.

FORM COLOUR
PINK

Name _____ Date of resignation _____
Date on which Candidate passed the promotion examination, and by whom the examination was conducted (see Regs.)
DISTRICT EXAM. BOARD. 18/1/83.

Nominee's Record for Past Two Years:

Year	Div. Meetings	Inspection	Re-examination	Public Duties	Other Duties
1981	48	P	P	108 hrs	-
1982	47	P	P	152	-

Date 2/6/83

[Signature]
Officer or Member in charge

*In the case of appointments of District or Corps Staff Officers, the proposed Grade as well as the appointment must be stated.

RECOMMENDED

Date *Corps Surgeon/Corps Nursing Officer†/Corps Ambulance Officer.‡

Date Corps Superintendent

Date *District Surgeon/District Nursing Officer†/District Ambulance Officer.‡

Date District Officer (Cadets)

Date District Superintendent (N)

Date District Superintendent

Date Commissioner

NOMINATION APPROVED

Date *Chief Surgeon † ‡

APPOINTMENT SANCTIONED

Date Chief Commissioner

*Medical Appointments only.

†S.R.N. Appointments only.

‡Ambulance Appointments only.



The St. John Ambulance Brigade Australia

B.F.C. 11
Revised 1983

ANNUAL RE-EXAMINATION OF CADETS IN POSSESSION OF PRELIMINARY CERTIFICATE

CORPS CANBERRA CADET Ambulance Nursing Division To be completed in
Combined DPLICATE

7. 6. 83 Date of Re-examination.

NOTE— The names of all members of the Division MUST be entered prior to handing this form to the Examiner.

NAME	*P/F/A/E		NAME	*P/F/A/E	
	F.A.	P.C.		F.A.	P.C.
ALPHONSE, F.	P	-			
BERTRAM, E	P	-			
CARPENTER, J	P	-			
DAVIDSON, A.J.	A	-			
DAVIES, F.	P	-			
EDGEWORTH, A.	P	-			
FRISKY, A.B.	P	-			
HAMBLIN, H.R.	P	-			
INGLISH, A.	P	-			
JONES, K.	P	-			
KLINK, E.B.	P	-			
LEARNE, E.A.	P	-			
VICTORIA, R.D.	P	-			

FORM COLOUR
PINK

Signed

David Blaggs

Officer or Member-in-Charge

Signed

W. Smith

Examiner

* PASSED/FAILED/ABSENT/EXEMPT

Two (2) copies of this form are to be forwarded to District Headquarters when submitting the B.F.C. 1 by 31st January.



The St. John Ambulance Brigade Australia

B.F.C. 18
Revised 1983

To Be Completed In DUPLICATE

INSPECTION OF ORANGE Ambulance/~~Nursing~~/Combined Division
CORPS COUNTRY DATE 8.2.83

PARADE STATE

	Corps Sur- geons	Corps Supt	Corps Staff	Div Surgeon and Probet Surgeons	Div Supt.	Nursing Officer	Amb Off	Div Off	SRN 1 Star	Cadet Leader	Sgt	Cpl	Cadets	St. John Inns	Total
On Parade				1	1	1		1			1	1	11		17
Absent with leave...													1		1
Absent without leave...												1	3		4
Total Strength				1	1	1		1			1	2	15		22

Report of Inspection

(To be completed by Inspecting Officer in the case of Corps and Divisional Inspections)

- A. Fitness of officers, N.C.O.s and others
for their respective duties

V. Good.

- B. Fitness of Officers and N.C.O.s for instructing in
Stretcher Drill
Squad Drill

*Good
Good*

FORM COLOUR
PINK

- C. Correctness of:
Uniform
Badges

*V. Good.
Good*

- D. Condition of Ambulance Material and other equipment

Good.

- E. Method of keeping Records, Books,
Forms, Accounts
Insurance Policies and latest
Premium Receipt examined

*Satisfactory, but Treasurer needs
assistance with financial records.
No.*

- F. "First Aid" Work

Satisfactory.

- "Patient Care" Work

Not examined.

General Remarks by Inspecting Officer

*This Division is generally very well administered.
However, it would appear that the Superintendent
has difficulty in arranging sufficient Proficiency
Certificate courses for Cadets. I suggest that the
Corps Supt. assist with these arrangements.*

[Signature]

Inspecting Officer.

District Officer (C)

NOTE - Parade State and Nominal Roll to be completed in duplicate and handed to Inspecting Officer on arrival.

Nominal Roll of Officers and other Ranks of the ORANGE AMBULANCE DIVISION

COUNTRY Corps.

RANK	NAME	*Enter P - Present A - Absent E - Exempt	RANK	NAME	*Enter P - Present A - Absent E - Exempt
SURG.	MATTHEWS, DR. R.F.	P.			
SUPT	SPENCER, J. D.	P.			
Div. OFF.	GREEN, N.E.	P			
N/O	EVANS, M	P			
SGT	SMITH, R.P.	P			
CPL	JONES, A.E.	A			
CPL	FLOWERS, F.	P			
CADET	CASEY, A.	P			
✓	KRINGAS, C	P			
✓	ROBERTS, I.	P			
✓	MASSEY, R.	P			
✓	MUNROE, A.E.	P			
✓	NEWMAN, P.	E			
✓	NOMAD, A. D.	A			
✓	ORMOND, R.F.	P			
✓	SMITH, P.	P			
✓	SUMMERS, E.	P			
✓	TREGAR, E.	P			
✓	UNVOLED, P.	A.			
✓	VARGAS, A.	P			
✓	WILLIAMS, G.	P			
✓	WILLIAMS, P.	A.			

Number of Applications for Exemption attached

Date 8/2/83 Admiral Super Officer or Member-in-Charge

Immediately after the Inspection, the Inspecting Officer will forward two (2) copies of this form, and one (1) copy of BF17 to the Commissioner. On completion at District Headquarters, one (1) copy BFC18 will be returned to the Division, (one (1) copy of BFC18 and BF17 will be kept at H.Q.)

*Only those who are exempt under Regulations should be so shown in this column. Where an adequate excuse has been forwarded in writing in the case of other members, this will be forwarded with the form to the Commissioner, who will enter "E" against the names of those to whom he grants exemption from the Inspection in question.



The St. John Ambulance Brigade Australia

B.F.C. 19

A.C.T.

SUB-DISTRICT

CADET CAMP APPLICATION

DIVISION MANUKA AMBULANCE CADET

FORM COLOUR
PINK

I hereby apply for approval to hold a cadet camp at

(site) BLACK MOUNTAIN CAMPSITE

from 28 DECEMBER, 1983 to 6 JANUARY, 1984 in accordance with

Regulations governing Cadet Camps.

Camp particulars

1. Officer in Charge (Of Camp)

CORPS OFFICER M. CUNNINGHAM

Brigade Rank and Name

2. Additional Leaders

SUPT. A. JONES, SUPT. D. SMITH

Officers Rank and Name

DIV. OFF. C. CAMPBELL

The number of additional leaders should not be less than 1 for every 15 campers.

3. Number of cadets attending Ambulance 30 Nursing -

4. The purpose of the camp:

- ☒ Training
☐ Entertainment
☒ Proficiency Camping Test

(Tick or cross appropriate squares)

5. Proposed transport arrangements (Give details)

BUS FROM PRIORITY HEADQUARTERS DEPARTING

0930 28/12/83 RETURNING H/Q 1200 HRS 6/1/84

8/6/83

Date

M. Cunningham

Divisional Superintendent (Cadets)

Corps Officer

District Officer (Cadets)

District Superintendent (Admin.)

Date

Recommended/Not Recommended

Recommended/Not Recommended

Signature

Signature

Signature

Date

Date

Approved

Commissioner

Date



The St. John Ambulance Brigade Australia

(Cadets)

FORM COLOUR
PINK

B.F.C. 20

APPLICATION TO ATTEND CAMP

I, Neville G. Young hereby make application to
attend the Cadet Camp at Blaxland from 26. 12. 82. to
7. 1. 83.

I promise to observe the rules of the Camp which I have read and agree to; and will do everything in my power to make the Camp a success in the true spirit of St. John, knowing that I may be returned home at any time should I fail to do so.

Signature of Cadet

N. G. Young

PLEASE PRINT:

Name NEVILLE GREGORY YOUNG Age 15
Rank CADET SERGEANT Telephone 848-1509
Division NORTH PENNANT HILLS COMBINED
Address 5 VICTORIA ROAD
PENNANT HILLS, N.S.W., 2120.

I am the parent/guardian of the above Cadet and am willing for him/her to attend the Camp. I concur with the agreement he/she has signed and understand that whilst every care will be taken, the Brigade and its officers are not to be held responsible for any accident or sickness which may occur. By signing this form I agree to indemnify the Brigade and its officers against any claims, by reason of any accident, sickness or otherwise.

Date 14. 11. 82 Signature of parent/guardian

Ired Young

I enclose \$ 85-00 being full payment/deposit of camp fee.

MEDICAL INFORMATION:

To assist the Camp Medical Officer, it is requested that you indicate by a cross any of the conditions listed below from which the Cadet does or has suffered.

Asthma	☒ Nose Bleeding	Diabetes
Eye ailment	Nose	Ear
Eczema	Other ailments (list)	

Please forward direct to Camp Commandant, District Headquarters by 30-11-82

I hereby authorise the Camp Staff to seek any necessary medical aid should it be so required

Signature of parent/guardian

Ired Young

Standard 9287



The St. John Ambulance Brigade Australia

B.F.C. 25

Application for Special Service Shield

QUEENSLAND

DISTRICT

BRISBANE CENTRAL

ambulance
Nursing Cadet
Combined

1. Form B.F.C. 25 will be completed and submitted through the usual channels to the District Commissioner
2. Applications may not be submitted unless the nominees are efficient for the current year.
3. Recognised categories under which cadets may qualify for the Shield are detailed in General Regulations (Appendix G).
3. Awards for 200/500/800/1000 hours will be made by the Commissioner and the B.F.C. 25 (in duplicate) will be forwarded to the Chief Commissioner for the Award of the Special Service Certificate.

NAME	D of B	PERIOD of SERVICE	TOTAL HOURS ACCUM	AWARD DUE			
				200 hrs	500 hrs	800 hrs	1000 hrs
COLLINS, MARK	7. 6. 70	2 yrs	230	13/4/83			
SHELDON, EDITH	14. 3. 69	3 yrs	580		7/1/83		

I hereby certify that the members listed overleaf are eligible for the award of the Special Service Shield and that their Duty Registers have been signed by the employing Authority for each period of duty done and by the Divisional Superintendent (Cadets) and that the duties are eligible duties under General Regulations.

Date 16/5/83

Paul B. Cready
Divisional Superintendent (Cadets)

Date

FORM COLOUR
PINK

District Officer (Cadets)

Date

District Superintendent (Admin)

200 hrs/500 hrs/800 hrs/1000 hrs Award Approved

Date

Commissioner

SPECIAL SERVICE CERTIFICATE APPROVED

CERTIFICATE ISSUED

Date

Standard 9385

Chief Commissioner

Date

Signature



The St. John Ambulance Brigade Australia

B.F.C. 26
To be completed
in DUPLICATE

APPLICATION FOR AWARD OF THE GRAND PRIOR'S BADGE

NAME BARRY JOHN COLLIS
DISTRICT N.S.W. WESTHEAD Ambulance Nursing CADET DIVISION
Combined

Notes:

District Headquarters are to hold the candidates BFC 4 and the Proficiency Certificate counterfoils pending receipt of the award of the Grand Prior's Badge.

The candidate's Proficiency Certificates are to be entered in the space below in strict chronological order (i.e. order of receipt).

Proficiency Certificates obtained by school studies or via projects supervised at school must be indicated with an asterisk (*).

No.	Certificate	Date of Issue	No.	Certificate	Date of Issue
1	CAMPING	19.3.81	7	INTERPRETERSHIP	19.10.82 *
2	KNOWLEDGE OF THE ORDER	18.4.81	8	CANOEING	15.12.82
3	PATIENT CARE	16.10.81	9	SIGNALLING	6.1.83
4	BOAT-WORK	19.10.81	10	FIREFIGHTING	14.2.83
5	LIBRARIANSHIP	6.3.82	11	CIVIL DEFENCE	17.5.83
* 6	NATURAL HISTORY	18.7.82	12	CLERICAL ABILITY	18.6.83 *

Date of Birth 3.9.1967 Date of Enrolment in Brigade 7.10.1979

Number of Years Efficient Service 3 years
(As per Brigade Regulations at time of this application)

FORM COLOUR
PINK

CERTIFICATION

I hereby certify that this candidate has qualified for the Award of the Grand Prior's Badge as required by Brigade General Regulations (Australia)

Date 3.7.83
District Officer (Cadets)
Date
District Superintendent (Admin)
Date
Commissioner

BRIGADE HEADQUARTERS (AUSTRALIA)

Application approved. Authority to issue Badge and Certificate

Date
Chief Commissioner

OFFICE USE ONLY	
REGISTER	
BADGE	
CERTIFICATE	

2.4 "DIARY" OF BRIGADE RETURNS

Great inconvenience is often caused to Brigade Headquarters through the late forwarding of the various returns required by the Chief Commissioner. Much of the information required by these returns are required for forwarding of reports or recommendations to Chapter-General in London. The following "diary" is designed to remind the responsible officers of the due dates of the returns.

<u>Due Date</u>	<u>Form No.</u>	<u>Return</u>
For submission to <u>Brigade Headquarters:</u>		
31 Jan.	-	Commissioners' Annual Reports
31 Mar.	BF21	Application for Service Medals/Bars
		Items of Business for Brigade Standing Committee
		First Aid and Patient Care Cases for June Australian Championship Competitions to Chief Surgeon
30 June		District Financial Statements for previous year ended 31 December. (Districts with 31 December year only.)
30 Sept.		First Aid and Patient Care Cases for January Australian Cadet Competitions to Chief Surgeon
1 Dec.	BF24	District Strength State as at previous 30 September
31 Dec.		District Financial Statements for previous year ended 30 June. (Districts with 30 June year only.)
For submission to <u>District Headquarters:</u>		
31 Jan.	BF1	Divisional and Corps Annual Returns (with associated documents.)

2.5 MEMBERS' SERVICE MEDALS/BARS

Late submission of applications by members to District Headquarters often results in the deferring of the award. It is therefore important that Divisional Superintendents and Corps Superintendents ensure that Annual Returns are lodged at District Headquarters by 31 January.

Where a member is due for the award of a Service Medal/Bar the BF1 must be accompanied by the Divisional BF4. Each member is required to sign the BF1 and initial the BF4, verifying the accuracy of his service record.

Divisional Superintendents and Corps Superintendents should check the BF4 to ensure that the member has complied with all efficiency requirements during his years of service and this should be again verified by the District Records Officer prior to submission to the Chief Commissioner. Inaccurate District Returns (BF21) will result in a delay for the whole District while the details are checked.

Districts must forward a photocopy of the BF4 for each member named on the BF21.

2.6 FINANCE

2.6.1 INTRODUCTION

Experience has shown that the Treasurers of Corps and Divisions are often completely untrained in accounting or even elementary bookkeeping. In order to overcome this lack of training, this Section of the Manual deals with the pre-requisites necessary for a Treasurer to perform his duties, the Forms BF12 and BF13, and some elementary bookkeeping procedures.

2.6.2 GENERAL REGULATIONS

The most important pre-requisite for a Treasurer is the necessity to have a detailed knowledge and complete understanding of the section of General Regulations dealing with Finance. It is also essential for Inspecting Officers to fully understand these Regulations so that they may not only inspect financial records, but may assist Treasurers if necessary. It is not proposed to cover those matters adequately dealt with in General Regulations.

2.6.3 FINANCIAL RECORDS

Following is a list of the Financial Records which should be maintained by a Corps/Division:

- (a) Standard Form Receipt Book (in duplicate)
- (b) Duplicate Bank Deposit Book
- (c) Cheque Book
- (d) Cash Book (BF13)
- (e) Financial Statements (BF12)

2.6.4 RECEIPTS AND BANK DEPOSITS

A receipt must be issued for all moneys received with the exception of amounts credited directly to the bank account (e.g. bank interest). The receipt should be issued promptly so that details will not be forgotten.

All money received must be banked intact without delay. Expenses should not be paid out of cash received, but should be paid from a petty cash advance or by cheque.

2.6.5 CHEQUE PAYMENTS

To enable simple accurate recording, as many payments as possible should be made by cheque. Details should be entered on the cheque butt and supporting documents and receipts should be filed in cheque number order to facilitate auditing of the records.

2.6.6 PETTY CASH ADVANCE

The unit may have a small cash advance to meet minor out-of-pocket expenses. A receipt should be obtained for all cash amounts paid. It is desirable that the advance should be an "imprest" advance, i.e. the total of cash on hand and receipts for expenditure which have not been reimbursed to the advance, will always add to the imprest account (say \$10.00). When the cash held gets low, a cheque should be drawn for the total of the receipts in order that the advance is brought back to the imprest account. When a reimbursement cheque is drawn, it should be dissected in the cash book over the various items of expenditure (e.g. postage, stationery, etc.).

2.6.7 CASH BOOK (BF13)

In order to keep the bookkeeping as simple as possible, a standard Cash Book sheet has been designed. Examination of the sample sheet following will show that each column has been pre-headed and also carries an identification letter. The pre-printed balance entries are also identified by letters. The identification letters are also used on the Financial Statements (BF12) and are designed to enable untrained members to properly complete the BF12.

2.6.8 CASH BOOK (RECEIPTS)

The first entry is the balance brought forward from the previous year (or where more than one page is used, the totals brought forward from the previous page). The opening balance is entered in the "Amount", "Bank" and "Sundries" columns.

Receipts are entered (in order) from the Receipt Book. They are each entered in the "Amount" column and the appropriate classification column (e.g. Donations - Duties). The total of each bank deposit is entered in the bank deposit column.

When the Cash Book is added the "Amount" and "Bank" columns will agree with each other and the classification columns will add across to equal the "Amount" column.

2.6.9 CASH BOOK (PAYMENTS)

Cheques drawn must be entered in numerical order, the total of the cheque being entered in the "Bank" column and also in the appropriate classification column or columns.

When the Cash Book is added, the total of the classification columns will cross add to the Bank column.

The last amount to be entered on the payments side is the Closing Balance. This is the difference between the total of the Receipts side and the total of the cheques drawn.

2.6.10 BANK RECONCILIATION

The Statement issued by the bank must be compared with the Cash Book. Any direct credits (e.g. bank interest) for which receipts have not been issued must be entered in the Cash Receipts Book. Any debits on the Statement which are not cheques (e.g. bank charges, transaction tax) should be entered in the Cash Payments Book.

A reconciliation between the balance shown on the bank statement and the cash book balance must then be completed. It is done in the following way:

Balance on Bank Statement	\$
<u>Add</u> Deposits in Cash Book not shown on bank statement	\$ _____
	\$
<u>Deduct</u> Cheques drawn but not on bank statement	\$ _____
<u>Equals</u> Cash Book Balance	\$ _____

A bank reconciliation should be effected each time a bank statement is received and most certainly at the close of the District Financial Year.

2.6.11 FINANCIAL STATEMENTS (BF12)

The new BF12 is designed to be integrated with the Cash Book (2.6.7 to 9). The whole system has been specifically designed to help the untrained Treasurer and inspecting officers. It should be completed at the end of the Brigade year after having completed a bank reconciliation.

From the sample following, it will be noted that the BF12 is in 5 Parts, viz:

- Part 1: Statement of Receipts and Payments
- Part 2: Income and Expenditure Account
- Part 3: Balance Sheet
- Part 4: Schedule of Assets
- Part 5: Social Account, Cash Statement.

It should be noted that each item in the first four parts of the BF12 is identified by a letter, these letters corresponding to the identification letters shown in the Cash Book (BF13). By transferring the total figures from a particular letter in the Cash Book to the corresponding letter entry/entries in the BF12, the Financial Statement is easily and correctly completed.

It is most important that the BF12 is completed in the following order:

- 1st - Part 1
- 2nd - Part 4
- 3rd - Part 2
- 4th - Part 3
- 5th - Part 5

The Investments section on the front of the form should be completed in conjunction with Part 2.

2.6.11.1 Statement of Receipts and Payments

This section is no more or less than a summary of the cash book transactions for the year. It shows the opening and closing balance and the totals of the various classification columns.

If the Cash Book has been properly added and the figures correctly transferred, both sides of this Statement, when added, will agree.

2.6.11.2 Schedule of Assets

The principal purpose of this Part of the Statements is to record the various assets of the unit.

The balance at the beginning of the year in respect of each asset is taken from the closing balance of the previous year's BF12 (Part 4).

Additions for the year are taken from "L" and "R" on the Statement of Receipts and Payments. Sales for the year are taken from "G" on the same statement.

As it is not normally desirable to carry assets forward indefinitely, provision has been made to write depreciation off each year. There are no set or recommended rates, but it is suggested that an attempt should be made to write the assets off over the estimated useful life of each one. The depreciation is entered in the column so headed with the reference letter "W". The total of this column is transferred to Part 2 and the closing balance to Part 3 in the appropriate place.

2.6.11.3 Income and Expenditure Account

This part determines whether a surplus or deficit for the year was the result of the activities for the year. It is not a cash statement. The entries on this part are again obtained from Part 1 using the identifying letters. However, some of the Part 1 entries do not appear on this Part, e.g. the opening or closing balances, purchases or sales of assets or investments. A non-cash item (depreciation) is transferred from Part 4.

Having entered all the appropriate figures from Part 1 and Part 4, the columns are added and the balancing figure is entered as either a surplus or deficit for the year so that the two totals agree.

2.6.11.4 Balance Sheet

The completion of this part is the ultimate test of whether Parts 1, 2 and 4 have been properly completed. It is a summary of the various assets owned by the unit and amounts owed (if any). The only amount not shown elsewhere in the BF12 is "Accumulated Funds brought forward". This figure is the closing balance shown on the preceding year's BF12 and represents the Balance Sheet total for the preceding year.

Should the Balance Sheet not balance, the opening balances of Parts 1, 3 and 4 should be checked with the previous year's closing balances and if no error is found, the details of Part 4 and the Balance Sheet items should be compared with those of the previous years to ensure that no amounts have been inadvertently omitted.

2.6.11.5 Social Account

Part 5 is a summary of the cash transactions for the year on the Social Account.



The St. John Ambulance Brigade
Australia

BF 12

NEW SOUTH WALES..... DISTRICT

SYDNEY..... CORPS

SPECIMEN..... DIVISION

FINANCIAL RETURNS

For the year ended 31 December 1984

INVESTMENTS

Type of Investment: I. B. D.

Lodged with: RURAL BANK, SYDNEY

Amount invested 1 January 1984

T. Add Amounts invested during year

G. Less Amounts withdrawn during year

X. Amount Invested 31 December 1984

\$ 800	-
\$ 800	-

Standard 9280

GENERAL ACCOUNT

STATEMENT OF RECEIPTS & PAYMENTS

for the year ended 31 December, 1984

Part 1

Receipts			Payments		
J. Cash Book Balance 1 Jan 1984	461	39	L. Uniforms & Badges	220	87
Cash in Hand 1 Jan 19			M. Class Fees & Textbooks		
A. Donations — Duties	426	13	N. Postage Printing & Stationery	8	50
B. Donations — Other	150	-	O. Donations to Headquarters		
C. Subscriptions			P. Telephone	60	-
D. Interest — Bank	6	59	Q. (a) Insurance	28	-
E. Interest — Investments	10	-	(b) Capitation Fees	18	-
F. Class Fees & Book Sales			R. Equipment	76	82
G. Assets Sold/Investments Realised			S. First Aid Stores	68	87
H.			T. Investments Made		
I. Sundries (Detail)—			U. Sundries (Detail)—		
TRANSFER FROM SOCIAL ACCOUNT	35	29	INSURANCE - EQUIPMENT	60	48
(EXCESS OVER \$250)					
			K. Cash Book Balance 31 Dec 1984	547	86
			Cash in Hand 31 Dec 19		
	1,089	40		1,089	40

Part 2

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 December, 1984

Expenditure			Income		
M. Class Fees & Textbooks			AB. Donations	576	13
N. Postage Printing & Stationery	8	50	C. Subscriptions		
O. Donations to Headquarters			DE. Interest Received	16	59
P. Telephone	60	-	F. Class Fees & Book Sales		
Q. Insurance & Capitation Fees	46	-	H.		
S. First Aid Stores	68	87	I. Sundries (total)		
W. Depreciation (Part 4)	139	71	TRANSFER FROM SOCIAL ACCOUNT	35	29
U. Sundries (Total)					
INSURANCE - EQUIPMENT	60	48			
Y. Excess of Income over Expenditure transferred to Accumulated Funds	244	45	Z. Excess of Expenditure over Income transferred to Accumulated Funds		
	628	01		628	01

GENERAL ACCOUNT

BALANCE SHEET

as at 31 December 1984

ACCUMULATED FUNDS

Balance brought forward 1 January 1984

Y. Add Excess of Income over Expenditure for the year
orZ. Less Excess of Expenditure over Income for year
Other Adjustments (detail)

Balance of Accumulated Funds 31 December 1984

1,796	56
244	45
2,041	01

These Funds are represented by the following—ASSETS

K. Cash at Bank

Cash in hand

X. Investments

V. Equipment (as per Part 4)

Less liabilities

547	86
800	—
693	15
2,041	01

Net Assets as at 31 December 1984Superintendent's Certificate

I hereby certify that all receipts and payments
and assets and liabilities of this unit are
recorded in the BF 12 for the year ended
31 December, 1984.

M. Alberto
Treasurer

J. J. J. J.
Superintendent

Dated: 16/1/85

Auditor's Report

I have examined the books and vouchers of this
unit for the year ended 31 December 1984. In
my opinion, the above Balance Sheet and the
accompanying accounts properly reflect the
transactions for the year and the state of the
unit's affairs as at 31 December 1984.

J. J. J. J.
Auditor

REGISTERED UNDER THE PUBLIC ACCOUNTANTS
REGISTRATION ACT, 1945 AS AMENDED.

Qualifications

Dated: 18/1/85

*these totals should agree.

Part 4

SCHEDULE OF ASSETS

as at 31 December, 1984

Detailed Description Of Assets	Balance 1.1.1984	Additions	Less Deprec- iation	Less Sales	Balance 31.12.1984
L. Uniforms & Badges	154.02	220.87	93.92		280.97
AMBU-MANIKIN	66.00		6.60		59.40
RESUSITATION UNIT	20.00		2.00		18.00
36 CHAIRS	56.00		5.60		50.40
1x2 GAL. URN	15.00		1.50		13.50
BELL & HOWELL 16MM. PROJECTOR	105.15		10.51		94.64
TRAINING FILMS		26.82	2.68		24.14
BROWN BUILT CABINET	30.00		3.00		27.00
HANIMEX SLIDE PROJECTOR	89.00		8.90		80.10
DESK		50.00	5.00		45.00
TOTALS	535.17	297.69	139.71		693.15

References

L & R

W

G.

V

Part 6

SOCIAL ACCOUNT

STATEMENT OF RECEIPTS & PAYMENTS

for the year ended 31 December, 1984

Receipts

Cash Book Balance 1 Jan 1984

SUBSCRIPTIONS

SOCIAL FUND RAFFLES

BANK INTEREST

143	82
46	-
123	48
13	21
326	51

Payments

CHRISTMAS PARTY

TRANSFER TO GENERAL ACCOUNT

Cash Book Balance 31 Dec 1984

41	22
35	29
250	-
326	51

DATE	RECEIVED FROM	RCPT No.	AMOUNT	BANK DEPOSIT	A Donations (Dues)	B Donations (other)	C Subscrip- tions	D Bank Interest	E Interest on Invest- ments	F Class Fee & Book Sale	G Sales - Assets & Investm't	H	I Sundries
1 184	(1) Balance brought forward		461 39	461 39									461 39
18 1 84	CONTANT PLEIN DAY	501	10 -		10 -								
20 1 84	SWIMMING CENTRE	502	40 -	50 -	40 -								
31 3 84	RURAL BANK	P/S	10 -	10 -					10 -				
27 4 84	LOCAL COUNCIL	503	150 -	150 -		150 -							
31 5 84	RURAL BANK	P/S	6 59	6 59				6 59					
13 9 84	THE GOOD CO.	504	75 -		75 -								
14 9 84	RUGBY LEAGUE	505	100 -		100 -								
1 10 84	COLLECT.	6	101 13	276 13	101 13								
20 9 84	RUGBY UNION	507	100 -	100 -	100 -								
31 12 84	SOCIAL A/c	508	35 29	35 29									
			1089 40	1089 40	4126 13	150 -		6 59	10 -				496 68

- TRANSFER
35 29



3. *Duties Of Surgeons & Nursing Officers*

DUTIES OF SURGEONS &
NURSING OFFICERS

3. DUTIES OF SURGEONS AND NURSING OFFICERS

The following information is designed to assist medical practitioners and nurses in their work as members of the St. John Ambulance Brigade.

3.1 ROLE OF THE BRIGADE AND ASSOCIATION

These two Foundations of the Order are administered separately in the Priory in Australia and an understanding of their respective roles is important.

The Association is concerned with teaching First Aid to the public, with preparation of schedules of instruction and examinations in First Aid and kindred subjects, together with the production of Manuals and textbooks. The Association awards Certificates and its First Aid Certificate is recognised in industry. It has a validity of 3 years.

The Brigade is the uniformed element of St. John and its members provide a voluntary service to the community. Its activities cover a wide field and its role has to meet the changing needs of the times. It includes not only First Aid duties generally, but the provision of mobile first aid posts and close co-operation with civil authorities, e.g. hospitals, State Emergency Services, Professional Ambulance Services, Police and local authorities, as required.

It is common practice for Brigade Surgeons and Nursing Officers to be involved in a teaching role for the Association as well as their active duties with the Brigade.

3.2 BRIGADE SURGEONS AND NURSES

General

The first and primary object of the Brigade is to train and maintain a body of men and women thoroughly efficient in first aid and patient care and herein lies the main responsibility of Brigade Surgeons and Nursing Officers. On their enthusiasm, warmth and efficiency depends the standard of training and skill of all members. Their position is primarily advisory, but an essential part of their role is to further close and sympathetic co-operation between the Brigade and other members of their profession, particularly in civil authorities, hospitals and the Armed Forces.

All members of the Brigade, including Surgeons and Nursing Officers, are expected to become familiar with General Regulations. It will become clear that in accepting a posting in the Brigade, they have the same obligations and responsibilities as any other member in respect of these Regulations and it will greatly facilitate records of service and procedures if professional members conform.

The example set by professional members is respected at all levels and their presence at important Brigade functions (e.g. Annual Reviews, Church Parades and Inspections) gives considerable incentive and encouragement to lay members of the Brigade.

3.3 BOOKS RECOMMENDED FOR REFERENCE

Principles of First Aid for the Injured	(Proctor & London, Butterworths)
Manual of Ambulance Transport Nursing	(H.G. Berry, S.A. S.J.A.A.)
Emergency Treatment of Sports Injuries	(Monash Univ. Sports Med. Centre)
Rescue Emergency Care	(K. Easton)
Animal Toxins and Man	(J. Pearn)
Manual of Disaster Relief Work	(M.S. Kell)
First Aid Competitions	(U.K.)
Casualty Simulation	

History of the Order:

The Knights of St. John in the British Realm	(King & Luke)
A Short History of the Order of St. John	
Speaker's Notes - a guide to the Order of St. John	
The Order of St. John in New Zealand	(R.E. Wright-St. Clair)
The White Cross in Canada	
St. John in Australia 1883 - 1983	
S.J.A.A. Annals of the Ambulance Department	
The Great Seige	(Ernle Bradford)
The Kappilan of Malta	(Nicholas Monsarrat)
Samaritan of the Islands	(Don Everitt)

3.4 THE DISTRICT SURGEON

The District Surgeon advises his District Commissioner on all matters concerning the medical and surgical work in his District. He is responsible for ensuring a correct standard of First Aid and Patient Care and for seeing that all annual re-examinations are carried out.

His duties include the endorsement of all nominations for appointment and promotion of Brigade Surgeons before being passed to his Commissioner. He must ensure that candidates fully understand the responsibilities of their proposed office and that they possess the requisite attributes.

He is responsible for the filling of all Surgeon vacancies in his District.

He will have active co-operation with the District Nursing Officer and Ambulance Officer in technical matters and with the District Superintendents (A&N) in all administrative matters.

His other duties will include:

1. Chairing Brigade Surgeons' meetings.
2. Co-ordinating competitions and the training of teams.
3. Liaison with experts in special relevant medical/surgical matters.
4. Consultation with the Chief Surgeon in technical matters.
5. Recommendations for admission to and promotion in the Order, of Surgeons in his District.

3.5 THE CORPS SURGEON

The Corps Surgeon supervises the medical and surgical work of the Corps. He is responsible for ensuring an acceptable standard of First Aid and Patient Care and that the annual re-examinations are held and properly conducted.

He is responsible to the District Surgeon in matters of a technical professional nature and his duties include:

1. Ensuring that Divisional Surgeons in his Corps are carrying out their duties.
2. Accepting responsibility for the proper conduct of competitions within the Corps.
3. The endorsement of the nomination for appointment or promotion (BF7) of medical officers in his Corps before being passed to the District Surgeon.

3.6 THE DIVISIONAL SURGEON

The Divisional Surgeon has charge of the medical and surgical work of the Division. He is responsible to the Corps or District Surgeon, as the case may be, for the instruction of members of his Division in First Aid and Patient Care and in co-operation with the Divisional Superintendent, will ensure the adequate attendance of members of the Division for this purpose. He sees that the annual re-examination is held.

Surgeons must lecture from the official First Aid Manual as this is the basis upon which all examinations, competitions and annual re-examinations are conducted. The Manual is also the standard upon which the current insurance policies are based. Occasional talks on general medical topics may stimulate interest and may serve to promote further interest in the work of the Brigade.

He is expected to give at least one course of lectures annually and to help with annual re-examinations if required.

On public duty, he is responsible for the medical and surgical work in the station to which he is detailed.

All surgeons are expected to give professional assistance in arranging and judging Brigade first aid competitions.

3.7 THE PROBATIONARY DIVISIONAL SURGEON

The Probationary Divisional Surgeon assists the Divisional Surgeon in the medical and surgical work of the Division. Where there is no Divisional Surgeon appointed, he will undertake his duties and responsibilities.

3.8 CASUALTY REPORTS

All Surgeons and Nursing Officers should be familiar with the Casualty Report Forms approved by the Chief Surgeon and issued by Brigade Headquarters and should ensure that they are used as appropriate on all occasions.

3.9 THE DISTRICT NURSING OFFICER

The District Nursing Officer is responsible to the District Surgeon for the Nursing training in the District. The District Nursing Officer advises the District Superintendent (N) on the appointment and promotion of Nursing Officers and endorses all recommendations for such appointments.

Objects of Appointment

- (a) To have the Nursing Profession represented on the District Staff.
- (b) To provide professional guidance for the maintenance of a high standard of Patient Care in all Divisions and general Brigade services to the community.
- (c) To foster understanding and co-operation between the Nursing profession and the Brigade.

Duties will include:

- (a) To be professional adviser to Corps and Divisional Nursing Officers.
- (b) To maintain contact on a professional level in regard to Brigade Nursing training and activities with Directors of Nursing and other Nursing organisations where members undertake practical or advanced nursing training.
- (c) To arrange periodical conferences for Corps and Divisional Nursing Officers for the exchange of views and to discuss Brigade work and training.
- (d) To recruit Registered Nurses to fill Nursing Officer vacancies within the District.
- (e) To arrange and conduct Orientation/Refresher courses.

- (f) Responsibility for reviewing periodically all Nursing public duties within the District.
- (g) Providing assistance when required for public duties.
- (h) To encourage adult and cadet members to undertake basic nursing education.
- (i) To assist Surgeons in the teaching of first aid.

3.10 THE CORPS NURSING OFFICER

The Corps Nursing Officer, in consultation with the Corps Surgeon, is responsible for advising Divisional Nursing Officers concerning nursing knowledge and skills within the Divisions of the Corps. They should communicate with the District Nursing Officer as necessary on technical matters related to nursing.

3.11 THE DIVISIONAL NURSING OFFICER

The Divisional Nursing Officer is the technical adviser on nursing matters within the Division and is responsible to the Divisional Surgeon for the standard of nursing training. Duties will include the teaching of Patient Care and she should encourage all members of the division to undertake the course and maintain a current certificate. She should liaise with the Corps/District Nursing Officer (as appropriate) on technical matters.

3.12 THE DIVISIONAL NURSE

Registered Nurses appointed to a Division where a Nursing Officer is already appointed may be given officer status and wear one star.

They are expected to assist the Divisional Nursing Officer in her duties.

3.13 NURSING OFFICERS GENERALLY

All Nursing Officers are expected to give professional assistance in arranging and judging Brigade competitions.

They are required to keep abreast of developments and advances in first aid and nursing and under General Regulations, to be proficient in first aid. In the latter case it is desirable that Nursing Officers hold a first aid certificate.

Nursing Officers are also expected to give professional assistance at public duties.

3.14 CORRESPONDENCE ON PROFESSIONAL MATTERS

Section 2.2 of the Manual deals with Channels of Communication. It will be noted that communication channels exist between Surgeons and Nursing Officers of all ranks when the communication relates to "specialist matters".

It is extremely important that this channel is restricted to matters of a professional nature only. The use of the specialist channel for other matters not only promotes inefficiency, but often causes ill-feeling and administrative problems between officers. Surgeons and Nursing Officers should ensure that matters of an administrative nature (e.g. application for leave) should be routed through their appropriate Superintendent and thus the Administrative Channel.



4. *Committee Proceedings*

COMMITTEE
PROCEEDINGS

4. COMMITTEE PROCEEDINGS

In order that meetings may be conducted in an orderly and businesslike manner it is essential that the business of the meeting should be as organised as possible and that all persons attending the meeting should have an opportunity to consider the business likely to arise at the meeting for a reasonable time before the meeting.

The matters to be discussed at the meeting should be properly set out on an agenda paper distributed to committee members at least one week before the meeting.

The business of the meeting shall be dealt with in the order it appears on the agenda unless the meeting decides otherwise.

No business may be transacted unless a quorum is present. This is usually three members and the chairman or a majority of members (whichever is the lesser).

The Agenda should contain an item "General Business" but only matters of a minor nature should be considered unless as a matter of urgency. Policy matters of a non-urgent type raised during this part of the meeting should be deferred to the next meeting.

4.1 POWERS OF COMMITTEES

No Brigade Committee whatsoever has the power to override the executive authority of officers in executive command. A committee may make recommendations but may not make decisions unless the appropriate officer in executive command has delegated authority to the committee to make specific decisions in respect of a specific matter on his behalf.

4.2 AGENDA

A specimen agenda is set out below. Where there are special matters of interest current, they should be listed as a separate item on the agenda.

Agenda

1. Apologies for absence
2. Minutes of the previous meeting
3. Business arising from the previous meeting
4. Reports from Officers.
5. Reports from Sub-Committees
6. Correspondence
7. Brigade and District Orders
8. Finance
9. Special Items
10. General Business (including date of next meeting).

4.3 MOTIONS

Motions should be in the affirmative and commence with the word "That". Every Motion must be proposed and seconded before it is accepted and opened for discussion. The moving and seconding may be verbal. Should a motion not be seconded, it is deemed to have been dropped.

When a motion has been proposed and seconded, an amendment may be moved to the motion. The amendment must be seconded. Where an amendment has been moved, it will be discussed and voted on before the motion. If it is carried, the amendment becomes the motion and is voted on. An amendment must be relevant to the original motion and be a variation of the motion. It must not be a direct negative to the motion. The mover of a motion should speak to the motion and has a right of reply after other speakers have spoken for and/or against it.

It is important that Brigade Committee meetings are not run in such a formal way that members are not permitted to express their views. However, it is the Chairman's duty to ensure that no criticism of senior officers is permitted during a meeting.



5. *Competition Regulations*

5. COMPETITION REGULATIONS

5.1 AUSTRALIAN CHAMPIONSHIP COMPETITIONS (ADULT)

GENERAL CONDITIONS

These General Conditions shall apply to Australian Championships and the qualifying District Competitions with effect from 1 July, 1982.

5.1.1 SECTIONS

The Championship shall be conducted in sections to decide:

- (a) An Australian Championship Team
- (b) An Australian Champion Individual

5.1.2 COMPETITORS

5.1.2.1 Teams

The team to represent a District at the Australian Championship of the St. John Ambulance Brigade shall consist of three members. The team may be all male, all female, or a combination of male and female members and shall have won the appropriate District Competition immediately preceding the Australian Championship, with the following exceptions:

- (i) Should the winning team be unable to participate, the District Commissioner is empowered to nominate another team which has competed in the District Competition.
- (ii) Should a vacancy occur in a District Team, the Division concerned may, with the approval of the District Commissioner, substitute another suitably qualified member.
- (iii) Should a member be prevented from competing at the last moment because of sickness or misadventure, the team concerned shall be allowed to compete with two members under the conditions specified in paragraph 5.1.5.4.

To qualify for membership of a team a competitor must be:

- (a) Efficient according to Brigade General Regulations in First Aid and Patient Care.
- (b) A member of the Division providing the team.
- (c) Not above the rank of N.C.O. within the Brigade, except that one member of a team may be a Divisional Officer or a Divisional Officer (Cadets) attached to the Division.

No Team member shall be eligible to compete in any other section of the Australian Championships in the same year.

5.1.2.2 Individual Competitors

The representative of a District in an Australian Individual Championship:

- (a) may be either male or female;
- (b) must be efficient according to Brigade General Regulations in First Aid and Patient Care;
- (c) must not be above the rank of N.C.O. within the Brigade;
- (d) must have won the appropriate District Competition immediately preceding the Australian Championship.

Should the winner of the District Competition be unable to participate, the District Commissioner is empowered to nominate another individual who has competed in the District Competition.

No individual competitor shall be eligible to compete in any other section of the Australian Championships in the same year.

5.1.2.3 Eligibility

The following are ineligible to compete in the Brigade Championships:

- (a) Registered Nurses, whether or not on a current Nursing Register;
- (b) Ambulance Officers holding an Ambulance Officer appointment in the Brigade;
- (c) Brigade Surgeons and Probationary Surgeons.

5.1.3 OFFICIALS

5.1.3.1 General Manager

The General Manager of the Australian Championships shall be appointed by the Chief Commissioner on the recommendation of the District Commissioner in whose District the Championships are to be held.

The General Manager shall be responsible to the Chief Surgeon for the organisation and running of the Championships and shall ensure that all those assisting are conversant with these General Conditions and their respective duties.

5.1.3.2 Team Managers

Each District Commissioner shall appoint a Team Manager who shall be responsible for the District Team and District Individual representatives. The Team Manager shall ensure that each competitor is conversant with these General Conditions.

5.1.3.3 Adjudicators

Adjudicators shall be appointed as follows:

For all first aid tests or tests including first aid - Medical Officers.

For all nursing tests or tests including nursing - Registered Nurses.

In events A and/or C (Teams) where a test requires the simultaneous examination or treatment of two or more casualties, an adjudicator shall be allotted to each casualty unless the injuries or illnesses are of such a minor nature that one adjudicator is deemed sufficient.

With the approval of the Chief Surgeon (or in District Competitions - the District Surgeon) Ambulance Officers and Other Brigade Officers may be used as assistant adjudicators.

Copies of the document "Suggestions for Adjudicators" issued by the Chief Surgeon shall be supplied to all adjudicators, team managers and competitors.

5.1.3.4 Timekeepers and Stewards

A timekeeper will be provided by the General Manager for each event and will act under instructions from the adjudicator.

An adjudicator's steward will be provided by the General Manager to assist each adjudicator. He will remain with the adjudicator to whom he has been allotted and will act under his instructions.

A team steward will be allocated by the General Manager to each team and individual competitor. He will remain with them until the completion of tests and will ensure that no communication takes place between them and any other person.

At the discretion of the General Manager the duties of timekeeper and adjudicator's steward may be combined in one person in any individual event.

Timekeepers and adjudicators' stewards will report to adjudicators the use of any material not authorised by these General Conditions, but must make no other comment on the work of the competitors unless requested to do so by the adjudicator.

5.1.4 GENERAL

5.1.4.1 Identification of Competitors

Each team and each competitor in the individual events will be known by a distinguishing letter to be drawn by the team manager prior to the Championships. Each member of a team will be identified by a number and number one will be the team leader. The name of the District of the competing team or individual will be displayed at the test site.

5.1.4.2 Security

All competitors will be isolated in an area reserved for the purpose, at least half an hour before the time of commencement of the first event. Spectators will not be admitted to the competition area until the competitors have been isolated. Competitors will remain in isolation until they have completed all events.

5.1.4.3 Kit Inspection

All first aid kits will be inspected once the competitors are isolated and any equipment not itemised in Section 5.1.8.2 and Appendix "A" of these General

Conditions will be removed. Replacements will not be permitted.

5.1.4.4 Textbooks

Reference Books will be the first aid and patient care manuals currently prescribed for Brigade training, unless otherwise authorised by the Chief Surgeon.

5.1.4.5 Dress

Male members will be dressed in uniform. Female members will be dressed in uniform black slacks and white tops. The General Manager shall, at his discretion, in consultation with the Chief Surgeon and/or Chief Superintendent (N) have the responsibility of varying this condition if appropriate.

5.1.5 COMPETITION EVENTS

5.1.5.1 Teams

Event A

300 marks

This will be a test for the whole team in first aid OR nursing, OR a combination of both. The nature of the test will be decided by the General Manager and will not be communicated to teams in advance of the Championships. The General Manager is not required to take into account the pattern of previous Australian Championships, for example, if Event A is a first aid test in any one year it will not necessarily be a first aid test in the following year, nor will it necessarily be a nursing test.

Event B

100 marks

This will be a test for one individual member of the team. The number of the team member to compete in Event B will be decided by ballot immediately the teams enter the isolation area and teams will be informed forthwith. The same number will apply to all competing teams.

Event C

200 marks

This will be a test for the remaining two members of the team working together.

5.1.5.2

If Event A is a first aid test, Events B and C will be nursing tests. If Event A is a nursing test, Events B and C will be first aid tests. If Event A is a combined test, one of Events B and C (as decided by the General Manager) will be a first aid test and the other will be a nursing test.

5.1.5.3

At the conclusion of the test, questions may be asked by the adjudicator to clarify work done but not more than ten per cent of the marks for each event may be allotted for oral questions relating to the work performed.

5.1.5.4

Should a team member be prevented from competing at the last moment because of sickness or misadventure, the remaining two team members will share the

absent member's work in Event A, will compete in Event C and will receive the average of the marks obtained by other competitors in Event B.

5.1.5.5 Individual Competitors

<u>Event A</u>	First Aid Test	<u>200 marks</u>
<u>Event B</u>	Nursing Test	<u>200 marks</u>

5.1.5.6

At the conclusion of the test, questions may be asked by the adjudicator to clarify work done but not more than ten per cent of the marks for each event may be allotted for oral questions relating to the work performed.

5.1.6 RECORDS

The approved Brigade Casualty Record documents shall be used in Competitions. Not more than 10% of the marks for the event may be allocated for the completion of casualty records and messages.

5.1.7 PRESENTATION OF CASUALTIES

Casualties will be provided by the General Manager of the Championships and allotted to adjudicators.

Competitors in first aid tests will be required to examine casualties and make a diagnosis. Every effort will be made to achieve realism in the presentation of casualties and to give competitors the correct "atmosphere" by casualty simulation (make-up, acting and staging), under the direction of the adjudicators.

Where relevant signs or symptoms cannot be obtained from the casualty (e.g. the condition of the pulse, the pupil, state of respiration), the team leader or any competitor placed in charge of the casualty may ask the adjudicator for this information, but the part should be correctly examined as the question is asked. If the competitor gives the condition as found (e.g. "eyes and pulse normal"), the adjudicator will advise him of the casualty's condition (e.g. "Consider the pupils unequal, left eye bloodshot, pulse slow and full"). Questions about any condition which should be apparent on examination of the casualty will be answered, "As you find it."

On arrival in the isolation area, competitors in any event, at the discretion of the General Manager in consultation with the Chief Surgeon and Chief Superintendent (N) will be informed of the circumstances of the test, e.g. location, time of day and state of weather and duration of the test.

Ground sheets will be provided to protect casualties from damp ground. They must not be used for any other purpose and they do not substitute for cover under the casualty required in the course of treatment.

5.1.8 CONDUCT OF TESTS

5.1.8.1 Chief Surgeon's Approval

The details of all competitions and marking sheets to be used in an Australian

Championship must be submitted for approval to the Chief Surgeon or his nominee at least three months before the date of the Championship.

5.1.8.2 Equipment

See requirements for Basic First Aid Kit at Appendix "A" to these General Conditions.

Where the event requires the performance of expired air artificial respiration or external cardiac compression a manikin suitable for the purpose will be available at the test site and will be produced when the need for such a procedure is declared by a competitor.

At the adjudicator's discretion other materials may be supplied for an event.

5.1.8.3 First Aid Tests

All first aid tests, other than individual tests should include:

- (a) Some element of improvisation. Competitors may use any materials on the test site. First Aid Kits may be taken away from competitors before the event commences.
- (b) Transport of the casualty to an ambulance or other suitable vehicle. The help of bystanders, if available, may be enlisted. Difficulties with terrain may be introduced and obstacles interposed, to test the capacity of the team to transport the casualty correctly. Deviation from the route indicated by the adjudicator will not be permitted.

5.1.8.4. Time Limits

Adjudicators will fix reasonable time limits which will be communicated to competitors in isolation. On the expiration of the period a blast on a whistle will be given, whereupon all activity will cease and competitors will stand clear of the casualty. Marks will be assessed on the work performed.

5.1.8.5 Messages

The bearer of any message from a team will be placed in a position where he cannot view the work of the team during the period considered necessary to deliver the message and return. Previously prepared written advice of any kind is forbidden.

5.1.8.6 Penalties

Competitors bringing onto the test site and using equipment or materials not authorised by these General Conditions will be penalised 20% of the marks available for the event in which such equipment or materials are used.

Use of a competitor's clothing or casualty's clothing will incur a penalty of 20% of the marks available for the event unless such use is considered reasonable by the adjudicator.

The adjudicator is empowered to award no marks for the test, or any portion of the test, if in his opinion any action or lack of action by a competitor endangers

absent member's work in Event A, will compete in Event C and will receive the average of the marks obtained by other competitors in Event B.

5.1.5.5 Individual Competitors

<u>Event A</u>	First Aid Test	<u>200 marks</u>
<u>Event B</u>	Nursing Test	<u>200 marks</u>

5.1.5.6

At the conclusion of the test, questions may be asked by the adjudicator to clarify work done but not more than ten per cent of the marks for each event may be allotted for oral questions relating to the work performed.

5.1.6 RECORDS

The approved Brigade Casualty Record documents shall be used in Competitions. Not more than 10% of the marks for the event may be allocated for the completion of casualty records and messages.

5.1.7 PRESENTATION OF CASUALTIES

Casualties will be provided by the General Manager of the Championships and allotted to adjudicators.

Competitors in first aid tests will be required to examine casualties and make a diagnosis. Every effort will be made to achieve realism in the presentation of casualties and to give competitors the correct "atmosphere" by casualty simulation (make-up, acting and staging), under the direction of the adjudicators.

Where relevant signs or symptoms cannot be obtained from the casualty (e.g. the condition of the pulse, the pupil, state of respiration), the team leader or any competitor placed in charge of the casualty may ask the adjudicator for this information, but the part should be correctly examined as the question is asked. If the competitor gives the condition as found (e.g. "eyes and pulse normal"), the adjudicator will advise him of the casualty's condition (e.g. "Consider the pupils unequal, left eye bloodshot, pulse slow and full"). Questions about any condition which should be apparent on examination of the casualty will be answered, "As you find it."

On arrival in the isolation area, competitors in any event, at the discretion of the General Manager in consultation with the Chief Surgeon and Chief Superintendent (N) will be informed of the circumstances of the test, e.g. location, time of day and state of weather and duration of the test.

Ground sheets will be provided to protect casualties from damp ground. They must not be used for any other purpose and they do not substitute for cover under the casualty required in the course of treatment.

5.1.8 CONDUCT OF TESTS

5.1.8.1 Chief Surgeon's Approval

The details of all competitions and marking sheets to be used in an Australian

the life of a casualty or a competitor.

If in the opinion of the adjudicator any action or lack of action could seriously affect the ability of a competitor or of a team to continue the test, the competitor or the team will be retired from the test forthwith, except in circumstances where the adjudicator has written into the test some mishap to a team member which involves his subsequent care by other team members.

5.1.9 RESULTS OF COMPETITIONS

5.1.9.1 Teams Event

In the Team Event the team gaining the highest aggregate marks will be declared the winner and will hold the Championship Trophy until the next Australian Championships. In the event of a tie, each team will hold the trophy for half of this period. In addition, members of the winning team will receive individual trophies and in the event of a tie, members of both teams will receive individual trophies.

5.1.9.2 Individual Events

In an Individual event the competitor gaining the highest aggregate marks will be declared the winner and will hold the trophy for the Individual Champion until the next Australian Championships. In addition he will receive an individual trophy. In the event of a tie, the competitors concerned will hold the trophy for equal periods until the next Australian Championships and will each receive an individual trophy.

5.1.9.3 Mark Sheets

Typewritten copies of adjudicators' mark sheets will be handed to the Chief Commissioner or his representative who will arrange for their distribution to the team managers.

5.1.10 PROTESTS

Any protest must be lodged with the General Manager. He may consult with the adjudicator or adjudicators concerned and the decision of the General Manager shall be final. A protest must be related only to alleged infringements of these General Conditions and shall be lodged in writing by the team manager either on his behalf or on behalf of the team or individual competitor.

No protest shall be received later than 10 minutes after the completion of the last event on the programme.

5.1.11 TROPHIES

The trophies for the Australian Championships are as follows:

Sir William Johnston Trophy	-	Individual
Douglas Donald Trophy	-	Team

5.1.12

In the event of any dispute the decision of the Chief Surgeon or his nominee shall be final and decisive.

J. P. BUSH
Chief Surgeon

B. DAWSON
Chief Superintendent (N)

5.2 KIT LISTS

(APPENDIX "A")

The following list is prepared for the standard member's kit for first aid duties and competition purposes. Items on the Appendix "B" list may be included only after approval by the District Surgeon.

NO.	SIZE	ITEM	USES
<u>CLEANING ITEMS:</u>			
5 - 10		Non-alcoholic wipes, individually wrapped.	Cleaning small areas around wound. Sticky tape will not stick to greasy skin.
1	125 g.	Antiseptic soap in sealing plastic bag.	Cleaning your hands before attending to patient's eyes or wounds (other than haemorrhage).
6	Small	Disposable towels, e.g. large "Chux" towels. (A portable pack with "pop-up" dispenser is acceptable.)	Drying; assist major bleeding control.
<u>COVERING FOR WOUNDS:</u>			
2	Med. (9 x 11 cm.)	Prepared Wound Dressings.	For larger wounds. Effectively controls bleeding when firmly applied. Do not use on open fractures.
1	Lge. (15½ x 12½ cm.)		
2	Med. (not larger than 9 x 20 cm.)	Prepared Dressing Pads.	Made of combined dressing (gauze/cotton wool). For small to large weeping/oozing wounds which do not need very firm pressure.
3	Lge. (not larger than 20 x 20 cm.)		

2	7.6 x 10 cm.	Non-stick <u>sterile</u> dressings.	Useful on burns or other areas where skin is broken and ordinary dressings stick.
1	4 cm. wide.	Band-aid strip.	For minor wounds; cut to size.
1 pkt.	Several sizes.	Band-aids/shapes.	Very minor wounds.
1	100 g. (Ripple pack).	Cotton Wool.	To absorb secretions from a wound. <u>NEVER</u> place directly on an open wound.
<u>BANDAGES:</u>			
6	1 m. wide.	Triangular bandages (cloth).	Sling; broad/narrow bandage to support injured part or retain dressing/pad; firm pad when folded small.
4	<u>Not wider than:</u>	Crepe roller bandage.	Hold light dressings in place; support for arm, hand, thumb/fingers.
1	7.5 cm.		
	2.5 cm.		

ADHESIVE TAPES:

1 7.5 cm. wide.

1 2.5 cm. wide.

EYE CARE ITEMS:

2 30 ml.

2 prs.

MISCELLANEOUS ITEMS:

6 30 x 40 cm.

Zinc Oxide tape, e.g.
Leucoplast.

"Ouchless" paper tape,
e.g. Micropore.

Sterile saline solution
for irrigation (N.B.
note expiry date), e.g.
"Eye Stream".

Eye pads.

Plastic Bags.

Strong tape. "Breathes".

Hypo-allergenic, hold on light
dressings.

To wash out small foreign bodies
trapped under the eyelids, e.g. dust,
smoke. Be shown how to do this
properly.

Do not re-use after expiry date (no
longer sterile). Replace after expiry
date. Can irrigate a dirty wound with
this in place of an antiseptic solution.

To properly rest the bad eye, the good
eye should be rested.

Dry work space; container for
rubbish; half filled with crushed ice as
ice-pack. Seal for penetrating chest
wounds; container for amputated
parts; container for patient's
valuables.

5-10	Med. & Lge.	Safety pins	Do not use on paper triangular bandages, use strong adhesive tape.
1	Not larger than 20 cm.	Plastic kidney dish	
1	13 cm.	Scissors	For cutting gauze, clothing.
1	12 cm.	Tweezers (sharp ends)	Removing splinters, etc.
1	Penlight	Torch	
2		Pencils (& sharpener) or biros	To record times used, user, patient's name, etc., etc.
1		Notebook (Spirax)	Recording items used/date/user, etc. at one end. Record of patient's name, history, diagnosis, etc. to go with patient to medical aid. Messages for bystanders. Supply of Casualty Treatment Record Sheets. B.F.
1	1 pint (600 ml.)	Bottle water, disposable cups.	To give as drink. Use for washing.
2			
20	300 mgm.	Soluble Aspirin Tablets in foil pack.	Adults.

The above list shows the minimum of each item to be carried by Brigade personnel when in uniform on a public duty.

APPENDIX "B"

(MUST BE APPROVED BY DISTRICT SURGEON)

(N.B. Items marked thus * - no more than this quantity may be carried.)

NO.	SIZE	ITEM	USES
<u>SUBSTANCES FOR TOPICAL APPLICATION:</u>			
1	20 ml.	Antiseptic solution (1% in H ₂ O)	Must have graduated container, graduated dropper.
		Made by diluting 'Savlon Concentrate' according to instructions.	To make up antiseptic solution. Solution to be discarded at end of day. Also need a container to store the remainder of Savlon Concentrate.
* 1	25-30 gm.	Cream for insect stings. (e.g. 'Evrax').	Soothe itchy bites or stings. Do not use near eyes. Use as little as possible on any one person as sensitisation may develop.
* 1	15 ml. decanted into unbreakable unsquashable bottle (e.g. plastic eye dropper with secure leakproof lid).	Friars Balsam (also called Tincture of Benzoin Compound or Tinc. Benz. Co.)	Seals and protects broken foot blisters prior to adding protective adhesive tape. Aids coagulation of leech bites.
1	100 ml. spray-on or tube cream.	Sunburn prevention solution.	(PABA in alcohol). Apply before and during exposure. Keep away from eyes and mouth.
* 1		Sunburn relieving	

SUBSTANCES TO BE TAKEN INTERNALLY:

1	20 tabs.	Glucose tablets.	Instant energy source for conscious hypoglycaemic patients. Reassuring placebo.
*1	24 tabs. foil packed. pkt.	Soluble aspirin 300 mgm. (adults).	2 tabs. every 3 hours for pain. Give patient plenty of fluids.
*1	10 tabs. foil packed. pkt.	Soluble Paracetamol (children).	See pkt. directions and follow them exactly.
10	foil wrapped.	Throat lozenges anti-septic only.	Soothes sore throat take exactly according to instructions
10	foil wrapped.	anti-tussive only.	Helps stop cough on packet
10	individually wrapped.	Antacids.	To relieve indigestion and heartburn.
<u>MISCELLANEOUS:</u>			
1	marked in °C	Thermometer	Must have disinfecting solution available.
1	penlight	Torch and 2 spare batteries.	May be useful to do head injury observations (pupils).
1	soft	Toothbrush	Use as nail brush, or clean gravel rash.

1	pre-rolled lengths	Toilet paper	Pre-roll several yards and store in small plastic bags.
	any sizes (can be torn or cut to size)	Laundered old clothing, sheeting or towel- ing.	Use as padding for fractures, etc.
1		Paper underpants	
1	sizes as available. 1 m ² bags. 2 m. x 1 m. sheets	Plastic sheeting or large garbage or foil rescue blanket.	Use as groundsheet, cover over patient.
1	Adult size (pkt. of 4" x 3" x 1").	Plastic raincoat, e.g. "Polymac".	Emergency protection for self or patient in case of rain.
1	commercial or improvised inflatable splints.	Cervical collar.	Neck support.

NOTES:

Items marked * if carried and dispensed must be fully recorded

- in the member's notebook, and
- on the casualty record form which is sent to Duty Officer for that duty or to Div. Supt., D.N.O., D. Surgeon, D.A.O.

If these items (*) are used, records must include:

- patient's name, age, address (and parent or guardian, if patient is child);
- member's name, rank, Division
- date/time of treatment
- patient's symptoms
- signs observed by member
- provisional diagnosis by member
- exact description of treatment given by member, e.g.
 - x tabs. with H_2O , 1" strip cream and dpb sunburn relief sprayed area 40 x 40 cm.
- follow-up advice given by member.

5.3 GUIDELINES FOR CONDUCT OF AUSTRALIAN CHAMPIONSHIPS

5.3.1 General

The primary objective of the Brigade is to provide a body of men and women thoroughly trained in First Aid and Patient Care.

One of the means of encouraging efficiency in both First Aid and Patient Care is the conduct of competitive exercises. The Australian Championships are designed to identify the best Individual and the best Team representing a Division in Australia. Theoretically it should not be necessary for trained efficient members of the Brigade to undertake special training for competitions. However, enthusiastic competition stimulates extra training and the standard required in competitions is such that additional training is usually undertaken.

Divisional Surgeons, Divisional Nursing Officers will be involved in competition activities by assisting with training and also adjudicating. Divisional Ambulance Officers may also assist in training and be asked to be assistant adjudicators. Guidance for adjudicators is provided in the booklet, "First Aid Competitions and Casualty Make-up" produced by the St. John Ambulance in the United Kingdom.

The following principles should be borne in mind:

- (a) Every-day accidents are the best cases upon which to base tests and are the most useful from the training aspect. Unusual and complicated incidents should be avoided and traps for the unwary should not be set. A competition is not an opportunity to "catch out" a member of the Brigade.
- (b) Injuries simulation and staging should be compatible with case histories.
- (c) The amount of work required should not be more than might be expected from a good average team or individual, otherwise rough handling and undue haste may result from the desire to complete the test in the time allowed - usually twelve to fifteen minutes.

5.3.2 The Adjudicator

- (a) District Competitions are the responsibility of the District Surgeon, who should work in close co-operation with the District Nursing Officer. For Australian Championships the Chief Commissioner appoints a General Manager, usually a member of District Staff from the host State. However, the District Surgeon is responsible to the Chief Surgeon for the selection of adjudicators and the local arrangements for the competitions. The Chief Surgeon is responsible for the actual competition and the marking sheets should be prepared and submitted to the Chief Surgeon at least 12 weeks before the competitions.
- (b) Selection of Adjudicators.
Adjudicators should be selected for their experience and knowledge of the First Aid and Patient Care Manuals. The only adequate method of gaining competence in adjudicating is by experience. It is therefore

helpful for younger and less experienced adjudicators to act as assistant to an adjudicator initially, or to be used at competitions at a lower level.

(c) Training

The training of adjudicators in a District is the responsibility of the District Surgeon and District Nursing Officer. It is important that doctors and nurses preparing tests and adjudicating must conform strictly to the Brigade text books and manuals and not deviate according to their own or current professional whims.

(d) Preparation of the Test

This must be done with care and it is important that the setting, props, etc. are appropriate, including, if required, a manikin for E.A.R. and E.C.C. and suitable equipment for transport and improvisation.

(e) The Marking Sheet

Marking Sheets should be prepared carefully; preferably by the adjudicator, who should be completely familiar with its layout. (See 5.3.4(b) - the Test below.)

(f) Competitors are rightfully critical of any deviation by adjudicators from the normal codes of competition etiquette. Competitors train hard and responsibly for tests and they are entitled to expect that adjudicators approach their task also with responsibility. This involves a close attention to all the actions and conversation of the competitor; the adjudicator should not talk to spectators, visiting V.I.P.'s nor smoke nor in any other way appear to have lost interest in or concentration on the task at hand.

5.3.3 The General Manager

The responsibilities of the General Manager are to ensure the overall efficient conduct of the competitions. In the Australian Championships he is responsible to the Chief Commissioner and as a general rule is seconded to the Chief Commissioner's staff, for a period of a number of months, up to the Competition. He must work closely with the Chief Surgeon, Chief Superintendent (Nursing) and his District Commissioner who is also responsible for the overall management of the day's proceedings.

The Competition Manager at District Competitions is, of course, responsible to his District Commissioner.

(a) Selection of Venue and Sites

It is important that the venue for the competitions shall be selected with care. Adequate facilities must be available for the tests to be conducted without cramping the competitors, for facilities to be available for isolation, catering, parking.

(b) Casualties

The General Manager is responsible for the provision of casualties who are capable of providing the simulation required by the adjudicator. It is important that casualties should be appropriate, i.e. a young cadet is not

suitable as a casualty in a test in which she is meant to represent an elderly geriatric patient.

(c) Staff

Adequate staff must be provided to cover the following duties:

- (i) Adjudicators and assistant adjudicators if necessary;
- (ii) Timekeepers;
- (iii) Stewards;
- (iv) Patients, bystanders;
- (v) Auditors.

Instructions, preferably in writing, should be provided for each officer, with a clear indication of his/her duties and responsibilities.

(d) Security

It is important that prior to the competition and on the day of the competition, the details of the tests shall not be made available or leaked to any person. This particularly applies to a home/host team in an Australian Championship. Provision must be made to cover this point, particularly in a situation where there is a joint ownership or usage of a headquarters, where typing and secretarial work is undertaken for competitions.

(e) Isolation

An adequate area with reasonable comforts should be made available for the competitors. Provision shall be made for refreshments (luncheon for all competitors if timing is appropriate), washing and toilet facilities and adequate provision made for recreation or entertainment during the period of waiting. Radios, television, cards, darts and other facilities should be considered.

(f) Results

It is important that the results of the competition shall be available as soon as practicable at the conclusion of the competitions. It is not the responsibility of the adjudicators to add up the marks. It is therefore important that one (or more) officers shall be responsible for the auditing of the marking sheets. The first responsibility is to ensure that every point on the marking sheet has been recorded with a mark or zero. It is important that provision be made for these officers to work in an area which is undisturbed and uninterrupted.

(g) Relationship with District Competition Committee, etc.

The General Manager must work with the District Competition Committee. Competitions provide good opportunities for public relations for St. John. It is important that the General Manager appoint an officer as Media Liaison Officer who is well informed on the Competitions, well-presented and capable of undertaking this task. Competitions, particularly when held in a public building or public place are valuable opportunities for good public relations for St. John.

(h) Time-table

It is important that the time-table be arranged realistically. This can be

drawn up in skeleton form at a date prior to the competitions as soon as the adjudicators have indicated the length of time required for their tests. On the day of the competitions or the previous day at the Managers' Meeting, the allocation of places can be made to the teams.

Adequate time must be left available in the time-table for:

- (i) the preparation of the site and the simulation/make-up of the casualties;
- (ii) briefing of the casualties; this should preferably have been done on a previous occasion.
- (iii) briefing of the teams, so that all teams or competitors are aware of the information which is available to them, before commencing the test.
- (iv) the event - the time for this will be allocated by the adjudicator. If there is any difficulty in this regard the General Manager should consult with the adjudicator and the District or Chief Surgeon.
- (v) questions, etc. if indicated by the test at the conclusion of the test;
- (vi) cleaning up of the site, removal of debris from one team, e.g. bandage wrappings, etc. and the preparation of the site for the next team;
- (vii) refreshment time for adjudicators and competitors and officials.

The programme must also make provision for the final session of the Championships, announcement of results and presentation of awards. Under certain conditions arrangements are made for either one or both of these activities to be carried out at a function later in the day, e.g. a presentation dinner.

Notwithstanding the fact that well-run competitions can be a good public relations exercise for St. John, the convenience of V.I.P.'s, other visitors or social arrangements must not be permitted to prejudice the fairness of the competitions to any competitor.

(i) Managers' Meeting

It is advisable that a meeting of the managers of the teams shall be held on the day of the competition or in the Australian Championships held in conjunction with the Priory Meetings, possibly this can be held on the previous day. At this meeting the draw can be made. It is also possible at this meeting to give managers any relevant information in connection with the administrative arrangements for the competition.

It is desirable that the Managers' Meeting be held at a time when the Chief Surgeon and the Chief Superintendent (Nursing) can be present.

Over the years much controversy has been generated over the advisability of informing the teams prior to the day of the competition, or prior to the commencement of their own test of the setting for the test. Although this information can be given to the managers at the Managers'

Meeting, it is preferable that it shall be given to the teams direct either in written form per the managers, or in writing prior to the competition or to the teams when they enter the isolation area on the day of the competition. The Chief Surgeon is responsible for making a decision on this matter. It is probably more appropriate that the last alternative is used.

(j) Presentation Procedure

The teams should be fallen in in front of the parade and before the Officer, Chief Commissioner or other person who is to make the announcement of results and present the awards.

(k) Trophies

The following trophies are competed for in the Australian Championships:

Sir William Johnston Trophy	-	Individual
Douglas Donald Trophy	-	Team

States, Districts have their own trophies.

5.3.4 The Test

- (a) Although the setting of a First Aid Competition Test requires some ingenuity and thought, it is not difficult. The adjudicator must be aware of the limitations of the venue, i.e. it is unreasonable to expect the General Manager to provide a 3-ton tip truck if the competition is being held in an upstairs classroom of a school. Where possible the test should be appropriate to the scene. In Australia it is frequently possible to "gamble" on the weather to hold a test out of doors.

There must be adequate man-power available for the setting up of the test and its replacement, after each event.

Competition complexes, i.e. specially prepared sets, using prefabricated materials which can be dismantled, have been used with good effect in some Districts.

Attempts should be made to create a realistic set.

Dangers

Adjudicators should not specify requirements for the test which are obviously potentially dangerous. The smell of petrol, burning gas jets, live electrical equipment which could cause damage should be avoided.

(b) Marking Sheets

The marking sheet should be designed in such a way as to test the competitor's powers of observation and examination and his/her ability to provide treatment. The requirements must conform to the appropriate St. John Ambulance Brigade manual. Doctors and nurses cannot incorporate in their test their own individual methods of treatment, variations in approach or opinion or in any other way require the competitor to conform to their own whims.

Adequate provision must be made for safety for the first aider and patient.

Specific items of examination and treatment should include marks which are given for:

- (i) approach;
- (ii) teamwork;
- (iii) initiative and resourcefulness;
- (iv) questions and reports;

in addition to the first aid or patient care specific items.

In each test there should be an in-built element of improvisation and also provision should be made for transport if suitable to the test.

(c) Rehearsal

It has been found valuable to hold a rehearsal of the competition test prior to the date of the competition. This helps to "iron out the bugs" in the adjudicator's marking sheet; sometimes a rehearsal team may produce an alternative method of treatment which has not occurred to the adjudicator, enabling him to adjust the marking sheet prior to the date of the competition.

A rehearsal also has the great advantage of removing from the first competitor the disadvantage of being a "guinea pig".

When rehearsals are held it is obvious that adequate precautions for security must be maintained.

Adjudicators are reminded that the booklet, "First Aid Competitions" available from St. John Ambulance Stores Department gives excellent information on the design of tests. District Surgeons are responsible for the training of an adequate pool of adjudicators in their own District.

5.3.5 Sundries

(a) Related Social Events

At the Australian Championships which are customarily held during Priory week, a Brigade dinner or dinner dance is usually held on the evening of the day of competition. At this events awards may be presented. It is important that provision is made by the organisers to ensure that all competitors and preferably all supporters and other persons who wish to attend should be able to do so. Suggestions have been made that competitors should be able to attend this function as non-paying guests. The practicality of this suggestion will depend upon individual budgets.

(b) Kits

First Aid Kits must conform to the prescribed basic minimum kit contents. Competitors will be penalised if items other than permitted in this list are found in the kit or are being used.

- (c) Casualty Simulation
The preparation of the casualties to provide a realistic situation is important. Casualty simulation includes make-up (faking of wounds) as well as acting and behavioural performance. It is not acceptable to use made-up plaques or labels.
Selection : should include consideration of suitability as to
Sex
Age
Size
Health
Briefing : Casualties should be briefed on what is required from them, what replies they should give to questions and when and which questions should be not answered by a casualty but the answer to the competitor's question be given by the adjudicator.
- (d) Hospitality
Arrangements must be made for the adequate hospitality of competitors, visiting supporters, members of the general public, V.I.P.'s, media and the workers.
- (e) Training of District Teams
The training of teams which have won District competitions and will be representing their District in an Australian championship becomes the responsibility of the District. District Surgeons and District Nursing Officers, in association with the Divisional Superintendent of the Division shall assist in the training if requested.
- (f) Casualty Records.
The Brigade Casualty Records in current use shall be the records which it is expected will be used in Competition tests.
- (g) Transport
An element of transport or the provision for transport shall be considered to be a part of a test.

BIBLIOGRAPHY:

First Aid Competitions
Casualty Simulation

U.K.
Douglas G. Smith
Brian J. Fotheringham

5.4 SUGGESTIONS FOR ADJUDICATORS

5.4.1 Setting the Test

The adjudicator himself should set the test and compile the marking sheet. The test should be of a standard appropriate to the level of the competition but quite straightforward in character. Unduly complicated injuries are unnecessary, and deliberate traps should be avoided. The test must be kept within the limits of the knowledge required of the competitors as set out in the competition conditions.

Having worked out a suitable test the adjudicator should discuss his general requirements with the Competition Manager to ensure that it can be properly staged and liaison with other adjudicators is also necessary to avoid duplication of injuries or incidents.

Marking sheets should allow for some flexibility because it does happen occasionally that a team will develop a perfectly reasonable approach to a case which is rather different from that envisaged by the adjudicator. Marks should be specifically allotted for each aspect of treatment and also for general efficiency (including teamwork, initiative, resourcefulness and so on). Full marks should not be given for a specific treatment unless that treatment is carried out at the correct time. A quota of marks, perhaps five or ten per cent, may well be kept in reserve to be awarded as bonus points to competitors who show unusual acumen in any part of the test. Conversely, the adjudicator should be prepared to deduct marks for bad mistakes in management of the case not otherwise provided for on the marking sheet, so that it is prudent to include a section for penalty deductions, the reasons for which should always be briefly indicated.

The diagnosis of death does not come within the scope of First Aid and it is preferable that tests in which death is presumed to have occurred should not be set.

Maximum security precautions must be taken to ensure that the nature of the tests set is known only to those directly engaged in their preparation. This is the responsibility of the District in which the competitions are to be held.

5.4.2 Presentation

Realism in the presentation of casualty situations is essential. Competitors will be introduced into a setting which must approximate as closely as possible to that in which such a situation would have actually occurred. Facilities available should be neither more nor less than those normally to be found in such a setting. There is scope for considerable forethought and perhaps for some ingenuity, in the staging of casualties, but trick situations are better avoided. The Competition Manager and his assistants must be prepared to go to quite a lot of trouble to obtain materials necessary for realistic staging. Adjudicators, on the other hand, should not make unreasonable demands for materials which are unduly difficult to obtain or to transport to the competition site.

Individuals playing the part of casualties should be carefully chosen for their capacity both to look the part and to act it. When the circumstances are such that they may be subjected to physical strain in the course of the competition, it

is permissible for casualties to be duplicated so that while one is engaged in an event the other is being made up to replace him in the subsequent event. It is obvious that alternating casualties should be as alike as possible in build, appearance and acting ability and must be briefed to conduct themselves in exactly the same manner for all competitors.

A high degree of realism in casualty make-up is now possible, to the extent that injuries depicted are virtually indistinguishable from the real thing. This standard should be attained at national competitions. The use of plaques is not permitted.

It follows that if casualty make-up, acting and staging attain the standards outlined above, competitors are required to use their powers of observation and their resourcefulness to assess any given situation. Where any necessary information cannot reasonably be deduced from the circumstances in which the casualty is found, the adjudicator will at his discretion verbally brief competitors, or answer relevant questions. The same advice will of course be given to all competitors.

5.4.3 Preliminary to the Competition

Immediately before the competition the adjudicator should refresh his memory about the details of the test he has set, and should ensure that he is thoroughly familiar with the rules governing the competition and with the relevant parts of the First Aid (or Patient Care) Manual.

It is his duty to attend at the competition venue well in advance of the official starting time so that he may -

- (a) meet his staff;
- (b) see that the setting for the test is in accordance with his requirements and arrange for any last minute alterations;
- (c) supervise casualty make-up;
- (d) thoroughly brief each casualty on the general action of the test and the part the casualty is to play.

One of the most common embarrassments in competitions is the casualty who is not properly trained in his role and is not clear how to act it. The adjudicator must place him in the required position at the outset of each test and must coach him in the answers he is to give to any questions put to him by the competitors and in his reactions to his injuries, especially when carelessly or roughly handled. It is important that the casualty understands exactly what his injuries are and just how he is supposed to be affected by them. It is impossible to anticipate all the questions that may be asked of him and it is often difficult to visualize all the ways in which his injuries may be treated. Therefore, the adjudicator must ensure that he is sufficiently familiar with his part to react appropriately to unforeseen methods of approach.

It is essential that the casualty acts his condition in precisely the same way for all competitors and gives the same answers to questions. The adjudicator should not hesitate to correct any impression wrongly given in the course of the competition.

5.4.4 Conduct of the Competition

Competitors are expected to obtain most of the information they require by properly examining the patient and not by a running cross-examination of the adjudicator. Information about those signs which cannot be portrayed, e.g. the condition of the pulse, pupils and respiration, may and should be sought from the adjudicator, but the part must be correctly examined when each question is asked. The adjudicator's answers should be clear and decisive. Unnecessary questions and comments should be penalised; so too should a team the members of which engage in prolonged muttered conversations.

The adjudicator must both see and hear everything that goes on in the course of an event and if the scope of the test is such that this is not possible one or more assistant adjudicators should be appointed. He should never turn his back on the competitors or become too immersed in his marking sheet to observe their actions. The adjudicator who smokes while an event is in progress is discourteous to competitors and attracts unfavourable comments from spectators.

The casualty should not be subjected to unreasonable physical discomfort, and in particular a watch should be kept for bandages applied tightly enough to arrest the circulation in a limb, e.g. in the control of haemorrhage. In such a case the adjudicator himself should loosen the bandage and explain to competitors why he is doing so.

Most competitors suffer from a greater or lesser degree of nervousness, some conspicuously so, some not so obviously. No allowance should be made for mistakes which are apparently due to nervousness, but which nevertheless detract from the competitor's efficiency, on which he is being judged.. At the same time the adjudicator should, by his general demeanour, try to encourage the efforts of all competitors rather than to rattle them.

Messages may be sent in two ways. A member of a team may himself deliver a message, by telephone or in person, in which case he is to be withdrawn from the event and placed in the charge of the timekeeper for the approximate period it would take him to deliver the message and return. He should recite his message orally to the adjudicator and it is not necessary for him to write it out. On his return to the team he must report to his team leader such information as may be given to him by the adjudicator in response to his message. Alternatively, a bystander may be used, in which case the message must be in writing and the bystander must be instructed to report back. Should he not do so within a reasonable time, another message must be sent.

When the marking sheet is completed it should be placed in a sealed envelope and delivered to the Competition Manager. It is not the duty of the adjudicator to add up the marks on the sheet.

5.4.5 Spectators

National competitions are viewed by a large number of spectators consisting of members of the Brigade, the general public and relatives and friends of competitors. Every opportunity should be taken to maintain the interest of spectators. Casualties should as far as possible be placed in the forefront of the

competition setting so as to be clearly visible to onlookers and thought should be given to siting events where they can be most advantageously viewed and to providing that there is adequate seating. It is often feasible between events, provided that no competitors are within earshot, for the adjudicator to give a brief explanation of the casualty situation to those interested, but he should not express views on work already done or answer any questions relating to the manner in which the test is being judged.

Programmes are provided for national competitions, and the practice of distributing "Notes for Spectators" after the competition has commenced adds greatly to spectator interest and is recommended.

Quite apart from the experience gained both by the competitors and by Brigade onlookers, competitions serve a valuable function in publicising the work of the Brigade. Co-operation with spectators, photographers and representatives of the press and broadcasting media should be as complete as possible.

5.4.6 Training of Adjudicators

The success of any competition depends to a very large extent on the experience and the consistency of the adjudicators. There is a shortage of experienced adjudicators in the Brigade as a whole and therefore no opportunity for training should be lost, especially at a national level. It is suggested that assistant adjudicators be appointed in all first aid and patient care events for the purpose primarily of gaining experience in the conduct of these events. The assistant adjudicator may be asked to allocate marks for specified sections of the event subject to the understanding that the principal adjudicator is in complete charge of the event and is solely responsible for the marking as a whole.

A. W. BURTON,
Chief Surgeon.

1 July, 1973

Notes

5.5 AUSTRALIAN CADET CHAMPIONSHIP

GENERAL CONDITIONS FOR AMBULANCE, NURSING AND COMBINED CADET DIVISIONS EFFECTIVE FROM 1 FEBRUARY, 1984

These General Conditions shall apply to Australian Cadet Championships and the qualifying District Cadet Competitions.

5.5.1 SECTIONS

The Championship shall be conducted in sections to decide the:

Australian Champion Cadet Leader
Australian Champion Cadet Team
Australian Champion Cadet Individual
Australian Champion District.

5.5.2 COMPETITION EVENTS

5.5.2.1 Cadet Team

Event A (Provided Materials) 300 marks

This will be a test for the whole team in first aid or a combination of first aid and patient care (the latter comprising not more than 40% of the marks for such a combined test). Standard first aid kits and provided nursing materials will be used.

Event B (Improvised Materials) 300 marks

This will be a test for the whole team in first aid or a combination of first aid and patient care (the latter comprising not more than 40% of the marks for such a combined test).

5.5.2.2 Cadet Individual

Event A (Provided Materials) 200 marks

This will be a test in first aid or a combination of first aid and patient care (the latter comprising not more than 40% of the marks for such a combined test). Standard first aid kits and provided nursing materials will be used.

Event B (Improvised Materials) 200 marks

This will be a test in first aid or a combination of first aid and patient care (the latter comprising not more than 40% of the marks for such a combined test).

5.5.2.3 Cadet Leader

Event A (Provided Materials) 200 marks

This will be a test in first aid or a combination of first aid and patient care (the latter comprising not more than 40% of the marks for such a combined test). Standard first aid kit and provided nursing materials will be used.

Event B (Improvised Materials) 200 marks

This will be a test in first aid or a combination of first aid and patient care (the latter comprising not more than 40% of the marks for such a combined test).

5.5.2.4 Champion District

The Champion District will be the District which achieves the highest aggregate of marks from all events.

5.5.3 COMPETITORS

5.5.3.1 Cadet Team

The team to represent a District at the Australian Cadet Championship shall consist of three members. The team may be all Ambulance Cadet, all Nursing Cadet or a combination of Ambulance and Nursing Cadets and shall have won the appropriate District Cadet Competition immediately preceding the Australian Cadet Championship, with the following exceptions:

Should the winning team be unable to participate, the District Commissioner is empowered to nominate another team which has competed in the District Cadet Competition.

Should a vacancy occur in a District Team, the Division concerned may, with the approval of the District Commissioner, substitute another suitably qualified member.

Should a member be prevented from competing at the last moment because of sickness or misadventure, the team concerned shall be allowed to compete with two members and share the absent member's work in both Event A and Event B.

To qualify for membership of a team a competitor must be:

- (a) efficient according to Brigade General Regulations;
- (b) a member of the Division providing the team;
- (c) not above the rank of Cadet N.C.O.;
- (d) within the minimum and maximum age limits for Cadets on the 1st January of the year of the Australian Championship.

No team member shall be eligible to compete in any other section of the Australian Championships, Adult or Cadet, in the same year.

5.5.3.2 Cadet Individual

The individual representative of a District in an Australian Cadet Championship must:

- (a) be either an Ambulance Cadet or Nursing Cadet member;
- (b) be efficient according to Brigade General Regulations;
- (c) not be above the rank of Cadet N.C.O.;
- (d) have won the appropriate District Competition immediately preceding the Australian Cadet Championship;
- (e) be within the minimum and maximum age limits for Cadets on the 1st January of the year of the Australian Championship.

Should the winner of the District Competition be unable to participate, the District Commissioner is empowered to nominate another Individual who has competed in the District Cadet Competition.

No individual competitor shall be eligible to compete in any other section of the Australian Championships, Adult or Cadet, in the same year.

5.5.3.3 Cadet Leader

The Cadet Leader representative of a District in an Australian Cadet Championship must:

- (a) be either male or female;
- (b) be efficient according to Brigade General Regulations;
- (c) hold an appointment as a Cadet Leader;
- (d) have won the appropriate District Competition immediately preceding the Australian Cadet Championship;
- (e) be under the maximum age for Cadet Leaders on the 1st January of the year of the Australian Championships.

Should the winner of the District Competition be unable to participate, the District Commissioner is empowered to nominate another Cadet Leader who has competed in the District Cadet Leader Competition.

No Cadet Leader competitor shall be eligible to compete in any other section of the Australian Championships, Adult or Cadet, in the same year.

5.5.4 ELIGIBILITY

Those excluded from these competitions (i.e. Registered Nurses, Medical Students, Enrolled Nurses, Ambulance Officers and other health professionals) shall be excluded if they commenced or are under training on the 1st January in the year of the Australian Championship, even if they have not yet completed a recognised qualification.

5.5.5. OFFICIALS

5.5.5.1 General Manager

The General Manager of the Australian Championship shall be appointed by the Chief Commissioner on the recommendation of the District Commissioner in whose District the Championship is to be held. The General Manager shall be responsible to the Chief Surgeon for the organisation and running of the Championship and shall ensure that all those assisting are conversant with General Conditions and their respective duties.

5.5.5.2 Team Managers

Each District Commissioner shall appoint a Team Manager who shall be responsible for the District Team and District Individual representatives. The Team Manager shall ensure that each competitor is conversant with these General Conditions.

5.5.5.3 Adjudicators

Adjudicators shall be appointed as follows:

For all first aid tests - Medical Officers, and for all tests including first aid and patient care - Medical Officers and Registered Nurses.

Where a test requires the simultaneous examination or treatment of two or more casualties, an adjudicator shall be allocated to each casualty unless the injuries or illnesses are of such a minor nature that one adjudicator is deemed sufficient.

With the approval of the Chief Surgeon (or in the District Competitions - the District Surgeon) Ambulance Officers and other Brigade Officers may be used as adjudicators.

Copies of the document "Guidelines for Conduct of Australian Championships" issued by the Chief Surgeon shall be supplied to all adjudicators, team managers and competitors.

5.5.5.4 Timekeepers and Stewards

A timekeeper will be provided by the General Manager for each event and will act under instructions from the adjudicator.

An adjudicator's steward will be provided by the General Manager to assist each adjudicator. He will remain with the adjudicator to whom he has been allotted and will act under his instructions.

A team steward will be allocated by the General Manager to each team and individual competitor. He will remain with them until the completion of tests and will ensure that no communication takes place between them and any other person.

At the discretion of the General Manager the duties of the timekeeper and adjudicator's steward may be combined in one person in any individual event.

Timekeepers and adjudicators' stewards will report to adjudicators the use of any material not authorised by these General Conditions, but must make no other comment on the work of the competitors unless requested to do so by the adjudicator.

5.5.6 PRESENTATION OF CASUALTIES

Casualties will be provided by the General Manager of the Championship and allotted to adjudicators. The General Manager is to ensure that casualties are presented consistently for each event.

Competitors in all events will be required to examine casualties and make a diagnosis. Every effort must be made to achieve realism in presentation of casualties and to give competitors the correct "atmosphere" by casualty simulation (make-up, acting and staging) under the direction of the adjudicators. The General Manager is to ensure that adjudicators have the opportunity to inspect their casualties before the commencement of events.

Where relevant signs or symptoms cannot be obtained from the casualty (e.g. the condition of the pulse, the pupils, state of respiration), the team leader or any competitor placed in charge of the casualty may ask the adjudicator for this infor-

mation, but the part should be correctly examined as the question is asked. If the competitor gives the condition as found (e.g. "eyes and pulse normal"), the adjudicator will advise him of the casualty's condition (e.g. "Consider the pupils unequal, left eye bloodshot, pulse slow and full"). Questions about any condition which should be apparent on examination of the casualty will be answered, "As you find it".

On arrival in the test site area, competitors in any event, at the discretion of the General Manager, in consultation with the Chief Surgeon, will be informed of the circumstances of the test, e.g. location, time of day and state of the weather and duration of the test.

Ground sheets will be provided to protect casualties from damp ground. They must not be used for any other purpose and they do not substitute for cover under the casualty required in the course of treatment.

5.5.7 GENERAL

5.5.7.1 Dress

The general principle is that competitors will be dressed in Brigade uniform as worn for typical public duties. The General Manager has the discretion, in consultation with the Chief Surgeon, to vary this condition if appropriate.

5.5.7.2 Textbooks

Reference books will be the appropriate first aid and patient care manuals currently prescribed for Brigade training of Cadets and Cadet Leaders, unless otherwise authorised by the Chief Surgeon.

5.5.7.3 Equipment

See requirements for Standard First Aid Kit as approved by the Chief Surgeon for public duties and competition purposes.

Where the event requires the performance of expired air resuscitation or external cardiac compression a manikin suitable for the purpose will be available at the test site and will be produced when the need for such a procedure is declared by a competitor.

At the adjudicator's discretion other materials may be supplied for an event.

5.5.7.4 Kit Inspection

All first aid kits will be inspected and any equipment not itemised in the most recent list of approved contents as issued by the Chief Surgeon will be removed. Replacements will not be permitted.

5.5.7.5 Records

The approved Brigade Casualty Record documents shall be used in EVENT A of each Competition (Brigade Forms BF41 and BF42) as appropriate. These forms will be included in first aid kits.

Not more than 10% of the marks for the event may be allocated for the completion of casualty records and messages.

5.5.7.6 Messages

The bearer of any message from a team will be placed in a position where he cannot view the work of the team during the period considered necessary to deliver the message and return. Previously prepared written advice of any kind is forbidden.

5.5.7.7 Oral Questions

At the conclusion of an event questions may be asked by an adjudicator to clarify work done.

5.5.7.8 Test Selection

The General Manager is not required to take into account the pattern, if any, of previous Australian Championships in determining the content and composition of the events.

5.5.7.9 Identification of Competitors

Each team and each competitor will be known by a distinguishing letter to be drawn by the Team Manager prior to the Championship. Each member of the Team will be identified by a number and number one will be the Team Leader. The name of the District of the competing Team, Individual or Cadet Leader will be displayed at the test site.

5.5.7.10 Security

All competitors will be isolated in an area reserved for the purpose at least half an hour before the time of commencement of the first event. Spectators will not be admitted to the competition area until the competitors have been isolated. Competitors will remain in isolation until all events have been completed.

5.5.7.11 Improvised Materials

Any event may involve the use of improvised materials. Some or all of the competitors' first aid kits may be removed at the start of an event. Any item located on the site (apart from spectator barriers, signs, etc.) may be used as improvised material. No item of a competitor's uniform may be used in any event; however, suitable items of non-uniform clothing may be located on the site as appropriate.

5.5.7.12 Time Limits

Adjudicators will fix reasonable time limits which will be communicated to competitors on arrival at the test site. On the expiration of the period a blast on a whistle will be given, whereupon all activity will cease and competitors will stand clear of the casualty. Marks will be assessed on the work performed.

5.5.7.13 Penalties

Competitors bringing to the test site and using equipment or materials not authorised by these General Conditions may be penalised up to 20% of the marks available for the event in which such equipment or materials are used.

Use of a competitor's clothing may incur a penalty of up to 20% of the marks available for the event.

The adjudicator is empowered to award no marks for the test, or any portion of the test, if in his opinion any action or lack of action by a competitor endangers the life of a casualty or a competitor.

If in the opinion of the adjudicator any action or lack of action could seriously affect the ability of a competitor or of a team to continue the test, the competitor or the team will be retired from the test forthwith, except in circumstances where the adjudicator has written into the test some mishap to a team member which involves his subsequent care by other team members.

5.5.7.14 Improvised Material Events

Competitors will compete in appropriate public duty uniform. No item of uniform or personal clothing (including handkerchiefs) may be used during any event. All improvised materials permitted to be used will be located on the test site (e.g. in tent, car, wardrobes, chest of drawers, etc.) as appropriate for the realism of the setting or be provided as designated sets of clothing and materials available on arrival at the test site (e.g. 'clothing for team member No. 1', No. 2, etc.). Adjudicators and stewards will need to ensure all competitors have identical sets of material available on site.

5.5.8 CHIEF SURGEON'S APPROVAL

The details of all competitions and marking sheets to be used in an Australian Championship must be submitted for approval to the Chief Surgeon or his nominee at least three months before the date of the Championship.

5.5.9 RESULTS OF COMPETITIONS

5.5.9.1 Champions

In each Section the District gaining the highest aggregate of marks will be declared the winner and will hold the Championship Trophy until the next Australian Championship. In the event of a tie, each District will hold the trophy for half of the period. In addition the winning Team, Individual and Cadet Leader will receive individual trophies. (There will be no individual trophies for the Champion District Section.)

5.5.9.2 Mark Sheets

Typewritten copies (or clear photocopies of the originals) of adjudicators' mark sheets will be handed to the Chief Commissioner or his representative who will arrange for their distribution to the Team Managers. A full set of adjudicators' mark sheets must be provided to the Chief Surgeon for Brigade Headquarters files.

5.5.10 PROTESTS

Any protest must be lodged with the General Manager. He may consult with the adjudicator or adjudicators concerned and the decision of the General Manager shall be final. A protest must be related only to alleged infringements of these General Conditions and shall be lodged in writing by the Team Manager either on his behalf or on behalf of the Team, Individual or Cadet Leader competitors.

No protest shall be received later than 10 minutes after the completion of the last event on the programme.

The General Manager may exercise discretion to permit Team Managers to enter the isolation area to confer with their competitors once the final competitors have completed their events.

5.5.11 TROPHIES

The trophies for the Australian Cadet Championships are as follows:

Team:	)	
Individual	)	(To be advised.)
Cadet Leader	)	
Champion District:	)	

5.5.12 DISPUTES

In the event of any dispute the decision of the Chief Surgeon or his nominee shall be final.

J. P. BUSH
Chief Surgeon

(THE NEXT PAGE NUMBER IS 143.)



6. *Cadet Ceremonies*

6. CADET CEREMONIES

6.1 CADET ENROLMENT CEREMONY

PREFACE

It is important that the Cadet Enrolment Ceremony is conducted with dignity and in surroundings which do not detract from the importance of the occasion. However, the ceremony and accompanying proceedings should be kept simple. Order Robes and Order Ceremonial articles should not be used.

The Enrolling Officer should not normally be of lower rank than District Officer (Grade II) and should, when circumstances permit, be the Commissioner of the District.

CEREMONY

The Cadets to be enrolled are drawn up in line facing the Enrolling Officer.

Enrolling Officer:

“You who are to be enrolled today and will hereafter belong to the St. John Ambulance Brigade, be careful henceforth to uphold its traditions.

“May your association with the Most Venerable Order of the Hospital of St. John of Jerusalem give you strength that in the coming years your heart will never fail nor your hand falter.

“Take pride in the Cadet Division to which you belong and learn there a spirit of Comradeship which will animate your work whether as a member of the Brigade or as a citizen of your country.

“The White Cross you will wear is the symbol of those virtues which are represented in the four arms: Prudence, Justice, Temperance and Fortitude.”

Each Cadet shall then go forward in turn and shall be asked:

“Knowing this (name) do you promise, like the Knights of St. John, to be loyal to your Sovereign, true to your honour and faithful to the Order?”

Cadet will reply:

“I promise.” (He is then handed a Cadet Badge.)

When all the Cadets have been enrolled:

Enrolling Officer:

“By your example lead others in the way of duty, which is also the way of victory.

“By your words and actions, teach others the meaning and value of tradition.

“Let courage inspire your service in the great Brotherhood on which the Order of St. John was first founded.”

The assembled company shall then repeat the Code of Chivalry in unison.

6.2 CADET GRADUATION CEREMONY

PREFACE

It is desirable that both the Adult and Cadet Divisions involved be on parade for the Cadet Graduation Ceremony. The Ceremony is usually conducted by the Senior Officer (Cadets) present, (or the Divisional Superintendent (C)) who presents the graduating Cadet to the Superintendent of the Adult Division.

CEREMONY

Presiding Officer:

“Having been successful in the Adult Examination, it is now your wish to become a member(s) of the Adult Division.

“You must be careful to still uphold the traditions, obligations and the high ideals of the Most Venerable Order of the Hospital of St. John of Jerusalem, that were imparted to you when you enrolled as a Cadet.

“It is my (our) wish that your further association with the Order of St. John will be blessed with continued strength throughout the years and that your heart will not fail nor your hand falter.

“The pride that you had in the Cadet Division and your spirit of Comradeship will, I am (we are) sure, be taken into the Adult Division in large measure; for in so doing you will help the more exacting ‘First Aid Service’, and bring before you a deeper degree of citizenship.

“You will always remember that the four arms of the ‘White Cross’ represent the Christian virtues: Prudence, Temperance, Justice and Fortitude.

“Show others the way of duty and convey at all times a sense of victory over self for service to others. The promise you gave when enrolled as a Cadet, can still play an important part for you as an Adult Member, namely that, ‘Like the Knights of St. John, you will be loyal to your Sovereign, true to your honour, and faithful to the Order’.

Your progress in the Cadets, your respect for your Officers, your ability and eagerness to learn in all classes of instruction and your progress in obtaining your Adult Certificate, have all been carefully recorded. So, with all the best wishes, it is my (our) pleasure to have you graduate to the Adult Division with the right hand of fellowship.

"I call upon the Divisional Superintendent of the Adult (or use name) Division (who will go forward). It is my (our) pleasure to present to you (name of cadet(s)) whose desire it is to become a member(s) of the Division under your command and there further his (her) interests in the service of the Brigade.

"With the help of your officers and members, encourage him (her), make him (her) welcome and happy and so enable him (her) to remain a member(s) of the great organisation on which the Order of St. John was first founded."

(The Cadet(s) have now been handed over and fall(s) in line in the space(s) left open in the ranks of the Adult Division.)

Notes



7. Regulations For St. John Camps

7. REGULATIONS CONTROLLING ST. JOHN CAMPS

7.1

When St. John Cadets are in camp, the ratio of adults should not be less than one to every fifteen Cadets.

7.2

Commissioners will arrange for every St. John Camp organised in their District by members of the Brigade to be inspected, either by the Commissioner himself or by an Officer deputed by him.

7.3 CAMP PERMITS

No St. John Camp may be held unless some, but not necessarily the same, holder of the appropriate St. John Camping Warrant is present in the camp at all times. All warrants in connection with St. John Camps remain the property of the Brigade and must be returned to the Commissioner at any time on demand.

Application for a permit to hold a St. John Camp will be made to the Commissioner on a BFC19 through the usual channels, to reach the Commissioner not less than four weeks before the camp is due to open.

Permission to take St. John Cadets to a camp arranged by another organisation must be obtained from the Commissioner.

7.4 CAMP HEALTH

The medical, nursing and hygiene arrangements for a District camp must be approved by the District Surgeon and for a National Camp by the Chief Surgeon, who will liaise with their respective Nursing Officer.

7.5 CAMP COMMANDANT

The senior member resident in camp (unless as a guest) will be the Camp Commandant and will be responsible for command, discipline, organisation and welfare.

While encouraging realistic and adventurous training among the campers, he will insist on proper standards of ability and safety observance on the part of those in charge of activities which contain an element of danger for the inexperienced.

A visitor to the camp who happens to be senior in Brigade rank to the Camp Commandant will automatically assume command in an emergency but will not otherwise normally assume command.

7.6 ST. JOHN CAMPING WARRANT (incorporating a Quartermastering Certificate)

Application for the issue of a Camping Warrant entitling the holder to take charge of a St. John Camp for not more than thirty persons will be made to the Chief Officer for Cadets.

Warrants will be issued by the Chief Commissioner to Brigade Members who fulfil the following requirements:

- (a) Are adult members aged 18 years or more; and
- (b) Are considered by the Commissioner as suitable in every respect and sufficiently mature to undertake such duties; and
- (c) Have either:
 - (i) Passed a test based on the Camping Proficiency Test; or
 - (ii) Assisted at a St. John Camp or Camps, either under canvas or hutted (standing) for a period of not less than two weeks within the previous three years; or
 - (iii) Produced proof of the necessary proficiency through camping with the Armed Forces, St. John Camps, or camps organised by other Youth Organisations, details of which must be provided with the application.

An initial Warrant may be granted by the Chief Commissioner to applicants who at the time of application have reached the age of 20 years to take charge of a St. John Camp for not more than 50 persons subject to the Commissioner's recommendation.

A Camping Warrant is valid for five years, after which time its validity will cease unless renewed by the Commissioner. The Commissioner may refuse to endorse the Warrant if he considers that the holder's qualifications have deteriorated or have not been used.

7.7 ENDORSEMENT FOR LARGER CAMPS

7.7.1

For Camps not exceeding 50 persons:

Warrants may be endorsed by Commissioners at their discretion, for holders on reaching the age of 20 to take charge of camps for not more than 50 persons. Such endorsements must be subject to the holder having had adequate experience and proved their proficiency since being issued with their initial Warrant.

7.7.2

For camps exceeding 50 persons:

Applications will be made to Brigade Headquarters accompanied by the applicant's Camping Warrant. The applicant must fulfil the following requirements:

- (a) Have held a Camping Warrant for at least two years; and
 - (b) Be recommended by the Commissioner;
- and either:
- (c) Have been during the past three years, Camp Commandant of two St. John Camps (or other camps recognised by the Brigade) each of not less than one week's duration; or
 - (d) Produce proof of adequate proficiency through experience in large camps in the Armed Forces or in any camps organised by National Youth Organisations (including St. John), details of which must be stated on the application.

7.8 THE ST. JOHN CAMP QUARTERMASTERING CERTIFICATE

The St. John Camp Quartermastering Certificate will be issued by the Chief Commissioner to Brigade members with the following qualifications:

- (a) Aged 18 years or more;
- (b) Possess at least two weeks' practical experience of Quartermastering in a St. John Camp, the Armed Forces or other camp recognised by the Brigade;
- (c) Be recommended by the Commissioner.

7.9 CAMP ADVISERS AND INSPECTION OFFICERS

Commissioners may appoint District/Corps Camp Advisers and Camp Inspection Officers as required. These officers should normally be a Grade III Staff Officer or higher.

7.10

In camps where exceptional circumstances exist which may require special measures not covered in these guidelines, permission to adopt such measures must be sought from the Chief Commissioner through the usual channels.

Notes



8. *Special Duties*

SPECIAL DUTIES

8. SPECIAL DUTIES

8.1 REGULATIONS FOR AEROMEDICAL SERVICES AND AIR ESCORT DUTIES

8.1.1

Regulations permit Air Escort Duties and the following provisions of this Chapter provides the detailed Regulations under which such services will operate.

8.1.2

The work of the Aeromedical Service demands a high level of skill and training. To satisfy the requirements of Commonwealth authorities, Airlines, Insurance Companies and other interested parties, the majority of duties have to be carried out by doctors and professional nurses. Air Attendants without professional qualifications (Lay Air Attendants) should only be employed as assistants on occasions when an air ambulance is chartered, or within the limitations of General Regulation 116.

8.1.3

The Chief Surgeon will maintain Registers of

- (a) Professionally qualified Air Attendants; and
- (b) Lay Air Attendants.

Applications for inclusion on the Registers must be forwarded to the Chief Surgeon.

8.1.4

Air Attendants accepted for Register (a) and those for Register (b) who may be required to travel abroad must:

- (a) be in possession of a current Air Attendant's Certificate issued by the Association or other competent authority approved by the Chief Commissioner;
- (b) have received additional training as required by the Chief Surgeon;
- (c) be accessible by telephone by day and night;
- (d) be in possession of a valid passport and be prepared to travel at short notice;
- (e) be in possession of necessary immunisation and inoculation certificates;
- (f) be fit and active and normally under the age of 55 years.

8.1.5

Having completed an air escort course, a member may be authorised to wear the Air Attendant's Badge obtainable only from Brigade Headquarters. Application must be made to the Chief Commissioner through the Commissioner.

8.2 MARINE DUTIES AND UNITS

St. John Ambulance Brigade waterborne units or Divisions are not basically a "Rescue" service in the full meaning of the word. The main function of such units is to play a supporting role in the rescue field with particular emphasis on First Aid including the recovery of a conscious or unconscious casualty into a safety boat.

The following regulations are the minimum requirements which shall apply in any case where a Brigade unit operates with boats.

8.2.1 Boats

Boats used for marine duties will be of a type suitable for the purpose and should generally have low freeboard with adequate flotation aids. Vessels with a high freeboard which does not permit casualties to be brought aboard with ease should be equipped with lifelines and the crew should be properly trained and practised in the appropriate technique for bringing patients aboard.

8.2.2 Equipment

All vessels shall carry the following equipment as a minimum requirement:

- (a) S.A.A. approved lifejackets for all crew members together with sufficient for the boat's patient carrying capacity.
- (b) A 27 MHz CB Band Marine Radio or a VHF set.
- (c) Distress Flares and an approved Distress "V" Sheet.
- (d) Adequate supply of fresh water.
- (e) At least two suitable anchors for the vessel.
- (f) An approved marine fire extinguisher.
- (g) Torch and batteries.
- (h) Adequate lines for mooring the vessel and for towing.
- (i) Accurate up-to-date charts of the area in which the vessel is operating.
- (j) An engine manual and sufficient tools for such repairs to the engine as may be able to be carried out on board, at sea.

8.2.3 Crews

Coxswains will be appointed by the Commissioner. They must be experienced in boat handling and general seamanship and will normally be required to successfully complete a Coxswains or General Seamanship course conducted by a recognised authority (such as the Royal Volunteer Coastal Patrol or the Volunteer Coastguard). They will be required to hold the appropriate Licence to Navigate a Registrable Vessel issued by the State Maritime Authority. In the event that a member's ability and experience is known, the Commissioner may dispense with the requirement to undertake a Coxswains or Seamanship Course.

All members of the crew will be able to swim and must be practised in recovering casualties from the water.

At least one member of each crew must hold the Restricted Operator's Certificate of Proficiency in Radiotelephony and the vessel must be licensed as a radio station.

At least one member of the crew must have a working knowledge of the vessel's engine and be capable of repairing minor faults.

Unless the size of the vessel prohibits it, no vessel should operate with a crew of less than three members.

8.2.4 Insurance

The officer in charge of each unit operating a vessel will be responsible for ensuring that the boat and all associated equipment (including road trailers) are adequately insured by a marine policy. The policy should also cover the crew and patients.

8.2.5 Liaison

A unit operating a rescue service on inland or inshore waterways should establish liaison with organisations such as the Royal Volunteer Coastal Patrol and the Volunteer Coastguard which are operating in the area. During duty hours, Brigade vessels should advise shore stations by radio of their location so that these shore stations may call on their assistance if necessary.

8.2.6 Recovery of Casualties

In any circumstances where a crew member is required to enter the water to assist or recover a casualty, he must wear an approved lifejacket.

It is, however, desirable that crew members should remain aboard unless the casualty is not able to assist himself. A lifebuoy or life-ring with rope attached is preferable to leaving the boat.

8.2.7 Area of Operations

Brigade vessels should not normally operate, on duty, in offshore waters. These waters are usually adequately covered by Water Police, R.V.C.P., and the Australian Volunteer Coastguard. The normal areas of operations are inshore waterways and harbours and inland waters.

8.2.8 State Authorities

In all matters relating to the vessel, equipment, crew, licensing and approvals, the unit will comply with the requirements of the relevant State authority.

Notes



9. *Available Publications*

AVAILABLE
PUBLICATIONS

9. AVAILABLE PUBLICATIONS

The following list of available publications is designed to assist officers with training. The suppliers of the various manuals are not listed as this information is generally available at District Headquarters. Many of the manuals are available from more than one source. Many of those available from the London Stores Department may be obtained more cheaply through the New Zealand Stores Department.

Air Attendants Handbook
Accredited Lecturers & Examiners Manual
Anatomical Atlas
Atlas of Injury (set of 5 books)
Australian Cadet Manual
C.P.R. Work Book
Camping Manual
Cadet Book of Prayers
Casualty Simulation
Cleaner Food Handling
Digest of First Aid (UK)
Divisional Secretary Handbook
Drill Manual
Emergency Care and Transport
First Aid Manual
First Aid Competitions and Casualty Make-up
First Steps in First Aid
First Steps in Home Nursing
First Aid in the Home (UK)
General Regulations & Dress Regulations
History of the Order
Hygienic Food Handling
In-Service Training Manual
Insignia and Medals of the Order
Knights of St. John in the British Realm
Leadership Manual
Maternal and Child Health
Membership Booklet

N.C.O. Training Notes (Cadet)
Occupational First Aid
Officers Manual for Cadets
Order of St. John, Administrative Organisation
Patient Care of the Sick in the Home
Preliminary Child Care
Preliminary Hygiene
President's Handbook
Responsibilities of the Medical Officer
Statutes of the Order
Top Level First Aider - What the Casualty Expects
What is First Aid?



10. *Promotion Examinations*

PROMOTION
EXAMINATIONS

10. PROMOTION EXAMINATIONS

The following syllabi are printed as a guide and may be modified by Commissioners to suit local conditions.

10.1 OFFICERS

PART I

(Basic Examination taken on first appointment to Officer rank.)

		<u>Maximum Marks</u>
A.	General Bearing, Personality and Turnout	25
	General Intelligence	15
	Ability	<u>10</u>
		50
B.	General Knowledge of the History of the Order	10
	General Knowledge of the Brigade and its relationship to the Order and the Association	10
	Ten minute talk on some subject of general interest to Brigade members	<u>20</u>
		40
C.	Knowledge of Brigade Regulations (to include questions on Efficiency, Brigade Duties and Finance)	30
	Knowledge of Brigade Forms	5
	Knowledge of Dress Regulations and Badges of Rank	<u>10</u>
		45
D.	Knowledge of Squad Drill (including explanation of words of command)	10
	Knowledge of Company Drill	<u>5</u>
		15
	TOTAL	<u><u>150</u></u>

PART II

(For Corps/Divisional Superintendents and Corps Staff Officers)

A.	Ten minute talk designed to assess teaching and communication ability	25
B.	* Knowledge of Regulations affecting efficiency and awards.	
	† Knowledge of Corps Administration (including Channels of Communications, Records and Returns, Finance and Public Duties)	25

C.	* Programme of 3 months Divisional Instructional Meetings	
	† Knowledge of Social Welfare facilities available locally and the correct procedure for obtaining them	25
D.	* Ten minute demonstration on some practical First Aid Work	
	† Written report on Training Course or conference attended	25
	TOTAL	100

* For Divisional Superintendents only.

† For Corps Superintendents/Officers only.

(Candidates for Corps/Divisional Superintendency must obtain not less than 75% of the total marks, for Corps Officership not less than 65%.)

PART III

(For Divisional Superintendents/Officers(Cadet))

A.	Instruct in the correct method of loading a stretcher, stretcher and hand-seat drill	20
B.	Lecturette on First Aid or Patient Care or show ability to impart knowledge and interest a Division, including demonstration of bandaging. (Subject to be chosen by the candidate and prepared beforehand.)	30
C.	Brigade Regulations as they concern Cadets, including Cadet Uniform	20
D.	Suitability as a Youth Leader:	
	Knowledge of the Objects of the Cadet Movement	
	Knowledge of local facilities for Youth Work	30
	TOTAL	100

(A candidate for Cadet Superintendent must obtain not less than 75% of the total marks, for a Cadet Officer not less than 65%.)

PART IV

(Divisional Superintendents (Cadet))

A.	Show knowledge concerning Proficiency Subjects and the relevant forms	30
B.	Draw up a specimen programme, with timing for 1½ hour cadet meeting, winter or summer, or rough outline of three months' work. (Examiner to state which.)	30
C.	Give a resume of duties available locally for Special Service Shield, including the authorities to be approached	20
D.	Know how N.C.O.'s should be chosen and what duties should be allotted to them in the Division	<u>20</u>
TOTAL		<u>100</u>

(Candidates must obtain not less than 75% of total marks.)

Prospective Divisional Superintendents (Cadet) who have not previously held any appointment as an Officer must take Parts I, III and IV. Those who have previously been Divisional Officers (Cadet) need only take Part IV.

10.2 N.C.O.'s

PART I

(Taken on first appointment to N.C.O. Rank.)

A.	Personality, General Bearing and Turnout	15	
	General Intelligence	<u>10</u>	25
B.	Knowledge of Brigade Organisation and District Organisation	20	
	Show knowledge of recent Brigade Circulars by enlarging upon one or two items of general interest to Brigade members	<u>5</u>	25
C.	Knowledge of Brigade Regulations, with special reference to qualifications for enrolment and efficiency.	15	
	Write a letter on a matter connected with the Brigade (subject chosen by Examiner)	<u>10</u>	25

D.	Ability to instruct in Squad Drill including explanations of words of command	15	
	Ability to instruct in Company Drill, Drill, Stretcher Drill, Hand Seat Drill, including explanations of words of command.		
	Knowledge of Dress Regulations.	<u>10</u>	<u>25</u>
	TOTAL		<u>100</u>

(Candidates must obtain not less than 75% of the total marks
and at least 80% in Section A.)

PART II FOR SERGEANTS

A.	Detailed knowledge of BF I	10	
B.	Ability to instruct in General First Aid Work	10	
C.	Knowledge of Stretcher Drill, Ceremonial Inspections, Guards of Honour, Funerals and Colour Parties	15	
D.	Ability to instruct in Triangular and Roller Bandaging. Draw up a Divisional Training Programme	<u>15</u>	<u>—</u>
	TOTAL		<u>50</u>

(Candidates must obtain not less than 75% of the total marks.)

10.3 CADET N.C.O.'s

PART I

A.	<u>Personal Suitability</u>		
	Turnout	10	
	Manners	10	
	General Intelligence	10	
	Character	<u>15</u>	45
B.	<u>Knowledge of the Brigade</u>		
	Ability to explain Mottoes of the Order		
	Knowledge of Cadet Regulations (Three questions)		

	Knowledge of qualifications for efficiency		
	Knowledge of qualifications for enrolment		
	Understanding of General Organisation of the Brigade		
	Understanding of the organisation and personnel of Cadet divisions and the duties of sergeants and corporals		
	Knowledge of Badges of Rank		
	Brief knowledge of the financial arrangements governing Cadet divisions		30
C.	<u>General Efficiency</u>		
	Plan to carry out an activity (not connected with First Aid, Patient Care or Drill) with the Cadet division for about 10 minutes. (Examiner to describe occasion.)		
	Write a letter on a matter connected with the Brigade (subject to be chosen by Examiner.)		
	Take and deliver a message correctly. (This should be given by the Examiner at some point during the examination and asked for at least 15 minutes later.)		
	Show ability to use a local timetable.		
	Show ability to use a pre-payment telephone.		25
D.	<u>Ability to Instruct in First Aid and Patient Care</u>		
	Describe as to a new recruit any part of the Basic First Aid or Patient Care text. (Subject to be selected by the Examiner and prepared beforehand by the candidate.)	10	
	Demonstrate the use of triangular and/or roller bandages as required by the Examiner.	10	20
E.	<u>Drill</u>		
	Ability to instruct in elementary squad drill including explanation of words of command.	15	
	Knowledge of Hand-Seat Drill	5	
	Knowledge of stretcher drill	10	30
		TOTAL	<u>150</u>

PART II

Examination for Cadet Sergeants

A.	<u>Personal Suitability</u>	
	See Part I	45

B.	<u>Revision of Part I.</u>		
	Two questions of tests to be set from each of the following sections of Part I:		
	Section B.	15	
	Section D.	15	
	Section E.	<u>25</u>	55
C.	<u>General Efficiency</u>		
	Draw up a programme for a cadet practice	15	
	Enumerate qualities considered desirable in an N.C.O. and the ideals to be encouraged in a Division.	10	
	Describe how a Cadet N.C.O. Committee might be formed and what purposes it could serve.	15	
	Give a brief outline of the History of the Order.	<u>10</u>	50
			<u>150</u>
		TOTAL	<u>150</u>

NOTES:

1. In respect of Part I, Section A, a confidential report is to be given by the Divisional Superintendent (Cadet) of each Candidate.
2. In Part I, Section B, candidates must answer six of the items in the section, with 5 marks to each question.
3. In order to qualify, Corporals must obtain 60% of the marks in Part I, Sergeants must obtain 75% in Part II.
4. The Examiner will decide throughout which questions should be written and which oral.

This image shows a single sheet of cream-colored paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.