

GENERAL REGULATIONS

St John Ambulance Australia
OPERATIONS BRANCH

General Regulations
1990

The Most Venerable Order of the Hospital of
St John of Jerusalem

**St John Ambulance Australia
OPERATIONS BRANCH**

GENERAL REGULATIONS 1990

St John Ambulance Australia
Canberra Avenue
FORREST ACT 2603

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ISSN 1035-2228

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Production management: Russell G Gilbert Pty Ltd

Printed by Impact Printing (Melbourne)

Foreword

Since the beginning of time, all living creatures and plants have been subject to a natural order. The behaviour of the human species has, in addition, been controlled by self-determined customs, codes and regulations. Even the most primitive of tribes had unique customs guiding their daily behaviour and their personal relationships. In today's modern society no organisation can exist without some form of regulation binding its members.

The Operations Branch of St John Ambulance Australia is no exception to this reliance on regulation and custom for its day-to-day and routine existence.

These General Regulations, together with such amendments and additions as may be issued from time to time in Chief Commissioner's Orders, are to be faithfully observed throughout the Operations Branch of St John Ambulance Australia. They conform in principle with those for the St John Ambulance Brigade worldwide. The subject matter has been amended where necessary to suit conditions in Australia.

Those Regulations which specifically relate to Cadets have been grouped together in Chapter XIV for ease of reference. In all other respects Cadets will conform to General Regulations.

Officers-in-Charge of Districts may issue Special, Routine or Standing Orders, to meet local conditions or circumstances, provided they are not inconsistent with these Regulations.

These General Regulations are a genuine endeavour to codify those matters of importance which affect or can influence the ordered and harmonious conduct of our business of rendering first aid.

Whilst the Regulations provide the necessary authoritative framework for relations between members, it is not possible to prescribe for all situations and circumstances that may arise. When the letter of the Regulations does not extend to a particular situation, good leaders will best demonstrate the quality of their leadership by applying the Regulations as far as possible and thereafter handling the situation with integrity, understanding and compassion.

Peter Falkland, Major-General
Chief Commissioner

13 January 1990

The 1990 revision of the General Regulations of the Operations Branch was instituted by my predecessor, Major-General Peter Falkland, and was completed in January 1990. This revision was intended to bring the Regulations up to date in the light of our experience since the restructure of St John in Australia.

Peter Falkland's contribution to the successful restructure of the St John organisation and the relatively smooth implementation of the changes was immense. He led the Operations Branch through a very difficult period with distinction and he was respected by all with whom he came into contact.

I therefore believe it is fitting that this revision of the Regulations should include General Falkland's Foreword.

Villis Marshall
Chief Commissioner

17 November 1990

Interpretation

The title 'The Most Venerable Order of the Hospital of St John of Jerusalem' has been shortened in the text of these Regulations to 'The Order'.

Throughout these Regulations, unless the contrary intention appears:

- (a) words importing the masculine gender include the feminine;
- (b) words in the plural include the singular;
- (c) 'State Council' means the St John Council in each District;
- (d) 'State' includes Territories;
- (e) age: in these Regulations, 65 years of age shall mean the date of the 65th birthday. This interpretation of age shall apply to all other ages referred to in these Regulations;
- (f) 'Operations Members' means members of the Operations Branch.

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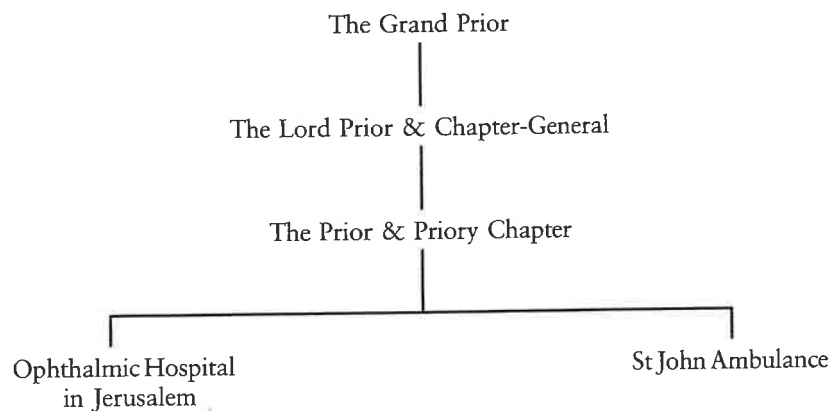
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Relationship between the Order and the Operations Branch

1.1 Relationship Between the Order and its Foundations

The following diagram illustrates the relationship between the Order and its Foundations:

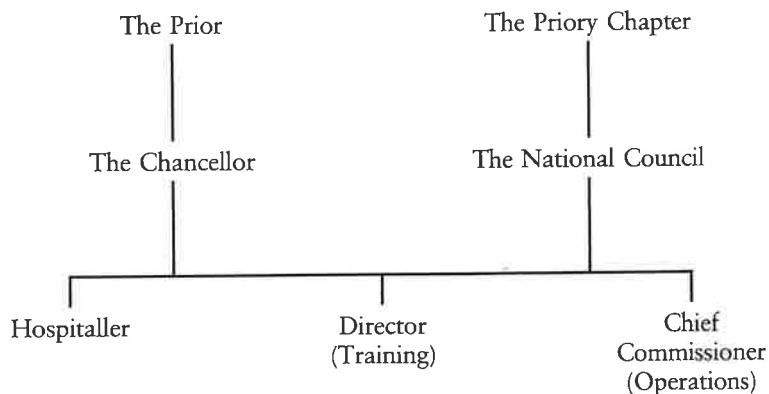


1.2 The Mottoes of the Order

The mottoes of the Order are '*Pro Fide*' (For the Faith) and '*Pro Utilitate Hominum*' (For the Service of Mankind). The work of the Order is carried out without discrimination between race, class or creed.

1.3 The Order in Australia

The following diagram illustrates the relationship between the Order and its Foundations in Australia:



The activities of the Operations Branch in Australia are supported and co-ordinated with other St John activities via Priory Chapter, the Chancellor's Executive Committee and State Councils.

1.4 St John Councils in Districts

The St John Council in each State is the representative of the Order and has the primary responsibility for the management of St John affairs within the State. The Commissioner is an *ex-officio* member of the State Council and the State Executive Committee.

One of the main functions of St John Councils is to support the activities of the Operations Branch in every possible way, but they have no authority over the administration, training, discipline and general duties of the Operations Branch.

Members of the Operations Branch and representatives of the St John Council should always work in the closest co-operation and wherever practicable the Headquarters of the St John Council and the District Headquarters should be situated in the same building.

The relationship between the Operations Branch and St John Councils is laid down in the Articles of Association or other constitutional document for each St John Council.

1.5 St John Ambulance Australia Training Branch

The Training Branch is the Foundation of the Order responsible for instruction in First Aid, Patient Care and kindred subjects.

It is of the utmost importance that the Training and Operations Branches should work together in full accord, each contributing to the well-being of the other without in any way infringing upon the rights, duties and prerogatives of the other. In cases where an Operations Branch unit is entirely financed by a Training Branch Centre, the Centre shall have a voice in the financial affairs of the unit.

1.6 St John Ambulance Australia Operations Branch

The Operations Branch in Australia includes all Operations Branch units of St John Ambulance Australia in the States and Territories of the Commonwealth of Australia.

1.7 St John Ambulance Australia Fellowship Branch

The Fellowship Branch is formed under the auspices of each State Council to provide welfare services not otherwise provided by other Branches and to provide an avenue for social activities. Members of the Operations Branch are encouraged to join the Fellowship Branch.

1.8 Public Title

The Order, its Foundations and State St John Councils in Australia operate through a single public name 'St John Ambulance Australia'.

2

Operations Branch Objects and Membership

Foreword

The primary duty of members is the rendering of first aid. To carry out this duty, members should be full members on the Active List. Other types of membership provide for those abnormal circumstances which arise from time to time. Other types of membership have specific purposes and should not be used to facilitate the movement of officers or members between appointments. Senior officers wishing to rearrange appointments have a responsibility to offer a suitable new appointment to an officer completing an assignment. That officer has a like responsibility to accept the offered appointment in the interests of the organisation.

2.1 Objects

The objects of the Operations Branch are:

- (a) the organisation, training and equipping of men, women and young persons to undertake on a voluntary basis, either as individuals or as organised groups, First Aid, Patient Care and allied activities, in the streets, public places, hospitals, homes, places of work, or elsewhere as occasion may require, for the relief, transport, comfort or welfare of those in need;
- (b) the instruction of boys and girls in First Aid, Patient Care, and auxiliary subjects conducive to the development of good citizens;

- (c) the provision of trained personnel to give assistance to Government, Local Government or other Agencies, or to the Armed Forces at times of emergency in peace and war.

2.2 Primary Duties of Members

The primary and distinct duty of all Full Members of the Operations Branch is the rendering of First Aid and they are therefore required to qualify and keep themselves efficient in this respect. In addition, all members are encouraged to qualify in Patient Care in order to meet the ordinary need for nursing the sick in their homes or in an emergency and to provide assistance with the ancillary nursing services in hospitals or as required.

2.3 Membership

The following types of membership of the Operations Branch are available:

- (a) Full Membership – that is membership on the Active List
- (b) Cadet/Junior Membership
- (c) Administrative Membership
- (d) Auxiliary Membership
- (e) Supplementary List Membership
- (f) Reserve List Membership.

2.4 Qualifications for Joining

General

The primary duty of the Operations Branch is the rendering of first aid. Persons wishing to join must:

- (i) be of good character;
- (ii) be of suitable physique and health to enable their duties to be carried out satisfactorily;
- (iii) be acceptable to the Commissioner in all respects;
- (iv) agree to observe the General Regulations.

In addition to these general requirements, other qualifications are required for each class of membership as detailed below:

- (a) **Full Membership** (that is, membership on the *Active List*).

Persons wishing to join the Operations Branch as Adult Members must:

- (i) have attained the age of 17 years. Cadets may be transferred to Adult Divisions after their 16th birthday provided they are in possession of the Senior First Aid Certificate;
- (ii) produce an approved First Aid Certificate (see Regulation 2.5). (This qualification does not apply to Medical Practitioners, Registered Nurses or to full-time Ambulance Officers employed by a recognised State or Territory Ambulance Authority, or any student Ambulance Officer in training who has passed the basic examination of any such Authority.)

(b) **Cadet Membership**

See Regulation 14.4.

(c) **Administrative Membership**

The Chief Commissioner may confer Administrative Membership, including Officer status, on persons who are not qualified in First Aid but who undertake secretarial or purely administrative duties on National Headquarters, District Staff or Corps Staff or for schemes in connection with ancillary work.

Administrative Members will not be enrolled in a Division, but a record of membership will be kept at National, District or Corps Headquarters as the case may be.

(d) **Auxiliaries of St John**

Persons working for the Operations Branch in any of the following capacities who do not wish to become Full or Administrative Members may be enrolled as Auxiliaries of St John:

- (i) Honorary Auditors, Solicitors, Treasurers, Secretaries, Instructors and Examiners in Cadet proficiency subjects;
- (ii) members of Headquarters or District office staffs;
- (iii) persons actively engaged in connection with civilian welfare, hospital car service, medical comforts depots, old people's welfare, parent's associations;
- (iv) persons approved by the Chief Commissioner as working in comparable capacities.

Auxiliaries will be enrolled through the Division, Corps or District for which they are working and will be entitled to wear the badge of an Auxiliary, issued on the authority of the Commissioner.

Auxiliaries have no executive powers within the Operations Branch. They have not the right to vote at any Operations Branch meeting other than those of any Finance Committee or Social Committee to which they may be appointed members, nor to perform public duty, nor to wear Operations Branch uniform.

(e) **Supplementary List Membership**

The Supplementary List will be kept on a District basis and hold Officers relinquishing appointments who, though willing to remain on the active list, are unable to take up another appointment immediately.

Officers within this category must have had not less than two years' efficient service as an Officer. They will carry the rank of the last appointment held.

They may not remain on the Supplementary List for a period longer than six months. If not appointed by the end of such period they must either transfer to the Reserve List, join a Division in the rank of Private or resign from the Operations Branch.

Officers (other than Grand Prior's Appointments) are required to maintain efficiency (see Regulations 7.1 and 7.2).

Efficient service will count in full towards the Service Medal.

Records relating to the Supplementary List will be maintained by District Headquarters.

(f) **Reserve List Membership**

Full members of the Operations Branch who are under 65 years of age and have rendered not less than 3 years efficient service, may be placed on the Reserve if for any reason they are unable to remain serving on the Active List.

Officers (and NCOs) who have served at least 12 months efficient service in their rank will retain their rank while on Reserve, but have no executive authority and are supernumerary. Applications to be placed on the Reserve must be made through the usual channels to District or National Headquarters (as appropriate), in all cases accompanied by the BF4. Before rejoining the Active List from the Reserve the sanction of the Commissioner must be obtained.

Officers may not rejoin the Active List in their rank except to fill a vacancy, and then only with the written sanction of the Commissioner. Those wishing to rejoin in a lower rank to fill a vacancy, or as a Private, may do so provided they have received approval from the Commissioner. Officers will take precedence in the rank from the date on which they rejoined.

Whenever possible, members on the Reserve should attend the Annual Inspection.

Members on the Reserve who have attained the age of 65 years may not carry out public duties.

They will pay the usual annual subscription to the unit to which they belong. *Wearing of uniform on Reserve* – they will wear Operations Branch uniform only when on an Operations Branch duty or when authorised by the Commissioner.

Status – officers on the Reserve have no executive authority and will fall in on parades in the supernumerary rank.

Counting Service – each year (up to a maximum of six) of efficient service on the Reserve will count as six months on the Active List towards the Service Medal.

Distinguishing Marks – members on Reserve will wear a flash with the word 'Reserve' on both sleeves of their uniform. The Flash will be worn 13 mm (1/2 inch) below the St John Shoulder Flash. Where such Flashes are not worn on both sleeves as provided for in the Dress Regulations, the 'Reserve' Flash will only be worn on the left sleeve below the Shoulder Flash.

(g) **Commencement of Membership**

Membership will commence from the date of signing the BF2 subject to subsequent confirmation by the District Superintendent.

2.5 Approved Certificates

The following are approved First Aid Certificates for the purpose of enrolment in the Operations Branch, provided the Certificate has been obtained within three years preceding the date of enrolment:

- (a) St John Ambulance Australia Senior First Aid Certificate
- (b) Nursing Aide Certificate*
- (c) Red Cross First Aid Certificate Level A
- (d) RAAF First Aid Course

- (e) Stotts First Aid Correspondence Course
- (f) Victorian Ski Patrol First Aid Course
- (g) State Enrolled Nurse*
- (h) Queensland Ambulance Transport Brigade First Aid Certificate

The following qualifications are recognised as being the equivalent of St John Ambulance Australia Medallion Level Certificate:

- (i) A State Registered Nurse*
- (j) An Ambulance Officer (must hold a current First Aid Certificate)
- (k) Defence Force Medical Corps and Medical Assistant Training (Army Employment Category Number 031; RAAF Medical Assistants Course; RAN Sick Berth Attendants Course (valid only during the period of service in the permanent or regular Defence Forces and for one year after discharge))

*Must have undertaken First Aid training.

2.6 Presidents and Vice-Presidents

The appointment of a prominent person as the President/Vice-President of a District/Corps/Division can be of enormous benefit in the public acceptance of and assistance to the role of St John Ambulance Australia in the community. The role of a President/Vice-President is primarily in the public relations, communications and fundraising fields.

Presidents and Vice-Presidents may be appointed for Districts/Corps/Divisions.

- (a) The appointment of District Presidents and/or Vice-Presidents will be made on the authority of the Chief Commissioner upon the recommendation of the Commissioner.
- (b) The appointment of Corps/Divisional Presidents and/or Vice-Presidents will be made on the authority of the Commissioner.

Appointments are made for a period of three years but are renewable for a further period or periods.

Normally it is not the intention that Presidents and Vice-Presidents should be appointed from among serving or retired members of the Operations Branch.

The office of President and Vice-President is neither an administrative nor an executive appointment (*vide* Handbook for Presidents).

Presidents and Vice-Presidents must relinquish their appointments on reaching the age of 72 years.

2.7 Age Limit

- (a) **Active List – Adults**

The age limit for retention on the Active List is 65 when retirement will be the normal procedure.

- (b) **Cadets**

No Cadet may remain in a Cadet Division after their 18th birthday.

(c) ***Reserve and Supplementary Lists***

The age limit for retention on these lists is 65.

(d) ***Retirement***

All members on reaching the age of 65 will retire. Members of the Order, holders of the Life-Saving Medal of the Order or the Service Medal of the Order may retire prior to 65.

2.8 Retired Members

In recognition of their loyal service, Retired Members of the Operations Branch who hold the Service Medal of the Order may wear uniform when attending:

- (a) Annual Reviews.
- (b) National/District/Corps/Divisional Services for St John's Day.
- (c) Remembrance Sunday Services.
- (d) Funerals of former members of St John.
- (e) On occasions when members of the Royal Family or Vice-Regal persons are present unless otherwise directed.
- (f) Operations Branch Competitions.
- (g) Priory Chapter Meetings unless otherwise directed.
- (h) Functions at the discretion of the Commissioner.

On the occasions listed above, Retired Members who are Members of the Order and holders of the Service Medal of the Order, may wear the uniform and insignia of the highest rank in which they served efficiently for a period of not less than one year.

In all cases, Retired Members shall wear the letter 'R' on both sleeves below the St John Flash.

Retired Members are not covered by Operations Branch insurances and in no circumstances are they permitted to carry out any form of public duty as first aiders.

3

Operations Branch Organisation

3.1 Districts

The Operations Branch in Australia is administered by the Chief Commissioner and organised as National Headquarters and Districts. Each State is a District and is administered by a Commissioner.

3.2 Corps

With the sanction of the Chief Commissioner any three Divisions may be registered as a Corps subject to a minimum aggregate of 100 members exclusive of Officers and NCOs.

An additional Corps Officer may be appointed for every 50 additional members. The number of Corps Officers shall not exceed three, except where a Corps Administrative Officer is appointed.

The duties of Corps Secretary, Treasurer and Inspector of Stores shall be carried out by the Corps Officers.

The Chief Commissioner may approve a variation of the composition of a Corps in any District where conditions make it desirable.

3.3 Divisions

A Division is the normal unit of the Operations Branch.

An adult Division consists of not less than 12 and normally not more than 60 members.

Employees of police, fire brigades, railways, factories, schools and the like may be formed into special Divisions and registered as such provided the consent of their employers is obtained.

- Divisions may include Adults and Cadets. The Officer-in-Charge of a Division is expected to hold a Patient Care Certificate.

3.4 Sections

The smallest unit of the Operations Branch is a Section, which consists of 6 to 11 members (excluding the Officer-in-Charge). A Section, where possible, will be attached to a Division and the Officer-in-Charge will be responsible to the Superintendent of that Division.

Sections must be registered on formation in the same manner as Divisions.

When a Section becomes eligible for Divisional status, a BF1 for the current year in which the required strength is reached, accompanied by a BF/RS, must be forwarded to the Chief Commissioner to permit registration as a Division.

3.5 Authorised Establishments for Headquarters, Divisions and Sections

National Headquarters

Chief Commissioner	
Deputy Chief Commissioner	
Chief Superintendent	Chief Surgeon
Chief Officer for Cadets	Chief Nursing Officer
Staff Officers (Grades I-IV)	

District Headquarters

Commissioner	
Deputy Commissioner	
District Superintendent	District Surgeon
District Staff Officers	District Nursing Officer
	District Ambulance Officer
District Sergeant-Major	

Corps

Corps Superintendent	Corps Surgeon
Corps Staff Officers	Corps Nursing Officer
Corps Sergeant-Major	Corps Ambulance Officer

Division

Divisional Superintendent	Divisional Surgeon
	Divisional Nursing Officer
	Divisional Ambulance Officer
Divisional Officer (minimum of 1; thereafter in proportion 1 to every 18 NCOs and Privates).	
Probationary Divisional Officer	
Sergeants (1 to every 18 Corporals and Privates)	
Corporals (1 to every 9 Privates)	
Privates (minimum 9)	

Division (Cadet)

Divisional Superintendent

Divisional Surgeon

Divisional Nursing Officer

Divisional Ambulance Officer

Divisional Officer (1 to every 12 NCOs and Cadets, including St John Juniors).

Probationary Divisional Officer

Cadet Leader (1 to every 12 NCOs and Cadets, including St John Juniors).

Sergeants (1 to every 12 Corporals and Cadets, including St John Juniors)

Corporals (1 to every 6 Cadets including St John Juniors)

Section

Section Officer

Probationary Section Officer

Privates (minimum 6)

Section (Cadet)

Section Officer

Probationary Section Officer

Cadets (minimum 6)

4

Officers, Appointments Promotions and Badges of Rank

Foreword

All members of the Operations Branch are volunteers who contribute their time and talent to further the objects of the organisation. As a structured organisation, the Operations Branch uses ranks and badges to indicate role and responsibilities within the organisation. Members should be encouraged and guided to minimise rank consciousness and badge acquisition – rather, their energies should be directed towards improving the functioning of the Operations Branch.

The ability of Commissioners to move officers between appointments of the same rank grade is intended to facilitate the administration of the District. However, when exercising this authority, Commissioners should have regard to the personal feelings of officers and the dictates of good personnel management to ensure that there is no unnecessary disruption or adverse effect on morale.

4.1 Grand Prior's Appointments

The following Senior Officers of the Operations Branch will be appointed triennially on St John the Baptist's Day (24 June) by HRH The Grand Prior, on the recommendation of the Priory in Australia.

National Headquarters
Chief Commissioner
Deputy Chief Commissioner
Chief Surgeon
Chief Superintendent
Chief Nursing Officer
Chief Officer for Cadets

District Headquarters
Commissioner
Deputy Commissioner
District Surgeon
District Superintendent

The above appointments expire on the eve of St John the Baptist's Day terminating the triennial period for which they were made, but a further triennial period may be recommended by the Chief Commissioner.

Vacancies may be filled for the unexpired portion of any period as and when required.

4.2 Appointment and Promotion of Officers (other than Grand Prior's Appointments)

- (a) **Officers** (other than Grand Prior's Appointments) will be promoted by the Chief Commissioner. Commissioners will be responsible for nominating their appointments and may transfer them without reference to the Chief Commissioner provided their rank grading does not change.

It is of great importance that persons proposed as Officers are of high character and of suitable age, education and abilities, all of which are necessary to ensure their proper influence over the members under their command. Length of service alone is not a deciding factor in recommending for appointment or promotion.

Officers to be appointed in charge of Cadets normally will be below the age of 45 on first appointment, and those in charge of adults will normally be below the age of 55 on first appointment. Unless in a Combined Division with adult membership, Officers of Cadets will be attached to an adult division for the maintenance of their own personal training and efficiency. Such Officers must have proven ability to interest and lead boys and girls. This is a highly specialised task for which a knowledge of First Aid and Patient Care alone does not constitute adequate qualifications.

The minimum age for the appointment of all Officers is 19, but in special cases recommendations may be submitted to the Chief Commissioner for the appointment of those who have reached their 18th birthday and who have had at least one year's experience in an Adult Division. Such appointments will be on 'probation' for six months or until their 19th birthday, whichever is the longer period.

The Divisional Superintendent, while being personally responsible for nominating qualified persons only, must consult his District or Corps Officers through the usual channels.

Commissioners will review all appointments regularly, giving consideration to proven suitability, efficiency and devotion to the work of the Order. Such reviews will take place at least each three years and reappointments will be the responsibility of the Commissioner.

BF7 forms will be prepared for new appointments and/or promotions. Form BF7/NHQ will be used for promotions submitted to the Chief Commissioner.

The appointment of Divisional Superintendents and Divisional Officers will be reviewed when they attain the age of 62 and, subject to their Commissioner's approval, they will be granted a further limited tenure of appointment for a period ending not later than 31 December in the year in which they attain their 65th birthday. At the end of that period (during which their successors should be selected and trained) they will exercise one of the options contained in Regulation 4.12.

- (b) **Surgeons** – must be medical practitioners whose names appear on the current Medical Register. They are not required to hold a First Aid Certificate or to take a promotion examination. Their BF7's will be endorsed by the District Surgeon and be accompanied by a BF30.
- (c) **Probationary Surgeons** – must be medical students who have successfully completed two years training and are members of the Operations Branch. They are not required to take a promotion examination. Their BF7's will be endorsed by the District Surgeon and be accompanied by a BF30.
- (d) **Nursing Officers** – must be Registered General Nurses whose names appear on the State Register and hold a Current Practising Certificate of the appropriate Registering Authority. Nursing Officers are not required to take a promotion examination or to hold a First Aid or Patient Care Certificate. The BF7 will be endorsed by the District Surgeon and be accompanied by a BF32. Nursing Officers are encouraged to hold a First Aid Certificate.
- (e) **Ambulance Officers** – must be full time employees of a recognised State or Territory Ambulance Authority in a professional capacity as a qualified Ambulance Officer, and be, or be eligible to be, a Member or Fellow of the Institute of Ambulance Officers (Australia). Divisional Ambulance Officers may be either Grade V or Grade VI. A Division may have Officers of both grades appointed. The BF7 will be endorsed by the District Surgeon and be accompanied by a BF31.
- (f) **Divisional Nurses** – must be Registered General Nurses whose names appear on the State Register and hold a Current Practising Certificate of the appropriate Registering Authority. The BF7 will be endorsed by the District Surgeon. The Divisional Nurse may be given Officer status and wear one star.

- (g) **Transport Officers** – are required to hold the appropriate driving licence and possess a knowledge of motor vehicle maintenance.

4.3 Appointment of District and Corps Sergeants-Major

Sergeants-Major may be appointed by the Commissioner to any District or Corps.

They must hold the Operations Branch Instructor's Certificate in Drill or equivalent qualification and have held the rank of Sergeant in the Operations Branch or an equivalent rank in HM Armed Forces.

4.4 Appointment of NCOs

It is of great importance that persons proposed as NCOs are of good character and suitable abilities. Length of service alone is not a deciding factor in recommending these appointments.

All Non-Commissioned Officers will be appointed by the Commissioner.
Transport Sergeants and Corporals – Transport NCOs are required to hold the appropriate driving licence and possess a knowledge of motor vehicle maintenance.

4.5 Appointment of Bandmasters

Bandmasters will be appointed by the Commissioner.

A Bandmaster, unless of higher substantive rank, will be granted honorary rank of Sergeant-Major while holding this appointment.

4.6 Appointment of Divisional Secretaries, Treasurers, Storekeepers

A Divisional Secretary, Treasurer or Storekeeper will be appointed by the Commissioner. Divisional Secretaries not holding Officer rank will wear the appropriate badge.

4.7 Promotion Examinations

Officers – All Officers (other than Grand Prior's Appointments, Surgeons, Nursing Officers and Ambulance Officers) are required to pass a promotion examination before or during the period of acting rank (see the In-Service Training Manual and Gen. Reg. 4.8).

The appointments and qualifications referred to in paragraph (b) to (f) of Regulation 4.2 are 'professional appointments'. Medical Practitioners, Registered Nurses and professional Ambulance Officers holding other 'general duties' appointments will conform in principle to the requirements of General Regulations relating to Officer appointments.

Commissioners should, in principle, appoint an Examining Board of not less than three Officers senior to the examinee.

The District Superintendent concerned will nominate the Board members and submit the names to the Commissioner for his approval. A similar procedure will be followed for Officers to be appointed to Cadet Divisions, the District Staff Officer (Cadets) submitting the Board members' names to the Commissioner through their District Superintendent. Where appropriate, Promotion Boards should include the Corps Superintendent.

This Promotion Board procedure is additional and separate from any qualification gained from attendance at and satisfactory performance in any Officer Training Course conducted by the District.

4.8 Acting Rank

The Chief Commissioner has power to grant Acting Rank in any Grade pending qualification for Commission. The Commissioner may grant Acting Rank in a Grade VI capacity for a period not exceeding six months. Upon the expiration of that period, during which a promotion examination should have been taken, a BF7/NHQ should be forwarded to the Chief Commissioner for the promotion.

Persons holding Acting Rank will wear uniform and rank markings, carry out the duties laid down and have the same privileges as if their appointment and rank had been confirmed.

Acting Rank may be held for a period not exceeding six months.

Grand Prior's Appointments – Persons recommended by the Priors in Australia for Grand Prior's Appointments may be given Acting Rank pending confirmation by the Grand Prior. When the appointment is confirmed, the warrant will be granted from that date.

Officers – Acting Rank may be granted to Officers prior to Promotion Examination. Upon confirmation by the Chief Commissioner the warrant will be issued antedated to the first day of the acting appointment.

(The same principle applies in respect of appointments which a Commissioner is authorised to sanction.)

4.9 Reserved

4.10 Seniority of Ranks/Appointments (other than Grand Prior's Appointments)

The effective date of promotion of Officers will be the date of the Chief Commissioner's Order notifying the promotion. The date of appointment of Officers to specific appointments will be that on which the Commissioner approves the posting.

4.11 Dual Appointments

Dual appointments are not permitted.

Officers or NCOs on being promoted or transferred, automatically vacate the appointment previously held.

4.12 Relinquishing Appointments

- (a) **Officers** – Officers (including Sergeants-Major) desiring to relinquish their appointments will notify their senior Officer in writing, for submission to the Commissioner through the regulation channels.

They must state whether they wish to:

- (i) Continue active membership of the Operations Branch.
- (ii) Be placed on the Reserve.
- (iii) Resign from the Operations Branch.
- (iv) Retire from the Operations Branch (see Regs 2.7 & 2.8).

Those opting for (i) will be placed on either the Supplementary List (see Regulation 2.4(e)) unless they accept a new appointment immediately. They may choose to revert to Private.

They will continue to carry out their duties until the Commissioner has approved their application.

- (b) **NCOs** – NCOs desiring to relinquish their appointments will notify their senior Officer, or the Officer-in-Charge of their Division, in writing, for submission to the Commissioner through the regulation channels. They must state whether they wish to:

- (i) Continue active membership of the Operations Branch.
- (ii) Be placed on the Reserve.
- (iii) Resign from the Operations Branch.
- (iv) Retire from the Operations Branch (see Regs 2.7 & 2.8).

Unless opting for (iii) they will revert to the rank of Private. They will continue to carry out their duties until the Commissioner has approved their application.

(Officers and NCOs may, at their own request, submitted in writing, revert to the rank of Private at any time; in the case of Officers the approval of the Chief Commissioner must be obtained.)

- (c) **Divisional Secretaries, Treasurers, Bandmasters, Storekeepers** – Divisional Secretaries, Treasurers, Bandmasters, Storekeepers desiring to relinquish their appointments will notify the Officer-in-Charge of their Division, in writing, for submission to the Commissioner, through the regulation channels.

4.13 Ranks, Appointments and Badges

Chief Commissioner

T/H,CX

Deputy Chief Commissioner

T/H,SX

Chief Surgeon

T/H,SX

Chief Superintendent	T/H, SX
Chief Nursing Officer	T/H, X
Chief Officer for Cadets	T/H, X
Staff Officers (National Headquarters)	
Grade I wear the T/H Gorget Patch	
Grades II to IV wear the T/D Gorget Patch on grey background	
Commissioner	T/C, CSSS
Deputy Commissioner	T/C, CSS
District Surgeon	T/D, CSS
District Superintendent	T/DS, CSS
District Nursing Officer	T/D, CS
District Ambulance Officer	T/D, CS
District Officer	
District Officers are Staff Officers and may be of any grade up to CS and will wear the T/D Gorget Patch	
Corps Superintendent	C-
Corps Surgeon	C-
Corps Nursing Officer	SSS-
Corps Ambulance Officer	SSS-
Corps Officers	
Corps Officers are Staff Officers and may be of any grade up to SSS and will wear a Silver Shoulder Bar (-). This includes Corps Administrative Officer.	
Divisional Superintendent	SSS
Divisional Surgeon	SSS
Divisional Superintendent (Cadets)	SSS
Divisional Surgeon (Cadets)	SSS
Divisional/Section Officer	SS
Divisional Nursing Officer	SS
Divisional Ambulance Officer	SS
Divisional Nursing Officer (Cadets)	SS
Divisional Ambulance Officer (Cadets)	SS
Divisional/Section Officer (Cadets)	SS
Probationary Divisional Surgeon	S
Probationary Divisional/Section Officer	S
Probationary Divisional/Officer (Cadets)	S
Registered General Nurses (other than appointed Nursing Officers)	S
Divisional Ambulance Officer (Grade VI)	S
Divisional Ambulance Officer (Cadets)(Grade VI)	S

Legend

X = Crossed Stretchers	C = Crown
S = Star	- = Bar
T = Gorget Patch	H = Headquarters
C = Commissioner	DS = District Superintendent
D = District (also see Regulation 4.15)	

4.14 Grading and Rank Markings for Officers

Grade I	Crown and two stars
Grade II	Crown and one star
Grade III	Crown
Grade IV	Three stars
Grade V	Two stars
Grade VI	One star

All Officers are Staff Officers and will serve in appointments (other than Grand Prior Appointments) nominated from time to time by the Commissioner and agreed to by the Officer concerned.

4.15 Distinguishing Marks

(a) All Medical Practitioners are distinguished by red piping round both shoulder straps and caps.

A qualified medical practitioner who is not entitled to full registration by the Medical Board and who is appointed as a Probationary Divisional Surgeon shall wear two shoulder stars backed by red felt disks.

A Medical Student appointed as a Probationary Surgeon shall wear one shoulder star backed by a red felt disk.

Registered General Nurses are distinguished by a red bar on both shoulder straps.

Nursing Officers are distinguished by grey shoulder straps.

All Members of a recognised State or Territory Ambulance Authority who are employed in a professional capacity as a qualified Ambulance Officer, will be distinguished by a yellow bar worn at the base of both shoulder straps.

Enrolled Nurses will be distinguished by a green bar worn at the base of both shoulder straps.

Retired Members wear the letter 'R' on both sleeves (below flashes) when wearing uniform on approved occasions.

Those holding Transport appointments wear the letter 'T' on both sleeves (below flashes).

Those holding Cadet appointments wear the letter 'C' on both sleeves (below flashes).

Bandmasters wear a lyre on the right sleeve.

(b) Only one distinguishing professional bar (i.e. Red, Yellow or Green) may be worn at any one time. The distinguishing bar worn should reflect the member's principal occupation, except that Registered General Nurses may wear the red bar while not employed in a nursing capacity.

4.16 Enrolled Nurses

Enrolled Nurses must be currently employed in a nursing capacity by an accredited hospital or an approved nursing service in order to wear the distinguishing bar referred to in General Regulation 4.15. On the recommendation of the District Nursing Officer, the District Surgeon is responsible for authorising members who conform to this Regulation to wear the distinguishing green bar.

5

Duties of Officers and Other Ranks

Foreword

In this Chapter the duties of Officers are defined. In matters concerning solely adult personnel or Cadets there should be no difficulty. However, in the working of the Operations Branch, whose departments are so interdependent, there are bound to be matters arising which affect both male and female personnel whether Adults or Cadets. It is imperative that there should be the closest co-operation between all Officers so as to ensure the efficiency and smooth running which is essential to the well-being of the Operations Branch.

It is also essential that Officers not only discharge the duties outlined but by acquiring wider knowledge, using initiative, accepting responsibility, setting a good example and working with human understanding, demonstrate the qualities of leadership.

5.1 Chief Commissioner (Australia)

The Chief Commissioner of the Operations Branch in Australia is a member of the Chancellor's Executive Committee of the Priory in Australia and is responsible for the provision of first aid services by the Order and the control, training and general administration of the uniformed personnel of the Order in accordance with regulations laid down by the National Council.

5.10 District Superintendents

District Superintendents will be responsible to their Commissioner for the general organisation, administration, efficiency and discipline of the District. District Surgeons and District Staff will consult the District Superintendents on all organisational and administrative matters.

5.11 Deputy District Superintendents

Deputy District Superintendents will be District Officers (Grade II). They will be responsible to their District Superintendent and will act on their behalf as directed.

5.12 District Staff Officers (Cadet)

District Staff Officers (Cadet) are the advisers to the Commissioner on all matters relating to Cadets.

District Staff Officers (Cadet) may correspond with the Chief Officer for Cadets and Corps Officers (Cadet) on routine matters of Cadet policy, training and welfare but must keep their Commissioner informed.

They are responsible to the District Superintendent for the general organisation, administration, efficiency and discipline of the Cadets within the District (Reg. 5.10 refers) and must liaise with him on all such matters.

5.13 District Treasurer

The District Treasurer usually will be a professional accountant and shall be responsible to the Commissioner for all finance, property and insurance matters of the District, subject to any directions issued by the State Council. He is responsible for the preparation of the Annual Statements of Account and their submission to the auditor. He should also ensure that Corps and Divisions within the District maintain their accounts properly and in accordance with General Regulations.

He is also responsible for the preparation of the annual budget for the District and its submission to the District Finance Committee.

5.14 District Secretary

Districts may employ a District Secretary and such other office staff as is necessary for the efficient functioning of the District.

The District Secretary will be responsible to the Commissioner for the administration of the office and the staff employed therein.

The District Secretary has no executive authority and shall not interfere with the normal command structure of the District but may issue such orders and correspondence on behalf of the Commissioner as he directs.

5.15 District Staff Officers

District Staff Officers are responsible to their District Superintendent and will be allocated duties after consultation between the Commissioner and the District Superintendent.

5.2 Deputy Chief Commissioner

The Deputy Chief Commissioner will be responsible to the Chief Commissioner and will act on his behalf as directed.

5.3 Chief Surgeon

The Chief Surgeon is the adviser to the Chief Commissioner on all matters concerning the medical and surgical work of the Operations Branch in Australia and is responsible for standards of efficiency of all members in First Aid and Patient Care. He endorses the appointments of all surgeons.

He will consult the Chief Superintendent on all administrative matters.

5.4 Chief Superintendent

The Chief Superintendent will carry out duties as directed by the Chief Commissioner and will be responsible to him for the administration of the Operations Branch.

5.5 Chief Nursing Officer

The Chief Nursing Officer will advise the Chief Commissioner on the efficiency and discipline of the Nursing personnel of the Operations Branch.

The Chief Nursing Officer will consult the Chief Surgeon on all technical nursing matters and will advise the Chief Superintendent on organisation and administration of the Nursing establishment of the Operations Branch.

5.6 Chief Officer for Cadets

The Chief Officer for Cadets is responsible to the Chief Commissioner for the organisation, administration, efficiency, discipline and welfare of all Cadet units of the Operations Branch.

He will consult the Chief Superintendent on organisational and administrative matters.

5.7 Staff Officers (National Headquarters)

Staff Officers on the National Headquarters may be appointed by the Chief Commissioner. They will carry out such duties as are allotted to them and will hold such rank as is considered suitable to the appointment.

5.8 Commissioners

Commissioners are responsible to the Chief Commissioner for the organisation, administration, efficiency and discipline of the units of the Operations Branch in their District.

5.9 Deputy Commissioners

Deputy Commissioners will be responsible to their Commissioner and will act on their behalf as directed.

5.16 Corps Superintendents

Corps Superintendents are responsible to their District Superintendent for the general organisation, efficiency and discipline of the Corps. Where there is a Corps Staff Officer (Cadets), this Officer will act as liaison with the District Staff Officer (Cadets) and Corps Superintendent on matters affecting Cadets within the Corps.

5.17 Corps Staff Officers

Corps Staff Officers will be allocated duties by and be responsible to their respective Corps Superintendent.

5.18 Corps Administrative Officer

An Administrative Member may be appointed as a Corps Administrative Officer whose primary duties will be concerned with returns, records and reports.

5.19 Divisional Superintendent

The Divisional Superintendent is in charge of the Division and is responsible for the administration, duties, training, maintenance of efficiency, discipline and welfare of the Division. He is also responsible for the financial management of divisional funds and for recommending all Divisional appointments. He will at all times liaise and co-operate with the local Cadet Division and keep the Superintendent thereof informed on matters of mutual interest, including raising of funds and staffing of public duties. While encouraging as much realistic and adventurous training as possible among his members, he must insist on proper standards of ability and safety observance on the part of those in charge of activities which could contain an element of danger for the inexperienced. He must personally satisfy himself of the validity of the First Aid Certificates and qualifications for joining of new members. If an Officer or member of an adult Division is nominated to be in command of Cadets, the Divisional Superintendent must forward the BFC7 through the usual channels for consideration by the Commissioner, with a recommendation or otherwise.

5.20 Divisional Officers

Divisional Officers will be appointed in accordance with the Divisional Establishment as laid down in Regulation 3.5 to assist their Superintendent in the work of the Division. They normally will be a Grade V appointment, but where the Commissioner is of the opinion that a Member is too young or needs experience before being promoted to that Grade, the appointment may be made as a Grade VI (one star) Divisional Officer.

Recommendations for the appointment of a Probationary Divisional Officer (Grade VI), in excess of the establishment, where it is desired to provide experience for a potential young leader and where a suitable post exists for an Officer to take charge of a particular Divisional activity, may be submitted to the Commissioner for approval.

serve for the maintenance and efficiency of the transport services in their charge.

5.33 District and Corps Sergeants-Major

A Sergeant-Major is responsible for training and efficiency in drill in his District/Corps.

5.34 Sergeants and Corporals

Sergeants and Corporals assist their Officers and perform duties as directed.

5.35 Transport NCOs

Transport NCOs are responsible to the Officer under whom they immediately serve for the maintenance and efficiency of the transport service in their charge.

5.36 Bandmasters

A Bandmaster is responsible for the organisation, training and discipline of his Band.

5.37 Divisional Secretary

A Divisional Secretary, acting under instructions from his Divisional Superintendent, advises all ranks of drills, practices and meetings. He keeps the Operations Branch Record Sheet, Returns of Divisional Meetings and Duties, Minute Book and Occurrence Book and prepares all forms and returns. All correspondence that is not signed by the Divisional Superintendent will be signed by the Secretary 'for Divisional Superintendent'.

5.38 Divisional Treasurer

The Divisional Treasurer is responsible to his Divisional Superintendent for the Divisional accounts and prepares the annual statement of accounts for the Auditor (see Regulation 10.5)

5.39 Divisional Storekeeper

The Divisional Storekeeper, acting on the instructions of his Divisional Superintendent, ensures that the stores in his charge are at all times in clean and proper condition and ready for immediate use. He keeps the list of stores and makes a record of all articles issued and is responsible for their return or replacement.

6

Discipline within the Operations Branch

Foreword

'If you get up from the chair you are sitting in and take out your car or bicycle, you can choose where you want to go, your own destination. That is liberty. But as you drive or ride through the streets towards your destination, you will keep to the left of the road. That is discipline.'

(Field Marshal Sir William Slim, Governor-General of the Commonwealth of Australia and Prior of the Order of St John in Australia.)

The Operations Branch of St John Ambulance Australia is composed of members who, to the best of their ability, devote their spare time to the alleviation of the sufferings of the sick and injured. When members join, they bind themselves to work together in the spirit of chivalry and in the interests of The Most Venerable Order of The Hospital of St John of Jerusalem of which the Operations Branch is one of the Foundations. The fostering of petty jealousies and the nourishment of grievances and resentment are therefore foreign to the aims of members who must resolutely combat any temptation to indulge in these distractions from their duty so that happiness and well-being of the Operations Branch shall not be endangered.

All ranks should obey and support their seniors, loyally and willingly while Officers and others appointed to positions of authority should exercise tact, patience and forbearance towards the members of the Operations Branch under their command.

Nevertheless, the work of an organisation such as St John Ambulance Australia, consisting of voluntary and unpaid workers, cannot be carried out without a discipline of the highest order to which each member submits when he joins. This voluntary act is the basis of discipline throughout the Operations Branch and it is to ensure its proper observance that these Regulations have been drawn up.

6.1 Knowledge of Regulations

It is the duty of each member of the Operations Branch to become acquainted with the General Regulations and all relevant orders, circulars and the like issued from time to time. The plea of ignorance cannot be accepted as an excuse for non-observance.

Every Officer holding command of personnel must take steps to ensure that those under him have the necessary opportunities to acquaint themselves with Regulations and Orders.

6.2 Power of the Chief Commissioner

The Chief Commissioner, by virtue of his office, is empowered with absolute authority to :

- (a) Call upon a member to resign.
- (b) Remove from the Roll of the Operations Branch the name of any member, other than an Officer appointed by the Grand Prior, whose conduct or influence in his opinion is, or is likely to be, prejudicial or injurious to the Operations Branch.
- (c) Revert any Officer or NCO to a lower rank.

The decision of the Chief Commissioner shall be final.

In the case of an Officer appointed by the Grand Prior, the Chief Commissioner may submit to the Priory in Australia a recommendation for action under any of the foregoing paragraphs.

6.3 Power of the Commissioner

A Commissioner may dismiss from the Operations Branch for insubordination, misconduct, inefficiency, or neglect of duty, any member not holding Officer rank subject to the rights of that member to appeal to the Chief Commissioner.

A Commissioner may suspend any member of the Operations Branch whose conduct or influence in his opinion, is or is likely to be prejudicial or injurious to the Operations Branch. A Commissioner, dismissing or suspending a member under this Regulation shall forward a full report to the Chief Commissioner within seven days.

A member dismissed or suspended under this Regulation shall be provided with the particulars causing the dismissal or suspension.

The Commissioner must ensure that at all times the provisions of clause 2 of Appendix 'C' are adhered to.

6.4 Members' Obligations

All members must appreciate that by signing the BF/RS or BF1 on joining the Operations Branch, they undertake the following obligations:

(a) Knowledge of Orders

To have read General Regulations and the Divisional Rules and to comply with them in all respects and to carry out all orders received from time to time from their seniors.

(b) **Loyalty**

To recognise as part of their duty and privilege to assist in maintaining the loyalty, goodwill and discipline essential to the good order of the Operations Branch and to carry out their duties with zeal and efficiency to the best of their ability.

6.5 Resignation

If a member considers himself for any reason unable to fulfil his obligations he should either:

- (a) resign from the Operations Branch; or
- (b) submit to his Commissioner through the usual channels a request with all relevant information that he should be relieved of his appointment, or transferred; or
- (c) Apply for transfer to the Reserve.

6.6 Convictions in Court of Law

A person convicted by a Civil Court of Justice or a Court Martial for an offence which would be regarded by any reasonable person as in any way disgraceful shall not be eligible for joining, rejoining or retention in the Operations Branch. In doubtful cases the Commissioner concerned should forward details and recommendations to the Chief Commissioner.

6.7 Seniority on Duty

When two or more members are present in the execution of Operations Branch duties, responsibility for the execution of such duties and for the good conduct and discipline devolves upon the member who is senior by rank, or if two or more are of equal rank or status, upon the member with the longest service in the rank.

Officers of Cadets, whatever their rank, will when present with an Adult Division, act as Supernumeraries or in such other capacity as the Superintendent of that Division may require.

Officers holding substantive rank take seniority over all Officers of equal rank on the Supplementary List or Reserve.

6.8 Insubordination

Insubordination on parade or on duty or at any time or place when in St John uniform must be dealt with immediately by the senior Officer present who will instruct the member to 'fall out' if on parade. If the act of insubordination takes place whilst not on parade but in connection with a duty, the member will be told by the senior Officer concerned that he has been suspended. This act of suspension also automatically applies to the member who has been called upon to 'fall out' on parade, on account of insubordination.

6.9 Misconduct and Neglect of Duty

In a case of misconduct or neglect of duty the member should be interviewed privately by the senior Officer present and asked to explain his conduct. If the senior Officer present is unable to settle the matter satisfactorily, he may suspend the member from duty. When a member's conduct calls for admonition, it should be done officially and with dignity and as soon as possible after the offence.

6.10 Criticism of Seniors

Criticism of seniors cannot be allowed. Nevertheless, should a junior have reason to believe that the action or behaviour of a senior is likely to bring discredit on the Operations Branch, he has the right to submit his complaint in writing through the usual channels to his Commissioner in accordance with Regulation 6.13.

6.11 Suspension from Duty

A member suspended from duty may not take part in Operations Branch activities, may not wear St John uniform, and may be called upon to return immediately to his Divisional Superintendent or next senior Officer all Operations Branch stores, documents and material of any kind. The senior Officer present, upon suspending a member from duty under Regulations 6.8 or 6.9 shall within seven days report his action in writing, and the reason for it, to his next senior Officer who will proceed in accordance with Regulation 6.12.

It is the duty of the Officer who suspends a member immediately to:

- (a) provide the member with a written notice of suspension;
- (b) inform the member in general terms of the reason for suspension;
- (c) point out the limitations upon a member under suspension and collect any stores, documents, etc. as appropriate.

6.12 Action on Receiving a Report of Suspension from Duty

An Officer, other than the Commissioner, receiving a report either under Regulation 6.11 or Clause (c) of this Regulation, that a member has been suspended from duty, will, after considering all the relevant factors and as soon as possible, interview the member and will either:

- (a) dismiss the matter and restore the member to duty; or
- (b) admonish the member and restore him to duty; or
- (c) report the matter within forty-eight hours to his next senior Officer, having informed the member that he will do so (see Appendix C).

6.13 Submission of Grievances and Complaints

A member having a grievance or cause for complaint in respect of a personal matter affecting the Operations Branch should endeavour to dispose of it by

consulting his Officer, who if necessary may in turn consult his next senior Officer. If the member is unable so to dispose of his grievance or complaint, he may submit it in writing and through the usual channels to his Commissioner and must at the same time forward a copy of his submission to any person or persons who may be the subject of such grievance or complaint. If a member has received no decision in three months, he may write direct to the Chief Commissioner.

The right of a member to make such a submission is no protection against legal action for libel or slander.

Those not concerned will maintain an impartial attitude.

Meetings expressing opinions upon disciplinary matters or representations signed by a collection of members are not permitted.

6.14 Boards of Inquiry

A Board of Inquiry may be convened by a Commissioner or by the direction of the Chief Commissioner to inquire into any matter affecting the Operations Branch and will be held at the most convenient place and time (see Appendix C).

6.15 Report in Cases of Dissatisfaction

Should any Officer learn that dissatisfaction exists in any unit, he must, if unable to deal with the matter himself, at once report through the usual channels to his Commissioner.

6.16 Saluting and Addressing Officers

All ranks of the Operations Branch will maintain the time-honoured custom of acknowledging their seniors by saluting. Similarly they should address their seniors as 'Sir' or 'Madam'. These are not acts of subservience but of courtesy.

Officers will be punctilious in returning all salutes.

6.17 Smoking

Operations Branch personnel may not smoke while rendering first aid or carrying out nursing and ancillary duties.

At all other times, discretion should be used when smoking in uniform.

6.18 Political Activities

St John Ambulance Australia is strictly non-political and is prohibited from furthering the objects of any particular political party. No member, as such, may lend his support to individual candidates in local or government elections.

6.19 Uniform and Badges

Uniform will be worn by all ranks in accordance with current Dress Regulations issued by the Chief Commissioner from time to time.

6.20 Badges Protected

Operations Branch badges are protected by law and unauthorised persons are not entitled to wear them or use them for commercial purposes. Any misuse of St John badges noticed by members should immediately be reported to District Headquarters. All badges, buttons and gorget patches are the property of the Order however purchased. In the event of a member resigning from the Operations Branch, all these must be returned to his or her unit. In the event of the death of a member, the unit is responsible for their collection.

Care should be exercised by all members to ensure that St John uniforms, badges, buttons etc., are not acquired by unqualified persons with the resulting potential for misuse.

6.21 Wearing St John Uniform

Public Duty Uniform must be worn on public duty.

Collecting Funds Members may wear uniform during authorised St John appeals for funds. Uniform must not be worn when raising funds for other organisations, except with the special sanction of the Commissioner.

Conferences and Meetings Uniform should be worn whenever possible when officially representing the Operations Branch at meetings and conferences of other bodies.

Salaried Staff Uniform may be worn by members employed under the auspices of St John Ambulance Australia, including members of St John Headquarters' District Staff.

Overseas Visit Members may wear St John uniform overseas only with the written permission of their Commissioner who will issue an introductory letter to the overseas establishment concerned.

6.22 Wearing of Decorations and Medals

No decorations, medals or badges except those granted or authorised by the Sovereign, or approved by the Order of St John may be worn on St John uniform.

7

Efficiency and Awards

Foreword

Members of the Operations Branch wear uniform in order that they may be easily recognisable by the public when on duty. Each member is required to maintain efficiency annually so that the public may have confidence that the wearer of a St John uniform is fully qualified to render first aid in cases of injury and sudden illness. The conditions of efficiency set out in Regulation 7.1 are laid down as the minimum standard for every Operations Branch member.

7.1 Efficiency Requirements

(a) Efficiency Requirements for Active Members

In order to be returned efficient, active members of the Operations Branch must fulfil the following requirements during each year:

- (i) successfully undertake the Skills Maintenance Programme as prescribed by the Chief Surgeon or pass a re-examination in First Aid at the discretion of the District Surgeon;
- (ii) be present at an Annual Divisional Inspection;
- (iii) carry out their duties to the satisfaction of their senior Officer;
- (iv) attend, if a member of a Division, at least twelve Divisional instructional meetings (see Regulation 9.4). (Each day's attendance at an authorised training course or camp may count as one instructional meeting up to a maximum of six.)

(b) **Efficiency Requirements for Members on Reserve**

Those serving on the Reserve, other than Officers appointed by the Grand Prior, are required to:

- (i) attend six Divisional instructional meetings a year;
 - (ii) comply with General Regulation 7.1(a)(i) (subject to Regulation 7.2).
- Failure to comply with these requirements for two consecutive years will automatically entail discharge from the Operations Branch.

7.2 Exemption from Efficiency Requirements

Members seeking exemption under any of the clauses of this Regulation should discuss their intention with their Superintendent to ensure that their position is clearly understood and agreed with a suitable notation being made on the BF1 and BF4.

(a) **Annual Re-examination**

The following are exempt:

- (i) Officers of or above the rank of Grade II.
- (ii) Medical Practitioners.
- (iii) Registered General Nurses.
- (iv) Medical Students.
- (v) Members undergoing training for Registration in general nursing who have successfully completed year 1 studies.
- (vi) Members called up for full-time National Service.
- (vii) Repealed.
- (viii) All members who are full-time Officers of a recognised State or Territory Ambulance Authority, or are undergoing training at a Training School of such an Authority.

(Sickness duly certified by a medical practitioner constitutes exemption from re-examination on a particular date, but it does not cover failure to be re-examined on the first possible opportunity after recovery.)

(b) **Divisional Instructional Meetings**

The following members are partially exempt from the requirements laid down in Regulation 7.1.

- (i) Divisional Surgeons may be excused one Divisional instructional meeting (up to a maximum of three) for each duty they carry out at competitions and Divisional re-examinations.
- (ii) Divisional Nursing Officers may be excused one Divisional instructional meeting (up to a maximum of three) for each duty they carry out at competitions and Divisional re-examinations.
- (iii) All members including those appointed as Ambulance Officers who are full-time Officers of a recognised State or Territory Ambulance Authority may be excused one Divisional instructional meeting (up to a maximum of three) for each duty they carry out at competitions and Divisional re-examinations.
- (iv) Members whose occupation may prevent regular attendance for efficiency purposes may apply, through channels, to their Commissioner for partial exemption, up to a maximum of three Divisional instructional meetings in any one year.

- (v) Bandsmen may be excused six Divisional instructional meetings provided not less than twelve band practices are attended.

(c) **Annual Inspection**

Exemption from the annual inspection may be granted by the Commissioner if the reason for the application is satisfactory.

7.3 Efficiency for Year of Joining

In order to count service in the year of joining a member must (subject to Regulation 7.2) have:

- (a) enrolled as a full member not later than 31 July;
- (b) gained an approved certificate in the year, or successfully completed the Skills Maintenance Programme during the year, or passed a re-examination during the year as approved by the District Surgeon;
- (c) attended an annual Divisional inspection if held after the date of enrolment;
- (d) attended 12 Divisional instructional meetings.

7.4 Efficiency when Granted Leave of Absence

Members qualifying for exemption from efficiency requirements because of training, National Service, or full-time duties, as defined in Regulation 7.2 for part of a year only must comply with the Regulations regarding the annual re-examination, attend Divisional instructional meetings equivalent to the number of months in the unexempted period of the year and attend the annual inspection if held during that period.

7.5 Efficiency when Changing Domicile

Members who move to localities in which the Operations Branch is not represented may, with the permission of the Commissioner, be retained in the Operations Branch and be granted efficiency for the ensuing year to enable them to make arrangements to carry on their duties or to raise a new Division in the new locality.

7.6 Failure to Maintain Efficiency

Membership of the Operations Branch will automatically lapse in the case of Officers and members who are returned as non-efficient for two consecutive years. In the case of Officers this information must be passed on to the Chief Commissioner.

Members who are non-efficient for periods exceeding two years due to sickness, travelling, examinations or urgent private affairs may be retained in the Operations Branch on written application to the Chief Commissioner through the usual channels. Cadets who have obtained a Senior First Aid Certificate and who may become non-efficient for a period exceeding two years due to sickness, travelling, examinations or urgent private affairs should be encouraged to take advantage of this Regulation to remain a member.

7.7 Rejoining the Operations Branch

Applications from those wishing to rejoin must be submitted to the Commissioner with a request that previous efficient service be counted towards the Service Medal or Bar.

7.8 Leave of Absence

Members may be granted leave of absence up to a period of one year by the Commissioner.

Applications for longer periods will be submitted by the Commissioner for the approval of the Chief Commissioner.

The period for which a member has been granted leave of absence may not be counted towards Operations Branch efficiency. If, however, the member is able to complete the requirements for efficiency during that part of the year when he was not on leave of absence he will be returned as efficient for the year. In the case of Officers of or above Corps rank not less than six months must be spent on active duty to qualify for efficiency for the year.

The provisions of Regulation 7.6 do not apply in the case of members who have been granted leave of absence.

7.9 Service Chevron, Medal and Bars

(a) **Service Chevron**

A Service Chevron may be awarded by the Commissioner to members (other than Officers or NCOs) for every three years efficient service up to and including nine years. On the award of the Service Medal the Chevrons are no longer worn.

Although each Chevron is intended to be recognition of three years efficient service its possession may not, *ipso facto*, be taken as a guarantee that the period for which it has been granted will be accepted towards the Service Medal. Each application for the Service Medal must include details of the service for each year and will be judged on that evidence.

(b) **Service Medal**

On the recommendation of the Chief Commissioner, the Service Medal of the Order may be awarded to Officers and members of the Operations Branch (but not to Presidents, Vice-Presidents, Administrative Members or Auxiliaries) who have completed 12 years active and efficient service in the Operations Branch, as defined by General Regulations.

A Bar to the Service Medal similarly may be awarded for each successive five years of efficient and active service. When the Medal is not worn, crosses will be worn on the ribbon. Bars and Crosses will be worn as follows:

17 years	1 silver bar or cross
22 years	2 silver bars or crosses
27 years	3 silver bars or crosses
32 years	1 gilt bar or cross
37 years	2 gilt bars or crosses
42 years	3 gilt bars or crosses
47 years	4 gilt bars or crosses

Applications accompanied by BF4's for Chevrons and Bars or Service Medals must be made as soon after 1 January as possible.

On receipt of applications District Headquarters will check service entitlements against records and, if all requirements have been fulfilled, will forward formal applications over the Commissioner's signature to National Headquarters, together with a photocopy of each applicant's BF4 no later than 1 March in each year.

Service while on Reserve. Each year, up to a maximum of six, of efficient service on the Reserve will count as six months on the Active List towards the Service Medal.

7.10 Awards (other than the Service Medal)

(a) Order Awards

Awards of the Order for which members of the Operations Branch may become eligible are:

- (i) Membership of the Order (Admission or Attachment to, or Promotion within);
- (ii) Priory Vote of Thanks;
- (iii) Life-Saving Medal.

NOTE: (i) and (ii) will be applied for in accordance with Priory instructions.

(iii) Will be applied for through the usual channels to the Chief Commissioner.

(b) Operations Branch Awards

- (i) Meritorious Service Certificate – members may be awarded the Meritorious Service Certificate by the Chief Commissioner for exceptional service.

Meritorious Service Certificates may be awarded to units of the Operations Branch. In this case the Meritorious Service Certificate Bar is not worn.

- (ii) Letters of Commendation – in appropriate cases Letters of Commendation may be issued by the District Commissioner.

Chief Commissioner's Commendation – a Commendation for outstanding service by a member may be issued by the Chief Commissioner on the recommendation of a Commissioner. The Commendation will be in letter form.

- (iii) Honorary Member's Badge – persons who have, in the opinion of the Chief Commissioner, rendered good service to the Operations Branch, which should as a general principle have extended over not less than three years, may be awarded the Honorary Member's Badge. Full members of the Operations Branch who have resigned or retired, and Presidents and Vice-Presidents on giving up office after three years service also are eligible.
- (iv) The Jubilee Certificate may be awarded at the discretion of the Chief Commissioner to Corps and Divisions which have been in existence for 50 years and whose strength and service over the years have merited this distinction. Application for awards of Jubilee Certificates must be signed by the Commissioner and reach National Headquarters four months before the date on which the 50 years service is completed.

8

Operations Branch Duties

8.1 Public Duty

Definition of Public Duty

A public duty is a first aid duty, allotted through Operations Branch channels, undertaken indoors or out, wherever a number of people are congregated, or where it is recognised by those responsible that a first aid service should be provided.

Permission for Public Duty

Before public duty is undertaken it is necessary to approach the proper authorities and obtain their sanction and co-operation. For example, in the case of public processions the police have to be consulted and likewise in the case of sports, races, etc., those who organise them will have to be consulted.

When the public duty is to be undertaken in public thoroughfares the officer in charge must arrange with the local authorities the position of first aid posts which it is proposed to establish.

Officer-in-Charge of Post

The Officer or member in charge of a post is responsible for its arrangement and for the discipline of personnel; he will not dismiss his personnel without the approval of the surgeon, if present, nor until the work of the post is concluded.

He must see that the appropriate casualty report forms or case reports are duly forwarded to the proper authority within a reasonable period after the conclusion of the duty.

Professional Officer's Duties

The Surgeon on arrival has the entire charge and control of the post so far as all medical matters are concerned. He will give such instructions to the Officer-in-Charge as are in his opinion necessary for the medical treatment of patients within the post.

In the absence of a Surgeon, the responsibility for medical matters will be assumed by the senior Nursing Officer or Ambulance Officer, in that order.

Co-operation between Districts

In the case of a unit being asked to take part in a public duty outside its own District, the Commissioners of both Districts concerned should be consulted and each approve the duty.

Cadets on Duty

Cadets should be encouraged to take part in suitable duties provided that they are accompanied by an Adult Member. They may carry out simple first aid/patient care tasks under supervision which are within the ambit of their training. Discretion must be exercised in the type of duty to which Cadets are detailed and they may not attend places of entertainment where admission is restricted to persons over the age of the Cadets concerned (see Regulation 14.28 and Appendix E).

First Aid Kits

Members are to carry an Operations Branch first aid kit whilst on duty. Officers-in-Charge are responsible for ensuring that their members are competent in the use of their kits. Kits are to be inspected regularly to ensure that the contents are maintained and that no unauthorised items are carried.

8.2 Duty in Hospitals

Hospital duties, which may be nursing or non-nursing ancillary services, may be undertaken by arrangement between the hospital authorities and the Operations Branch Officer locally responsible for the arrangement of hospital duties.

Cadets will not carry out such duties without the written consent of their parents. Every precaution should be taken to ensure that Cadets are not exposed to any experience that might disturb them. It is the duty of the Divisional Superintendent to be alert to the reactions of Cadets to hospital service so that they may be withdrawn if they prove unsuited to it.

8.3 Transport and Escort Duties

The following are defined as Transport Duties:

- (a) acting as a driver or attendant in an ambulance, sitting-case car or hospital service car;
 - (b) standing-by at an Ambulance Station. When a female casualty requires transport, a female member should, whenever possible, accompany the ambulance;
 - (c) accompanying a sick person by public transport (by road, rail, sea or air).
- Escort duties include: accompanying handicapped persons by public transport

(by road, rail, sea or air); being in attendance with group outings of disabled, elderly or infirm persons.

8.4 First Aid Posts

Units situated near main highways and beaches may arrange with the local authority for the erection of tents or suitable First Aid Posts near places where injuries are liable to occur.

The services should include:

- (a) provision of first aid kits and equipment as approved by the District Surgeon.
- (b) Provision of signs indicating where first aid treatment and material can be obtained.

In order that such first aid posts may be easily recognised by the public they should be designed on similar lines and therefore specifications and details of proposed location should be submitted to District Headquarters for approval.

In the event of a service being discontinued, care should be taken to see that all signs erected by St John are removed and the authorities notified accordingly.

Posts and equipment must be carefully supervised by the unit responsible for them.

Posts must be kept painted and in good condition. Equipment must be inspected periodically and replenished when required.

8.5 Road and Street Injuries

The police and other authorities welcome the assistance of Operations Branch personnel in dealing with road and street injuries. To ensure the success of this work it is essential that there should be the closest co-operation with the police and other organisations concerned.

Road traffic direction by St John personnel is forbidden unless it is necessary for the protection of the casualty.

8.6 Ambulance Transport Services

Where agreements to conduct Ambulance Transport Services have been entered into or may be entered into, between the State Government or other local authority and St John Ambulance Australia Operations Branch, the Commissioner is responsible for ensuring the efficiency of the Ambulances and all Operations Branch personnel engaged in this service. He will require all vehicles and personnel to be adequately covered by insurance.

Where Operations members receive payment when employed as full-time drivers or attendants, this does not in any way affect their voluntary status in the Operations Branch. They will be required to maintain their efficiency as members of the Operations Branch.

8.7 Operations Branch Vehicles, Mobile First Aid Posts, Caravans and Trailers

- (a) Operations Branch vehicles normally will be used for Operations Branch

purposes but can also be made available for emergency work in accordance with the provisions periodically advised by National Headquarters. Vehicles will be adequately insured and conform with certification, licensing and operational requirements of the relevant State laws.

Vehicles will be predominantly white in colour and readily identifiable as St John vehicles. The standard paint and sign scheme approved by District Headquarters will be used.

- (b) No unit of the Operations Branch will operate Mobile First Aid Posts, Trailers or Rescue vehicles without the prior authority of the Commissioner. He will ensure that the vehicles being used are mechanically sound, roadworthy and comply with Government Registration requirements and are covered by such insurance as will indemnify the Operations Branch in all circumstances.

(c) ***Operations Branch Vehicles – Restrictions Concerning Transport of Patients***

The following statement of policy is to be displayed prominently in all Operations Branch vehicles in States other than those in which St John operates the State Ambulance Transport service unless the Statement specifically contravenes State law:

‘St John is a First Aid Organisation.

Transport is provided by the State Ambulance Service.

St John members attending a patient who requires transport to hospital or a doctor will assist in making the appropriate arrangements for such transport.

If the condition of the patient is such that immediate transport to hospital is required and the State Ambulance Services are not available, or undue delay in arrival is likely, the patient may be transported to hospital in a St John vehicle **but only on the authority of a doctor or a police officer.**

Only in exceptional circumstances, in the absence of a Doctor or Police Officer, the St John Officer-in-Charge may make such a decision.

A report must be made to District Headquarters of all patients who have been attended to by St John personnel and are then transported to hospital by statutory ambulance services, St John vehicles and by private vehicles.

It is also important that a report be submitted of any patient who refuses to accept advice from St John personnel to attend hospital for further treatment.’

This Statement is to be circulated at least annually in District Orders.

8.8 Rendering First Aid

It is the duty of members of the Operations Branch to render first aid, when necessary, irrespective of time or place and whether in uniform or not. Membership of the Operations Branch does not, however, confer upon individuals the right to take up a position in the streets or elsewhere on public or other occasions for the purpose of rendering first aid, nor to force their services upon persons who may be injured or in need of assistance.

Approved Casualty Report Forms are to be used in respect of **all casualties treated or advised** in accordance with instructions issued from time to time by the Chief Surgeon. Management of such casualties shall be undertaken using a first aid kit, the contents of which have been approved by the Chief Surgeon.

8.9 Outstanding Occurrences

Outstanding work by members and incidents of news value can afford valuable publicity. All members should report such matters immediately to the Public Relations Officer (PRO), preferably by telephone. If the PRO cannot be contacted at once they should communicate direct with the District PRO. The need for speed where publicity in the major press is concerned cannot be over-emphasised.

In addition to communicating with the District PRO at District Headquarters, local PROs are responsible for informing local newspapers.

Any outstanding incident occurring in the course of public duties, or exceptionally meritorious service by a member, will be communicated through the proper channels to National Headquarters.

8.10 Radio Communications Equipment

All units in Australia are reminded that it is an offence under Commonwealth legislation to operate radio communications equipment except in accordance with the terms and conditions of an approved licence. The penalties for offences include inter alia, fines and confiscation of equipment. District Headquarters should hold a licence and all enquiries regarding the use of radio equipment for any St John purpose should be addressed for the attention of the Radio Communications Officer, District Headquarters.

Any unit in possession of radio equipment which has not been licensed through District Headquarters must forward full details through channels to the Radio Communications Officer without delay. Appropriate action will then be taken to regularise the position.

8.11 Air Escort Duties

No Air Escort work is to be undertaken by St John personnel without the prior approval of the District Surgeon who will ensure that all requirements are fulfilled.

Air Escort work can be considered as an extension of road or rail escort duties where the patient does not require the services of a suitably qualified doctor or nurse.

8.12 Inshore and Inland Waterway Divisions

St John Ambulance Waterborne Divisions are not basically a 'Rescue' service in the full meaning of the word. The main function of such Divisions 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.

9

Administration and Committees

9.1 Registration of Divisions

Registration forms BFRS/BFCRS will be submitted, through the regulation channels, to the Chief Commissioner.

The Division will be recognised as from the date on which the Chief Commissioner signs the forms and will take seniority therefrom.

9.2 Disbandments

In the event of it being necessary to disband a Corps or Division, the Commissioner will notify the Chief Commissioner (see also Regulation 10.8).

9.3 New Members

The Officer-in-Charge of the Division must personally satisfy himself of the validity of the First Aid Certificates and qualification for joining of new members (see Regulations 2.4 and 2.5).

9.4 Divisional Instructional Meetings

The Division will meet for instruction, practice or drill on an average of not less than twice each month and at such other times as the Officer-in-Charge may

direct. Each meeting must be of at least one hour's duration and members may only count their attendance if they are present for that amount of time.

9.5 Transfers

All appointments must be relinquished prior to transfer (see Regulation 4.12).

NCOs and Members

In the case of transfers from one unit to another in the same District the transferee's form BF4 will be forwarded through regulation channels to the Commissioner, who, if he approves the transfer, will forward it to the unit to which the member is transferring. In the case of transfers to another District the same procedure will be followed but the Commissioner, if he approves the transfer, will forward the form to the Commissioner of the receiving District for approval and transmission to the unit to which the transfer is being made.

Officers

In the case of transfers within the same District the form BF4 should be forwarded through regulation channels to the Commissioner with information as to the name of the unit to which the transfer is being made. If the transfer is approved the form will be forwarded by the Commissioner to the unit to which the transfer is being made. In the case of transfers to another District the Commissioner will forward the form to the Chief Commissioner who will communicate with the Commissioner of the receiving District.

Officers transferring will assume the new appointment from the date on which the transfer is authorised by the Chief Commissioner or Commissioner but providing their rank grading does not change, their seniority in rank will date from the date of their original promotion to their current Grade.

In all cases of transfer, form BF4 should have the member's service entered up to the date of departure by the transferring unit and certified by District Headquarters. The service for the rest of the year will then be entered on the following line by the receiving unit at the end of the year and the two entries bracketed.

9.6 Records and Returns

Annual returns must reach District Headquarters not later than 31 January and District returns required by the Chief Commissioner must reach National Headquarters by such date as is prescribed by the Chief Commissioner.

Reports, returns and communications of every kind from any office or unit destined for a higher office must be signed by the Officer responsible for or in charge of such office or unit.

All Officers and Members of the Operations Branch are **personally responsible** for seeing that their attendances at Divisional Instructional Meetings, Public Duties, Annual Re-examination and Annual Inspection are correctly recorded and for initialling the record card (BF4) annually.

Every Division will keep the following documents:

- (a) General and Dress Regulations
- (b)* Divisional Rules and Standing Orders
- (c) Record Sheets (BF1)
- (d) Forms BF4, Attendance Roll and Duty Book
- (e) Casualty Report Forms (BF45) and Casualty Occurrence Book (BF43)
- (f) Minute Book
- (g) List of Stores
- (h) Receipt Book (see Regulation 10.2)
- (i) Cash Book
- (j) Bank Pass Book and/or Statements and Investment Records
- (k) Annual Account (BF12)
- (l) Insurance Policies and last premium receipts
- (m) Orders and Circulars issued from time to time by the Chief Commissioner and by the Commissioner.

The Commissioner will be responsible for seeing that the documents enumerated above are inspected annually by an Officer detailed by him to do so, in the presence, where possible, of the person(s) keeping such documents.

Regulations must always be kept up to date.

The member responsible for keeping documents will, on ceasing to do so for any reason, hand them over correctly to a successor or other person authorised by the Commissioner.

On a change in the office of Treasurer an audit of the accounts is required for the protection of both Officers concerned.

9.7 Annual Inspection

Each Division will be inspected annually by the Commissioner or by an Officer appointed by him for the purpose. Such inspection will be directed especially to the following matters:

Part I

- (a) The fitness of all Officers, NCOs and members for their respective duties.
- (b) Correctness of uniform and contents of haversack/first aid kit.
- (c) Condition of first aid and other equipment, also motor vehicles operated by the Corps or Division.

Part II

The method and correctness of keeping all records, books, forms and accounts, including General Regulations, Orders and Circulars.

This part of the inspection if not carried out by the Commissioner, must be made by an Officer appointed by the Commissioner. At this inspection or 'audit' the Inspecting Officer will check the entries on the members' individual

* Divisional Rules and Standing Orders must be approved by the Commissioner prior to adoption and use.

record forms with the Divisional Attendance Register, Form BF1, Form BF11 and other supporting documents such as Parade States.

9.8 District or Corps Reviews

Attendance at a District or Corps Review may replace Part I of the Annual Inspection. In any case, however, Part II of the Annual Inspection must be held.

9.9 Annual Skills Maintenance

- (a) The responsibility for Divisional Skills Maintenance rests with the District Surgeon. If he is unable to conduct a Skills Maintenance Programme himself he will nominate (or approve of) a Corps or Divisional Surgeon to do so.
- (b) As early as possible in the year the Officer-in-Charge of the Division in consultation with the Divisional Surgeon will select alternative dates for the conduct of the programme and will submit them to the District Surgeon, giving him as much notice as possible. In no case should the notice be less than a month and a choice of two or three dates should be given.
- (c) At the conclusion of the programme the examiner will forward Form BF11 to the District Headquarters where the results of the re-examination will be entered in the appropriate column of Form BF11. One copy of Form BF11 will be returned to the Division.
- (d) Any questions concerning the result of the re-examination will be addressed by the Officer-in-Charge of the Division through regulation channels to the District Headquarters.
- (e) Unless otherwise instructed by the Commissioner the Officer-in-Charge of the Division will retain Form BF11 sent to him as notification of the result of the re-examination until after the Annual Inspection of Records (see Regulation 9.7).
- (f) Candidates for Certificates must be re-examined by an accredited Training Branch examiner.
- (g) A Commissioner may approve alternative methods of re-examination provided that he is assured by the District Surgeon that:
 - (i) each member is re-examined efficiently;
 - (ii) the alternative method is fair to every member; and
 - (iii) there is no reduction in standards.

9.10 District Committees

There shall be a District Finance Committee (see Regulation 10.1). The Commissioner may set up such other committees and hold such meetings as he sees fit to advise him on the work of the District.

9.11 Corps Committees

There shall be a Corps Finance Committee (see Regulation 10.1). Corps

Superintendents may form such other committees as they see fit to assist them in the administration of the Corps.

9.12 Divisional Committees

There shall be a Divisional Finance Committee (see Regulation 10.1). The affairs of the Division, other than matters relating to discipline, will be conducted in accordance with these regulations by a Divisional Committee consisting of the Divisional Surgeon, Superintendent, Nursing Officer, Ambulance Officer, Divisional and Transport Officers, Sergeants, Secretary and Treasurer and two others elected by, and from among, the NCOs and Privates. The Committee also may co-opt two people.

Normally a Divisional Committee meeting should not be held in the absence of the Divisional Superintendent who should occupy the Chair.

9.13 Committee Procedure

Committees should meet once a quarter.

A meeting of a Committee may be called at any time at 14 days' notice. In an emergency, or if requested to do so by a majority of the members of the Committee, the chairman may call a meeting at shorter notice.

On joining the Operations Branch, members sign a declaration undertaking to abide by its Regulations and to submit themselves in all matters concerning the Operations Branch to the authority of their Senior Officers. This must be recognised as applying to all members of a Committee. Resolutions passed cannot override the authority of Officers.

9.14 General Meetings

Each Corps/Division shall hold an Annual General Meeting at which the President, or in his absence, a Vice-President if available, will preside.

Corps and Divisional Superintendents should hold periodical meetings of the whole Corps or Division in order to give members an opportunity of making suggestions as to the best methods of maintaining general interest in their work, raising funds, and of bringing forward other items concerned with the general welfare of the Corps or Division. Such meetings should allow members of all ranks an opportunity of voicing their opinions and wishes, especially on matters for which no provision is made in Regulations, provided always that nothing of a personal nature concerning any individual in the Operations Branch, or any matter of discipline, is brought up for discussion.

The Commissioner will be notified two clear weeks prior to the date fixed for such meetings and be provided with a copy of the proposed agenda for approval.

10

Finance, Accounts and Property

Foreword

The primary responsibility for financial management within a District ultimately rests with the Finance Committee of the Council and the Council Executive. The Commissioner is responsible to the Chief Commissioner for the financial management of his District, but in practical terms, he must maintain close liaison with the Council Executive and Council Finance Committee to ensure that sufficient resources are provided to enable the District to operate effectively.

The provision by the Council of resources to a District places a moral obligation on the District to reciprocate by co-operating with the Council in every way possible. Councils will require some degree of accountability for any funds provided to Districts and the submission of budgets and financial statements to the Council should not be seen as in any way affecting the authority of the Commissioner or other Officers. Prior to the submission of any budgets for the Operations Branch to the Council, the Commissioner should take steps to ascertain that all the expenditure contained therein is necessary and not in any way extravagant.

The Regulations contained within this Part are to be observed to the extent that they are not inconsistent with any directions issued by the State Council Finance Committee.

10.1 Finance Committees

All Finance Committees shall meet at least once a quarter.

District

Each District shall have a Finance Committee to advise the Commissioner on all matters concerning District Funds. The following shall be ex-officio members of the District Finance Committee: The Commissioner, District Superintendent, the District Staff Officer (Cadets) and the District Treasurer. A representative of the District President may serve on this Committee and such other persons as the Commissioner may decide.

Corps

There shall be a Corps Finance Committee to advise the Corps Superintendent on all matters concerning Corps funds. The composition of this Committee shall be on the lines of that laid down for the District Finance Committee and shall be approved by the Commissioner.

Divisional

There shall be a Divisional Finance Committee to advise the Divisional Superintendent regarding the raising of funds and the expenditure thereof. The Committee shall consist of the Divisional Superintendent, the President or Vice-President, the Treasurer, the Secretary and a proportion of other members of the Divisional Committee and if the Division directly finances the Cadet Division there shall also be Cadet Officer representation. If the Committee desires to have further advice on financial matters two persons of standing who are not members of the Operations Branch may, with the approval of the Commissioner, be appointed.

The Commissioner may authorise the establishment of Welfare Committees or Auxiliaries consisting of persons who are not members of the Operations Branch, who desire to assist District, Corps or Divisions in raising funds to further the objects of the Operations Branch.

The Commissioner will issue instructions concerning the disposal and accounting of funds raised by these Committees.

10.2 Budgets

Districts

The District Finance Committee shall consider an annual budget involving both revenue and capital income and expenditure submitted by the District Treasurer and with or without amendment, shall recommend it to the Commissioner. The Commissioner shall submit the recommended budget to the Council Finance Committee for approval.

Corps

The Corps Finance Committee shall consider an annual budget in the same manner as the District Finance Committee. It shall be submitted through the District Treasurer to the District Superintendent for approval.

Divisions

The Divisional Finance Committee shall consider the annual budget prepared by the Treasurer and recommend a budget for approval by the Divisional Superintendent.

10.3 General Accounts

Money raised on behalf of the Order or the Operations Branch must be paid to the General Account.

The Commissioner will authorise the issue of a standard form of receipt, printed in duplicate, serially numbered and suitably bound.

A Register of receipt books issued will be kept at District Headquarters.

A receipt will be issued for all money received on behalf of the Operations Branch or the Order and all money must be deposited into a banking account from which all payments will be made.

A cash imprest sufficient to meet small outgoing expenses may be kept and accounted for by the Treasurer.

District, Corps or Divisional Accounts will be opened in the name of St John Ambulance Australia, Operations Branch, with a recognised banking company. Arrangements will be made for cheques to be signed in the case of a District by any two of – Commissioner, Deputy Commissioner, District Superintendent, Deputy District Superintendent, District Treasurer and District Secretary (if approved by the Commissioner), jointly.

For Corps/Divisional Accounts – Any two of the Corps/Divisional Superintendent, Corps/Divisional Officer or Corps/Divisional Treasurer jointly.

All cheques will bear the name of the District/Corps or Division below the signatures of those persons authorised to operate the account.

A unit of the Operations Branch must under no circumstances allow its finances to necessitate an overdraft at its bankers, nor must it commit itself to any expenditure without having funds in hand sufficient to discharge the debt incurred.

Accounts will be made up to 31 December (or such alternative date as approved by the Chief Commissioner) in each year and audited as early as possible by the auditors. If it is not entirely practicable for these instructions to be observed in their entirety, the Commissioner may approve variations to suit local requirements.

10.4 Social Accounts

The purpose of a Social Account is to provide a fund for social entertainment, benevolent grants and other items of expenditure which cannot properly be charged against the General Account. Bequests in aid of the Social Account must state specifically that they are for this account. No part of money obtained by an appeal for general funds may be diverted to the Social Account. The balance remaining in the Social Account at 31 December in each year shall not exceed \$250.00.

When a Social Account is closed for any reason the credit balance will be paid into the General Account.

There will be a Social Committee of from four to ten members and the activities of the Committee will be carried out under the direction of the Officer-in-Charge of a District, Corps or Division.

All financial transactions of the Social Account will conform to the procedures set out in Regulation 10.3.

An audited financial statement of the Social Account will be submitted annually to the Commissioner. It is to be attached to the BF12 and must not be incorporated on that Form.

10.5 Auditors

District Accounts must be audited annually by a professional auditor, i.e. a member of the Institute of Chartered Accountants, Australian Society of Accountants or a licensed company auditor.

Corps and Divisional Accounts should be audited annually by a professional auditor, but if one cannot be found an application must be made to the Commissioner for the appointment of some other suitable person unconnected with the unit concerned. Alternatively, if such persons are not available the Commissioner should direct that the accounts be audited by the District Treasurer.

10.6 Statement of Accounts

The audited Statement of Accounts showing all money received and expended must be submitted on Form BF12 together with other annual returns through the regulation channels to the Commissioner not later than 31 January each year. The Corps or Division will retain one audited copy for record and inspection purposes.

Statement of Accounts (i.e. Divisional, Corps and District) should be readily available at the respective Headquarters so that anyone concerned may see them.

A Statement of Accounts and Balance Sheet of District Headquarters Funds must be submitted annually to the Chief Commissioner within six months of the end of the District's financial year.

10.7 Personnel and Property Insurance

Commissioners will make suitable arrangements to insure members of the Operations Branch against accident and other contingencies (as outlined in Appendix A) whilst performing Operations Branch duties. In addition, Commissioners are to ensure the co-operation of all members of the District in complying with the provisions of the Professional Indemnity (Malpractice) Insurance Policy covering members in the performance of their duties.

All property must be adequately insured by the District, Corps or Division concerned in accordance with Appendix A.

10.8 Raising of Funds

As the Operations Branch is an integral part of the Order of St John, all funds raised in the name of the Operations Branch by a District, Corps or Division are raised in the name of the Order and are the property of the Order. They are held by the Operations Branch to be administered and applied locally to the purpose for which they are raised, subject to the approval of the Chief Commissioner on behalf of the Order.

It is permissible for Divisions to call upon their members for subscriptions in accordance with Divisional Rules.

Circularising other Corps or Divisions for financial contributions is not permissible.

Units of the Operations Branch are not to:

- (a) retain professional fund-raising consultants without prior approval;
- (b) embark upon any fund-raising activity which is expected to raise \$10 000 or more, without prior approval;
- (c) raise funds from sources outside the State or Territory in which the unit is situated; or
- (d) raise funds in conjunction or association with any commercial concern without prior approval. Commissioners are responsible for ensuring that this Regulation is observed. In all cases where doubt exists as to the application of this Regulation, the advice of the Chief Commissioner should be sought.

10.9 Disposal of Funds

Funds raised for Operations Branch purposes must not be used for purposes other than those set out under the 'Objects of the Operations Branch' (Regulation 2.1).

In the event of a Division or other unit being disbanded, all funds must be handed over to the Commissioner. If after the expiration of twelve months the Commissioner considers that there is no likelihood of such unit being restarted in the same locality he will dispose of the funds in an appropriate manner.

10.10 Supporting of District Funds

It is obligatory for all units to support their District funds as arranged by the Commissioner.

10.11 Appeals

- (a) ***Consultation with State Executive Committee***

In all matters relating to the raising of funds and appeals, the Commissioner will consult with the State Executive Committee.

- (b) ***Appeal Applications***

All applications for permission to hold Appeals will be made to the Commissioner. Approval will only be granted subject to compliance with

permit requirements of appropriate Government or Municipal Authorities.
Reference should be made to the provisions of Regulation 10.8.

- (c) ***Distribution of Appeal Money***
It is permissible for the Commissioner to decide the distribution of the proceeds of all appeals.
- (d) ***Design of Posters***
Only posters of a design approved by the Commissioner will be used for appeals.
- (e) ***Raising Funds for Other Organisations***
Unless specially sanctioned by the Commissioner, Officers and other members in uniform are not permitted to assist in raising funds for other organisations, nor can grants to other organisations be made from Corps or Divisional Funds.

10.12 Reimbursement of Expenses

Out-of-pocket expenses necessarily incurred in the performance of authorised duty may be refunded by the Officer responsible for District, Corps, Divisional or other appropriate fund.

10.13 Gratuities

Any gratuities or donations which may be received must be handed to the Officer-in-Charge of the Division for payment into Divisional Funds.

10.14 Acquisition and Ownership of Property

- (a) ***Immovable Property***
The acquisition of buildings or land for the purpose of a local Headquarters, Drill Hall or for like purposes on behalf of a unit of the Operations Branch is generally desirable, but such transactions involve legal arrangements and it is most important that these should be carefully regularised. Requirements or recommendations in this connection, as set out in Appendix B, should in every case be most carefully observed.
- (b) ***Movable Property***
All vehicles, furniture, equipment, accoutrements, uniforms and other goods and chattels of any kind, other than personal property (whether at local Headquarters or other premises or in the custody of any member) are the property of the Order and held in trust accordingly by a responsible Officer of the Operations Branch. Each member will be responsible for maintaining in good condition all articles issued to him and to return such articles to the Operations Branch on demand of his next senior Officer.

10.15 Rebate of Income Tax

The Order of St John (St John Ambulance Australia) is recognised as a charitable organisation and contributions to its funds are allowed as deductions for Income Tax purposes.

10.16 Disposal of Property

Units must not exchange or dispose of property without first applying through the regulation channels, for the sanction of the Commissioner and obtaining such sanction expressed in a duly signed form.

In the event of a Division or other unit being disbanded, all property vested in the Order shall be handed back by the local Committee of Management to the Commissioner. If after the expiration of twelve months he considers that there is no likelihood of such unit being restarted in the same locality, he will authorise the disposal of the property in an appropriate manner after consultation with the District Finance Committee.

10.17 Investments

Investments that may be made by the Operations Branch shall be the same as may be made by the constituent State Council.

These investments shall be held in trust and be registered in the official description of the persons holding the offices referred to below and **not** in the individual name or names of those office holders, **nor** in the individual name or names of other persons holding appointments in the Operations Branch.

Thus:

In the case of a District, in the official description of

‘The Commissioner and the District Treasurer, St John Ambulance Australia, Operations Branch,District’.

In the case of a Corps, in the official description of

‘The Corps Superintendent and the Corps Treasurer, St John Ambulance Australia, Operations Branch,Corps’.

In the case of a Division, in the official description of

‘The Divisional Superintendent and the Divisional Treasurer, St John Ambulance Australia, Operations Branch,Division’.

11

Correspondence

11.1 Correspondence

Official notepaper (as approved by Priory) will be used for all St John correspondence.

11.2 Signing Official Forms and Documents

The rank, title and office or appointment should always be placed after signatures on all official forms and documents. All official correspondence should be addressed to the appropriate office or appointment.

11.3 Personal and Confidential Communications

Confidential letters are those dealing with matters which should be communicated only to a limited circle at the discretion of the addressee. They will only be opened by responsible persons.

Personal letters are so marked to ensure that the contents are seen by the addressee before any action is taken. They may only be opened by anyone to whom the addressee delegates authority to do so.

Private letters are intended for the information only of the addressee, who should open the envelope himself.

No material in any of the above categories is to be publicised in any form. Both envelope and letter heading must be marked with the appropriate designation, e.g. 'Private and Confidential'.

11.4 Official Correspondence

Officers are responsible for the correctness of information submitted to higher authority. They should, when appropriate, record their opinions or recommendations on all correspondence referred to higher authority and will add any information which will assist in arriving at a final decision.

11.5 Replies to Correspondence

Officers-in-Charge of Districts, Corps or Divisions will give prompt attention to correspondence and ensure that replies to communications from National Headquarters are not delayed.

If no answer is received within one month a copy of the original letter may be sent to the Officer senior to the one previously approached and so on, if necessary, up to the Chief Commissioner.

11.6 Change of Address

Officers changing their permanent address are responsible for notifying the Commissioner immediately.

11.7 Royal Personages

Any approach to Royal, Vice-Regal persons or the Prior on Operations Branch matters will be made only through the Priory Secretary.

Any approach to Vice-Regal persons on State Operations Branch matters will be made only through the Chief Commissioner or Commissioner as appropriate.

11.8 Correspondence with Her Majesty's Service Departments and Ministries

Correspondence on Operations Branch matters with State Government Departments and Ministries will be dealt with by District Headquarters only. All representations to Federal Government Departments and Ministries will be made with the sanction of the Chief Commissioner only.

The exception to this general rule is the case of any matter that may be arranged with local Navy, Army or Air Force establishments and District Headquarters of the Operations Branch.

The Commissioner will decide whether or not the transactions require to be reported to the Chief Commissioner.

11.9 Correspondence on Professional Matters

Surgeons/Nursing Officers/Ambulance Officers of the Operations Branch writing on professional matters will, when their Division forms part of a Corps, forward their communications to the Corps Surgeon/Nursing Officer/Ambulance Officer who will then forward it to the District Surgeon/Nursing

Officer/Ambulance Officer. The same channel will be used for communications in reverse direction.

11.10 Communications with the Press

District/Corps/Divisional Press Relations Officers should be appointed whose business it is to keep the Press informed of factual matters of general interest and obtain as much local publicity as possible for the Operations Branch.

Operations members may not communicate with the Press on matters relating to Operations Branch policy without the permission of the Commissioner (or other Officer deputed by him).

12

Parades, Bands and Colours

12.1 Parades

Combined parades of Operations Branch units must receive the prior approval of the Commissioner concerned.

Units may not accept an invitation to participate in a parade outside their own District without obtaining the written consent of the Commissioners concerned.

On all combined parades the senior Officer on parade will command.

In the case of ceremonial parades, collective companies may with advantage be formed. The senior Officer of a collective company will be in command of it.

Drill procedures shall be in accordance with an approved St John Manual of Drill and any amendments thereto.

12.2 Church Parades

A Division or Divisions may not hold a church parade, attend services organised by the Local Municipal Authority, or route march without reference to the Commissioner.

12.3 Parading with Other Organisations

Operations members in uniform must not take part in any public parade, procession or display of any description without the written consent of the Commissioner.

12.4 Parade States

For an annual inspection (whether held at Divisional, Corps or District level) a Parade State BF18/BFC18 and BF15 (as appropriate) must be submitted to the Commissioner through regulation channels.

12.5 Bands

Operations Branch formations and units may form their own bands with the permission of the Commissioner. Bands will be subject to an Annual Inspection. All adult members of bands should be full members of the Operations Branch in accordance with Regulation 2.4.

All members of bands between the ages of 11 and 16 must be Cadets; those under the age of 11 must be Juniors. They will comply with the normal Operations Branch efficiency requirements.

Full insurance must be effected in respect of all band members.

Operations Branch bands shall turn out as and when ordered by the senior Officer concerned and shall not be entitled to any payment or fee for Operations Branch parades.

The sanction of the senior Officer of the unit must be obtained before a band accepts any public engagement. Any fees paid must be paid into the Divisional account, or band account if kept separately.

12.6 The Colour

The Operations Branch Colour is the Badge of the Order, i.e. a white cross with gold lions and unicorns on a black field, size 1.3 metres long by 1 metre deep. There is a fringe of alternate 5 centimetres black and white. It is carried on a 2.5 metres black pole surmounted by the Badge of the Order in silver. The pole has black and white cords with tassels.

Subject to application from the Commissioner, the Chief Commissioner may approve of the carrying of a Colour by any District under the following conditions:

- (i) The Colour only will be carried at ceremonial parades of the Operations Branch and then only with the sanction of the Commissioner.
- (ii) When two or more Districts take part in the parade, the Chief Commissioner will decide the Colour(s) to be carried.
- (iii) The Colour will be consecrated and at all times accorded the full honours shown to Regimental Colours.
- (iv) Members on parade, will, when passing or being passed by Colours, salute or stand to attention if in plain clothes and if seated rise. It must be remembered that Colours will be treated with the same respect off parade as on. Colours should not be left lying about prior to or after parades. It is desirable that an Officer should be permanently and personally responsible for each Colour so as to make adequate arrangements for safeguarding it and ensuring its proper treatment at all times.

12.7 The Flag

The Operations Branch Flag is the badge of the Order, with lions and unicorns in gold on a black field.

It may be flown on Headquarters of an establishment or unit of the Operations Branch, at first aid stations, at Annual Inspections and camps.

The Flag will not be saluted.

Cadet Flags – see Regulation 14.32.

13

Miscellaneous

13.1 Operations Branch Device

The authorised device of the Operations Branch is as follows:



It will be printed or painted on all articles of equipment belonging to Districts, Corps or Divisions. In all cases the design must be carried out in black and white only.

The Operations Branch device may be incorporated in the Funeral Notice of a deceased member should this be in accordance with the wishes of the late member's family.

13.2 Advertising

The Operations Branch device may be used on posters and handbills advertising Operations Branch functions, but it may not be used in any way in connection with commercial advertisements without the express approval of the Priory.

No advertising matter of any description shall be affixed to any Ambulance, Operations Branch property, or equipment etc., without the sanction of the Commissioner.

13.3 Forms

National Headquarters will from time to time promulgate lists of official Forms and their reference numbers (Appendix G). Forms are to be used whenever possible for routine administration. Where space on a Form is inadequate or special circumstances not provided for exist, the Form is to be accompanied by a covering letter or attachment which provides full details of the circumstances and includes a clear recommendation for decision.

Commissioners should ensure that orders for supplies of forms are lodged well in advance of their requirement.

13.4 Publications

Official publications issued by National Headquarters are to be used wherever possible as the basis for training and guidance in administrative and other general matters.

Any District proposing to issue an Operations Branch publication must first obtain the Chief Commissioner's consent. A draft of the proposed publication will be forwarded with the application for approval, prior to printing.

13.5 Competitions

Australian Championships and qualifying District Competitions will be run in accordance with the current Regulations. Commissioners may authorise Regulations for special local competitions.

13.6 National Competition Champions

Adult and Cadet personnel who win a National Championship Competition for teams, individuals or cadet leaders, are entitled to wear the National Champion badge on their uniform for the duration of their membership. Members who are successful in more than one national competition will wear the appropriate cloth numeral immediately above the badge.

14

Cadet Regulations

(Note: The following modifications of General Regulations apply to Cadet Members. In all other respects the Cadet Movement will conform to General Regulations).

14.1 Objects

The objects of the Cadet Movement are:

- (a) To provide opportunities for boys and girls to learn and practise First Aid, Patient Care and other subjects conducive to the training of good citizens.
- (b) To encourage young people to follow the way of life exemplified in the Cadet Code of Chivalry.
- (c) To develop the spirit of combined effort while giving due consideration to the personality of the individual cadet.
- (d) To promote health.
- (e) To encourage among young people a full and enterprising use of leisure by providing all the facilities of a National Youth Organisation.
- (f) To lay the foundation for membership of the Adult Divisions of the Operations Branch.

Every Cadet, on the occasion of his enrolment, makes a solemn promise to be loyal to his Sovereign, true to his honour and faithful to the Order and publicly affirms the Cadet Code of Chivalry.

14.2 Code of Chivalry

To serve God

To be loyal to the Sovereign and my Officers

To observe the mottoes of the Order, which are:

'Pro Fide' – For the Faith

'Pro Utilitate Hominum' – For the Service of Mankind

To be thorough in work and play

To be truthful and just in all things

To be cheerful and prompt in all I do

To help the suffering and needy

To be kind to all animals.

14.3 Age Groups Contained within the Cadet Movement

- (a) St John Juniors from 8th to 11th birthday.
- (b) Cadets from 11th to 18th birthday.
- (c) Cadet Leaders from 17th to 21st birthday.

14.4 Qualifications for Joining

(a) **Cadets**

Boys and girls wishing to join as Cadets must:

- (i) have reached the age of 11 years;
- (ii) have obtained the written consent of their parent or guardian;
- (iii) be in possession of an approved Preliminary or Senior First Aid Certificate.

(b) **Probationary Membership**

Boys and girls who have attended Cadet meetings regularly for a period of two months will be known as Probationary Cadets until they obtain the qualifying Preliminary First Aid Certificate.

14.5 St John Juniors

Boys and girls from the age of 8 to 11 may be attached to Cadet Divisions, where desired, as St John Juniors, provided that the consent of their parent or guardian has first been obtained in writing.

They may not take proficiency subjects or enrol as Cadets before reaching the age of 11.

See the Australian Cadet Manual for an outline of the St John Junior programme.

14.6 Enrolment Ceremony

The Enrolment Ceremony should take place as soon as practicable after the Cadets have obtained their Preliminary First Aid Certificate and signed the BFC/RS or BFC1.

Normally it should be conducted by a District Staff Officer (Cadets), a senior member of the Order or an Officer of the Operations Branch approved by the Commissioner.

It should take place at Cadet Headquarters or other suitable place where parents and friends can, if desired, witness the Ceremony.

(The Enrolment Ceremony is quite distinct from, and must not be confused with, the actual date of joining.)

Enrolment Ceremonies should be kept simple and meaningful for the Cadet age group. The basic format is as shown in the Australian Cadet Manual and embellishments should not be added, nor extended artificial ceremonial procedures circulated, without prior approval of National Headquarters.

14.7 Divisions

A Cadet Division consists of not less than 8 and normally not more than 40 members.

14.8 Sections

A Cadet Section consists of not less than 6 or more than 8 members. When a strength of 8 exclusive of Officers has been reached, Form BFC/RS should be submitted for registration as a Division.

14.9 Cadet NCOs

Cadet NCOs are required to satisfactorily complete a Cadet NCO Training Course and pass an examination based on the Operations Branch publication 'Cadet NCO Training Notes'. Form BFC8 will be used for Cadet NCO appointments which will be sanctioned by the Commissioner.

Cadet NCOs transferring to Adult Divisions will relinquish their NCO appointment.

14.10 Transfer to Adult Divisions

Cadets may join an Adult Division at any time after their 16th birthday subject to being in possession of an Adult First Aid Certificate.

14.11 Individual Cadets Attached to Adult Divisions

Where no Cadet Division exists and one cannot be formed, Cadets (or probationers) may be attached to Adult Divisions until they become eligible for enrolment therein. They will be trained in accordance with Cadet Regulations.

14.12 Appointment of Officers

In addition to the ordinary qualifications for officership, those appointed Superintendents/Officers of Cadet Divisions must have proven ability to interest and lead boys and girls, this being a highly specialised task for which a

knowledge of First Aid and Patient Care alone does not constitute adequate qualification.

Appointment to the rank of Divisional Superintendent/Officer is open not only to members and ex-members of the Operations Branch but to all persons who are eligible for enrolment in the Operations Branch.

All Officers of Cadet Divisions will be appointed in accordance with Regulation 4.2.

14.13 Divisional Superintendents (Cadet)

Divisional Superintendents (Cadet) are responsible for the administration, training, efficiency and discipline of the Division of which they are in charge. They also have the responsibility of raising adequate funds and recommending appointments of Divisional Officers and NCOs. The establishment of a Cadet Division is laid down in Regulation 3.5. They will at all times liaise and co-operate with the local Adult Division on matters of mutual interest, including raising of funds and staffing of public duties.

14.14 Cadet Leaders

Cadet Leaders will be chosen for their qualities of leadership. Cadet Leaders not only provide assistance at cadet divisions but are themselves developing as adult members. It is therefore important that they gain experience with an adult division and develop the liaison between adults and cadets to ensure the progression of members with maximum efficiency and experience.

Qualifications

Cadet Leaders must have reached their 17th birthday and be in possession of a Senior First Aid Certificate. Cadet Leaders shall be encouraged to possess a Senior Patient Care Certificate in addition to the Senior First Aid Certificate.

Appointment

The Cadet Leaders shall be members of an Adult Division seconded to a Cadet Division to assist in all aspects of Cadet training. They shall be required to retain their membership of the Adult Division. The Divisional Superintendent (Cadets) will forward a recommendation on a BFC7 to the Commissioner, who, if he approves, will sanction the appointment. There will be no official promotion examination. However, Commissioners may, at their own discretion, adapt the examination on the lines prescribed for Cadet Sergeants. For the period of their secondment, they shall be included in the Divisional Strength of the Cadet Division. Cadet Leaders shall not exceed the ratio of 1 Cadet Leader to every 12 NCOs, Cadets and St John Juniors.

For efficiency purposes, Cadet Leaders must:

- (a) Attend at least twelve divisional instructional meetings per year of which a minimum of three shall be with the adult division.
- (b) Satisfactorily complete the Skills Maintenance Programme.
- (c) Attend the Annual Inspection of their Adult Division and the Annual Inspection of the Cadet Division.
- (d) Attend duties of the Adult Division.

Cadet Leaders rank above Cadet Sergeants but are not Officers.

Termination of Appointment

On reaching the age of 21 years, Cadet Leaders must relinquish their appointment and transfer to their Adult Division.

The Commissioner is empowered to withdraw the appointment of a Cadet Leader at any time at his discretion.

A Cadet Leader, when on parade with the Cadet Division, shall be placed in the supernumerary rank, but when on parade with the Adult Division is placed in the ranks.

14.15 Relinquishing Appointments

Divisional Superintendents/Officers (Cadet) relinquishing their appointments but wishing to continue active membership of the Operations Branch will revert to the rank last held in the Adult Division. If this was Superintendent/Officer rank they may transfer to the Supplementary List (See Gen. Reg. 2.4(e)).

Divisional Superintendents/Officers (Cadet) who held NCO rank in the Adult Division before appointment to the Cadet Division and who desire to retain their membership on relinquishing their Cadet appointment must do so as a private (see Regulation 4.12).

14.16 Status of Officers (Cadet)

When acting in an administrative capacity Officers of Cadet Divisions rank with Officers of equivalent rank of Adult Divisions.

They have no jurisdiction over adult personnel except as provided for in Regulation 14.17.

14.17 Seniority on Duty

In all matters of a professional nature the authority of the professional officer is paramount.

When on duty with adult members a Divisional Superintendent/Officer (Cadets) will not take charge of the duty unless he has been specifically ordered to do so, but will be responsible for the welfare and behaviour of Cadets if they are present.

Similarly, an Officer of an Adult Division will not take precedence over an Officer of Cadets in a purely Cadet matter.

14.18 Efficiency Requirements

Officers

Efficiency requirements for Officers of Cadet Divisions under Regulation 7.1 will be assessed on their work with the Cadet Division.

Regulation 7.1(a)(ii) will count as being fulfilled if either the Cadet or the Adult Annual Inspection is attended.

Cadets

In order to be returned efficient, Cadets must fulfil the following requirements during each year:

- (a) pass a re-examination in Preliminary First Aid;
- (b) be present at an Annual Divisional Inspection;
- (c) carry out their duties to the satisfaction of their senior Officer;
- (d) attend not less than twelve Divisional Instructional Meetings devoted to instruction in first aid and/or patient care;
- (e) cadets are not required to take a re-examination in Preliminary First Aid in the same year in which they first obtain a Preliminary Patient Care Certificate or successfully complete Phase 1,2 or 3 of the Cadet Training Syllabus.

14.19 Efficiency for Year in which the Age of 16 is Reached

Cadets who obtain the Senior First Aid Certificate in the year in which their sixteenth birthday occurs and who have fulfilled the other requirements for efficiency, may count the year in full towards the Adult Service Chevron.

Cadets who do not obtain their Senior First Aid Certificate in the year in which their sixteenth birthday occurs but have passed a preliminary re-examination and are otherwise efficient may qualify for Cadet efficiency. Cadets gaining a Senior First Aid Certificate will be required to successfully complete the Skills Maintenance Programme in subsequent years in order to qualify for adult service.

14.20 Leave of Absence

Study for certificates of education and similar examinations is included among the reasons for which a Cadet may be granted leave of absence (see also Regulations 7.6 and 7.8).

14.21 Cadet Service Stripes/Stars

The following awards may be earned by Cadets for each year's efficient service:

For the first year	One black and white Stripe
For the second year	A further black and white Stripe
For the third year	A Service Star (the two Stripes previously awarded being removed)
For the fourth year	A Service Star and one Stripe
For the fifth year	Two Service Stars
For the sixth year	Two Service Stars and one Stripe
For the seventh year	Three Service Stars

Cadets transferred to Adult Divisions may count Cadet service towards the Service Chevron and Service Medal on the basis of one year's service for each Service Star held. The possession of the Service Star does not, however, automatically entitle the holder to this concession and application must be made by forwarding BFC4 to District Headquarters for the service to be assessed at the time of transfer to an Adult Division.

14.22 Proficiency Certificates

Cadets may obtain Proficiency Certificates in the underlisted subjects but not more than four may be obtained in any one year. Within the limit of four certificates in a year only two certificates may be obtained via school studies and such Certificates, when forwarded for award, must be accompanied by a letter from the teacher-in-charge, stating that he/she has sighted the subject syllabus and requirements and that these have been satisfied. Teachers are to be informed that they may prescribe additional work or projects to supplement school courses if necessary to satisfy subject requirements. District Staff Officers (Cadet) or an Officer approved by the Commissioner shall ensure that the requirements of the subject syllabus have been fulfilled before Certificates are issued to Cadets. Divisions should provide in writing details of proposed Proficiency Certificate courses, instructors, examiners, etc., prior to the commencement of the course for approval.

Cadet Proficiency Subjects are:

Boating	Hygiene*
Camping	Hygienic Food Handling
Canoeing	International Friendship
Casualty Simulation	Interpretership
Child Care/Child Welfare*	Knowledge and Care of Animals
Citizenship	Knowledge of the Order
Clerical Ability	Librarianship
Cookery and Nutrition	Map Reading
Counter Disaster	Natural History
Cycling	Patient Care*
Fire Fighting	Physical Recreation
Handicrafts	Road and Home Safety
Handyman	Signalling
Homecraft	Swimming and Life Saving from Water

Details of each subject syllabus and requirements are to be found in the Australian Cadet Manual.

Instructors

Specialists (whether Operations members or not) in any of the Proficiency Certificate subjects (other than Training Branch Senior Certificates) may give instruction therein. A Panel of Lecturers and Examiners shall be maintained at District Headquarters.

Instructors may not act as Examiners.

*Certificates of the Training Branch are obtainable. Those holding both a Preliminary and Senior Certificate in a Training Branch subject may count only one of these towards a Proficiency Badge. Those aged 16 and over who wish to qualify in Patient Care must take the Senior Certificate.

Examinations

Application for an Examination in Training Branch Proficiency subjects (i.e. Child Care/Child Welfare, Hygiene and Patient Care) should be made to the Secretary of the Training Branch. For all other subjects application should be made, through regulation channels, to the District Staff Officer (Cadets), submitting names and qualifications of the proposed Examiners.

Issue

Proficiency Certificates (BFC6) will be issued by Commissioners to the Officer-in-Charge of the Division.

Notation of issue will be made on form BFC4 and the Certificates will be returned to the Cadet concerned.

14.23 Proficiency Badges

Cadets are entitled to a Proficiency Badge for each subject gained. There is a Proficiency Badge for each of the twenty-eight subjects. The issue and control of Cadet Proficiency Badges will be made by the Commissioner or an Officer approved by him. Badges will be issued when Proficiency Certificates (BFC6) are awarded by the Commissioner or for a Training Branch subject (no BFC6 issued) when written application accompanies the Training Branch Examiner's Report for the issue of Training Branch Certificates. No more than twelve Proficiency Badges shall be worn. On the issue of the Grand Prior's Badge Proficiency Badges are removed.

14.24 Grand Prior's Badge

On obtaining twelve Proficiency Certificates Cadets will be granted the Grand Prior's Badge awarded by the Order and will be known as Grand Prior Cadets. They are permitted to wear the badge on their uniform for as long as they remain in the Operations Branch.

The twelve Proficiency Certificates must include 'Knowledge of the Order' and a Patient Care Certificate.

Application for the Grand Prior's Badge will be made to District Headquarters and must be accompanied by the Proficiency and Training Branch Certificates and the member's BFC4/BF4.

The Commissioner will certify all applications and submit them in duplicate to the Chief Commissioner (BFC26). Proficiency Certificates should be returned to the Officer-in-Charge of the Division for return to the Cadet concerned.

Cadets must have a minimum of three years efficient service before the Badge is awarded.

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.

14.25 School Divisions

(a) Formation

With the approval of the Chief Commissioner it is permissible to form a

Cadet Division within a school. For such approval to be granted the Commissioner must be satisfied:

- (i) that there is adequate commitment from the School Council and/or Principal to support the conduct of a 'closed' Cadet Division;
- (ii) that sufficient time will be available to enable Cadets to qualify and remain efficient in First Aid;
- (iii) that appropriate accommodation and storage space for records, training aids and equipment will be available;
- (iv) that a full Cadet programme will be attempted, i.e. Proficiency subjects.
- (v) the Registration Forms (BFC/RS) when submitted to National Headquarters should include a statement by the Commissioner that the requirements of this Regulation have been fulfilled.

(b) **Titles**

Closed Cadet Divisions in schools will include the school name in their title, e.g. 'Scotch College Cadet Division' or 'Rockhampton Technical School Cadet Division'. The School Principal must sign the Registration Forms (BFC/RS) before being submitted to Headquarters.

(c) **Operation**

Cadet Divisions in schools will observe General Regulations in all respects and operate as much as possible as a standard Division. The Cadet Manual and Cadet NCO Training Notes will be used for training purposes. The usual Annual Return, Re-examination and other administration requirements will be observed. When the teacher-in-charge is transferred or resigns from the school, the Division's accounts should be audited and all records and equipment passed to the care of the Principal until a replacement is appointed. Teachers who leave a Cadet Division in a school and wish to remain active Officers of the Operations Branch, will be transferred in the usual manner to a suitable vacancy or placed on the Reserve until a suitable vacancy occurs.

14.26 Special Service Shield

The Special Service Shield is awarded to Cadets who have completed a minimum of 200 hours voluntary service to the community, providing they have been efficient for the current year. Shields are awarded as follows:

200 hours	Red
500 hours	Green
800 hours	Blue
1000 hours	Yellow

Only one Special Service Shield may be worn. (For the recognised categories of service see Appendix E.)

Divisional Superintendents (Cadet) are responsible to ensure the Cadet's hours of public duty/service are accurately and regularly recorded in a Roll Book or Duty Register and annually on the BFC1 and BFC4.

Cadets who have rendered 1000 hours of voluntary service to the community as defined by this Regulation shall be awarded the Special Service Certificate.

14.27 Awards

Cadet service may be counted towards the award of the Service Medal of the Order (see Regulation 7.9). Cadets also are eligible for the award of the Order's Life Saving Medal and the Grand Prior's Badge. Other awards are:

Meritorious Service Certificate

Cadets may be awarded a Meritorious Service Certificate for exceptional meritorious service.

Letters of Commendation

Cadets may be awarded a Letter of Commendation which will be issued by the District Commissioner in appropriate cases.

Chief Commissioner's Commendation

A Commendation for outstanding service by a member may be issued by the Chief Commissioner on the recommendation of a Commissioner. The Commendation will be in letter form.

Special Service Certificate

A Special Service Certificate shall be awarded to Cadets who have completed 1000 hours of voluntary service to the community (see Regulation 14.26).

14.28 Public Duty

Cadets may not be detailed for Public Duties except as assistants to and under the supervision of an Adult Member (which includes Cadet Officers and Cadet Leaders (refer also Gen. Reg. 6.7)) of the Operations Branch. The greatest discretion must be exercised in the type of duty to which Cadets are detailed. Cadets are not permitted to be on duty at any entertainments which are restricted to adult members of the public, i.e. 'R' Certificate films, etc. Cadets in possession of the Senior First Aid Certificate may, where otherwise unavoidable, be detailed for public duties. They cannot act as adult supervision for other Cadets.

Cadets may be permitted to carry an Operations Branch first aid kit whilst on duty. Officers-in-Charge of Cadet Divisions are responsible to ensure that their Cadets are competent in the use of first aid kits. Kits are to be inspected regularly to ensure that the contents are maintained and that no unauthorised items are carried.

14.29 Annual Re-examination

Normally, the first aid skills of a cadet will be maintained by the satisfactory completion of Phase 1, 2 or 3 of the Cadet Training Syllabus. However, should a re-examination be required to maintain efficiency for those holding Preliminary Certificates, the re-examination shall, whenever possible, be conducted by a St John Surgeon, but may be taken by the District Staff Officer (Cadets) or other Officer nominated by the District Surgeon.

The Divisional Superintendent (Cadets) will enter the names of those Cadets to be re-examined on Form BFC11 and hand it to the examiner.

The results of the examination will be entered on Form BFC1 by the Divisional Superintendent (Cadets).

At the end of the year the Division will forward the Form BFC11 with the Annual Returns to District Headquarters through regulation channels.

(For those holding Senior Certificates see Regulations 9.9 and 14.19.)

14.30 Cadet Accounts

Districts may have separate District Cadet Funds. These will be administered by the District Staff Officer (Cadets) who will be responsible through the District Finance Committee to the Commissioner.

Cadet Divisions will usually have their own funds, but in cases where a Division is financed by the Adult Division, it is the duty of the Cadet Division to assist in the raising of funds. If separate Cadet funds are not held, it is essential the Cadet accounts be kept separate to enable units to be eligible for Government Youth Grants, applications for which must be made by the Commissioner.

Cadet Accounts are to be kept in accordance with the procedures set out in Regulation 10.3.

There may be local laws governing the age at which boys and girls may raise funds in public places and if cadets are required for this purpose, the appropriate authorities should be consulted.

14.31 Investments

In addition to the signatures enumerated in Regulation 10.17 the following will be needed: in the case of District – The District Staff Officer (Cadets).

14.32 The Cadet Flag

The Cadet Flag is the Badge of the Order (with lions and unicorns in gold) on a black field, size 1.3 metres long by 1 metre deep with a 5 centimetres gold fringe. The 2 metre black pike, surmounted by a polished polehead, has white cords and tassels.

This flag may be blessed but not consecrated and will not be saluted.

It may be flown on Headquarters of an establishment or unit, at first aid stations, at Annual Inspections and Camps.

The flag also may be carried in processions and on other public occasions and at church parades, when it will be taken up to the sanctuary with the flags of other organisations.

14.33 Cadet Camps

Inter-District or Australian Cadet Camps may not be held without the prior approval of the Chief Commissioner.

Participation in an Inter-District or Australian Cadet Camp may not be undertaken without the prior approval of the Commissioner.

A St John Cadet Camp will not be held without the prior approval of the

Commissioner, who will ensure that a properly qualified person will be in charge of the camp at all times (see In-Service Training Manual).

Applications to hold a St John Cadet Camp in any District will be made to the District Staff Officer (Cadets) who will investigate all aspects of the proposals before submitting the applications through regulation channels to the Commissioner (BFC19 and BFC20).

14.34 Parents' Associations

It is desirable, with the approval of the Commissioner, for a Cadet Division to form a Parents' Association. The objects of Parents' Associations are:

- (a) to enlist the active interest and co-operation of the Cadets, parents and friends.
- (b) to help to provide social and other amenities for the Cadets.
- (c) to help with money raising efforts for Divisional, General or Social Funds.
- (d) to work under the guidance of the Divisional Superintendent (Cadets) for the advancement of St John Cadets.

It must be clearly understood that the conduct and administration of the Cadet Division is the responsibility of the Divisional Superintendent (Cadets) and no activity therefore may be undertaken by the Parents' Association without the knowledge and co-operation of the Officer-in-Charge of the Cadet Division and the consent of the District Staff Officer (Cadets). Divisional Superintendents (Cadet) and/or Divisional Officers (Cadet) should, when possible, attend meetings of the Parents' Association.

Parents giving active help to Cadet Divisions should be made Auxiliaries of St John.

It may be convenient for a Parents' Association to be formed to cover more than one Cadet Division.

The proceeds of all money raising efforts by the Parents' Association must be handed to the Divisional Superintendent (Cadets) or Divisional Treasurer (Cadets) for payment into Divisional General or Social Accounts as appropriate.

14.35 Cadet Manual

All Cadets should have their own copy of the most recent edition of the Australian Cadet Manual. This publication should be made available to Cadets as soon as possible after their enrolment and, where possible, before the Enrolment Ceremony. The Cadet Manual should be used as a general training reference wherever possible and Cadets are to be encouraged to refer to the Cadet Manual as an information source.

14.36 Cadet Graduation Ceremony

Whenever possible Cadets transferring to an Adult Division should participate in a Cadet Graduation Ceremony organised jointly by the Officers-in-Charge of the Cadet and Adult Divisions. See the Australian Cadet Manual for details.

14.37 Interest Certificates

St John Juniors may obtain Interest Certificates in the undermentioned subjects. Within the limit of three certificates in a year, only one subject a year may be obtained through school studies and such Certificates, when forwarded for award, must be accompanied by a letter from the teacher-in-charge stating that he has sighted the subject syllabus and requirements and that these have been satisfied. Teachers are to be informed that they may prescribe additional work or projects to supplement school courses if necessary to satisfy requirements. District Staff Officers (Cadet) or an Officer approved by them shall ensure that the requirements of the subject syllabus have been fulfilled before Certificates are issued. Divisions should provide in writing details of proposed Interest Certificate courses, instructors and examiners for approval prior to the commencement of the course.

St John Junior Interest Certificate subjects are:

- Child Care
- Cookery and Nutrition
- Cycling
- Fire Fighting
- Handicrafts
- Hygiene
- Knowledge and Care of Animals
- Knowledge of the Order
- Natural History
- Road and Home Safety

The syllabi for the above interest subjects will be determined and promulgated by the Chief Officer for Cadets.

Instructors and Examiners will be approved by the District Staff Officer (Cadets).

Interest Certificates (BFJ6) will be issued by the District Staff Officer (Cadets). Notation of issue will be made on Form BFJ4.

14.38 Interest Badges

St John Juniors are entitled to an Interest Badge for each subject gained in accordance with General Regulation 14.37. There is an Interest Badge for each of the ten subjects. The issue and control of Interest Badges will be the responsibility of the District Staff Officer (Cadets) or an Officer approved by him. Badges will be issued when Interest Certificates are awarded. No more than nine Interest Badges will be worn. Upon the award of the Commissioner's Badge (General Regulation 14.39) or upon a Junior reaching their 11th birthday, Interest Badges will be removed.

14.39 Commissioner's Badge

On obtaining nine Interest Certificates, St John Juniors will be awarded the Commissioner's Badge by the District Commissioner. They are permitted to

wear this cloth badge on their cadet uniform while they remain a cadet but it will be removed upon transferring to an Adult Division.

The nine Interest Certificates must include 'Knowledge of the Order'.

Application for the Commissioner's Badge will be made to the District Commissioner and must be accompanied by the Interest Certificates and the member's BFJ4. The Commissioner will certify all applications. Interest Certificates will be returned.

Juniors must have a minimum of two years efficient service (in accordance with the Australian Cadet Manual) before the Badge is awarded.

If a Junior joins at nine years of age, he must complete three Interest Certificates per year plus an additional Certificate (i.e. a total of seven Interest Certificates) to be awarded the Commissioner's Badge.

14.40 Junior Efficiency Grade Cloth Badge on Cadet Uniform

St John Juniors holding a Junior Efficiency Grade 1 Cloth Badge are entitled to wear that badge on the cadet uniform when they become Cadets. They are permitted to wear the badge on their Cadet uniform for as long as they remain a cadet, but not on transferring to an Adult Division.

The badge will be worn over the left breast pocket, but will not be worn by holders of the Commissioner's Badge.

14.41 Recognition of Cadet Service on Adult Uniform

In order to recognise cadet service, adult members (including Officers) are entitled to wear a Cadet Recognition Badge provided they have had not less than one year's efficient cadet service prior to their transfer to an adult division.

The badge will be worn on the left sleeve in accordance with Dress Regulations but will not be worn by any member eligible to wear the Grand Prior's Badge.

14.42 Cadet Training Syllabus

The Cadet Training Syllabus is the approved programme of first aid training for cadets and is promulgated by the Chief Surgeon. Divisions shall ensure that all cadets are trained to this standard.

APPENDIX A

Operations Branch Insurances

It is the responsibility of Commissioners to ensure that all risks to members, The Order, St John Ambulance Australia, property and members of the public are adequately insured.

The Order may, from time to time, decide to insure certain risks and may require contributions towards the cost. Commissioners will ensure that the conditions of any such policies are complied with.

Common risks requiring insurance are:

- Operations Branch personnel (death or injury)
- Members' property (loss or damage)
- Operations Branch property (fire, burglary)
- Buildings (comprehensive including public liability)
- Motor vehicles and trailers (comprehensive)
- Professional Indemnity against negligence
- Workers' compensation
- Public liability at camp and competition sites

When insuring personnel, all duly enrolled members (including St John Juniors, Probationary Cadets, Presidents and Auxiliaries) must be covered.

The primary responsibility for effecting District insurances will normally rest with the State Council who, as the corporate body, will have responsibility for some insurances and will liaise with the Priory in respect of National insurances. Commissioners should ensure that there is adequate consultation with the responsible officers of the State Council.

APPENDIX B

Acquisition and Ownership of Real Property

Acquisition and Ownership

All real property will be vested in the Custodian Trustee of each State Council which will hold property on behalf of the Operations Branch. The Council may make such arrangements with local officers (through the Commissioner) as it sees fit relating to the raising of funds necessary to acquire the property.

Management of Property

It is desirable that the management of properties be left to a local Committee of Management to the fullest extent consistent with the responsibilities of the Trustee Company of the Council.

The Committee of Management will consist of not more than seven nor less than five members of St John Ambulance Australia and will be appointed by the Commissioner. If considered desirable by the Council, a member of the Council or a member of the staff of the Council, may be appointed to the Committee.

Costs of Management of Property

Where a Committee of Management is appointed to manage a local property, the Committee shall be responsible, to the extent agreed with the Council, for raising sufficient funds to meet all necessary outgoings relating to the property.

Legal Formalities

The acquisition of real property involves legal formalities. Any proposed acquisition should be referred through channels to the State Council which is the only body with the power to enter into contracts.

APPENDIX C

Boards of Inquiry

1 Boards of Inquiry

A Board of Inquiry may be convened by a Commissioner or at the direction of the Chief Commissioner to inquire into any matter affecting the Operations Branch and will be held at the most convenient place and time.

2 Legal Advice

Commissioners should be cognisant of the legal ramifications of decisions affecting the rights of members. Prior to convening a Board of Inquiry, a Commissioner shall obtain legal advice covering all aspects of the case to ensure he is not subsequently challenged on a legal deficiency. Similarly, before implementing any recommendation of a Board which does not restore a member to duty without penalty or with a reprimand only, the Commissioner shall seek, and should adhere to, legal advice. All reports submitted to the Chief Commissioner shall include copies of the relevant legal opinions.

3 Action by Commissioner

It is important that Commissioners do not become prematurely involved in investigations. Rather, they should delegate the conduct of investigations in order to preserve their impartiality.

A Commissioner upon receiving a report of suspension from duty under Regulation 6.11, or the submission of a grievance or complaint under Regulation 6.13, will investigate the matter (wherever possible interviewing the member) as soon as possible and may either:

- (a) in the case of a report of suspension from duty:

- (i) dismiss the matter and restore the member to duty;
- (ii) admonish the member and restore him to duty;
- (iii) inform the member that he will continue to be suspended from duty pending the implementation of the Finding and Recommendation of a Board of Inquiry or the reply of the Chief Commissioner to the Commissioner's Report;
- (b) in the case of the submission of a grievance or complaint:
 - (i) settle the matter to the satisfaction of all parties;
 - (ii) inform the member or members that he or they are suspended from duty pending the implementation of the Finding and Recommendation of a Board of Inquiry or the reply of the Chief Commissioner to the Commissioner's Report;
- (c) in both cases, (a)(iii) and (b)(ii) where a member is or remains suspended from duty and where a member is otherwise suspended from duty, the Commissioner shall either:
 - (i) convene a Board of Inquiry in accordance with Appendix C paragraph 1 above, or
 - (ii) report the matter with all relevant documents and recommendation within seven days to the Chief Commissioner.

4 Composition of Boards of Inquiry

The object of a Board of Inquiry is to provide a board of persons not directly involved in the matter at issue who can give an independent opinion to the Commissioner or Chief Commissioner. In order to preserve the independence of the advice, the findings of the Board are confidential and will be shown only to the Commissioner concerned and the Chief Commissioner.

The Commissioner will appoint a Chairman and not less than two nor more than four members, who must be of equal or higher rank to those appearing before them and, where a female member is involved at least one must be a female Officer.

A Board of Inquiry must be composed of members who are completely unbiased in the dispute and it may be necessary to draw them from other Districts but only with the prior approval of the Chief Commissioner.

5 Procedure at Board of Inquiry

The Commissioner will prepare a notice stating the place, date and time of the Board of Inquiry and its Terms of Reference and will forward a copy of the notice and Terms of Reference to be received not less than fourteen days before the date fixed for the hearing to:

- (a) the Chief Commissioner;
- (b) the Chairman and Members of the Board of Inquiry;
- (c) the member or members into whose conduct the Board will inquire;
- (d) any members whose assistance the Commissioner or the Chairman may require;
- (e) any member whose character or reputation may be affected.

The Commissioner and the Chairman will ensure that a member into whose conduct the Board will inquire shall have every reasonable opportunity of being fully heard by the Board, of being assisted if necessary by not more than one friend, of calling witnesses and producing documents and of putting questions to witnesses called by the Chairman.

6 Report of Board of Inquiry

Within seven days of the close of the hearing the Chairman will forward to the Commissioner the Report of the Board of Inquiry which will consist of its Finding and Recommendation signed by the Chairman and the members, a transcript of the proceedings and any documents produced to the Board.

On receiving the Report of the Board of Inquiry the Commissioner shall (within seven days):

- (a) if the Board has recommended that a member suspended from duty, be restored to duty, with or without admonition, and the Commissioner concurs with the Finding:
 - (i) inform the member with or without an admonition that he is restored to duty, and
 - (ii) inform the member's Divisional Superintendent or next senior Officer, and
 - (iii) forward the Finding and Recommendation of the Board of Inquiry to the Chief Commissioner;

or

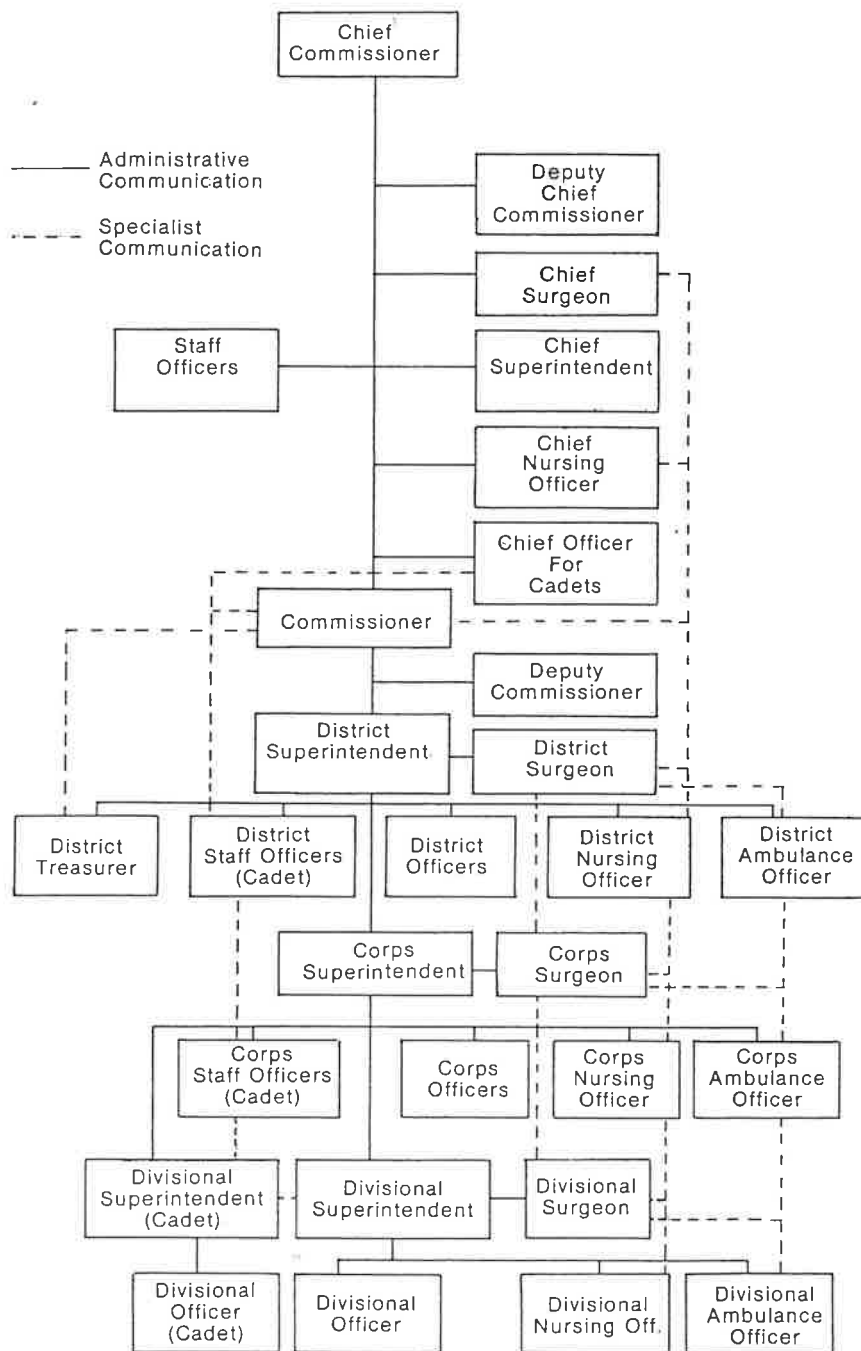
- (b) if the Board has recommended that an Officer be removed from the Operations Branch, forward the Report of the Board of Inquiry to the Chief Commissioner who may at his discretion approve or reject the recommendation or set up a Committee of Investigation to be either at National Headquarters or in the District as the Chief Commissioner decides;

or

- (c) in any other cases either:
 - (i) implement the Finding and Recommendation of the Board of Inquiry and forward a copy of the Finding and Recommendation with a note of the action he has taken to the Chief Commissioner; or
 - (ii) forward the Report of the Board of Inquiry to the Chief Commissioner with his recommendations as to the action to be taken.

APPENDIX D

Channels of Communication



APPENDIX E

Special Service Shield

- 1 The Special Service Shield is awarded to a Cadet who is efficient and has completed 200 hours of voluntary (unpaid) service to the community.
- 2 Cadets should be encouraged to undertake duties and services – commensurate with their training – which benefit others, particularly those who are handicapped due to age, sickness, disability, distress or poverty.
- 3 A service may be one of a number of types but must come within the following guidelines:
 - (a) it must render help to those in need;
 - (b) it must not be for intended material gain or benefit to the Cadet or to his family;
 - (c) it must be undertaken in leisure hours;
 - (d) it must not be part of work undertaken in connection with a Proficiency Subject;
 - (e) it may **not** be service or duty undertaken at a regular meeting of the Cadet's own Division.
- 4 The following are recognised categories under which Cadets may qualify for the shield:
 - (a) assistance given to Operations Branch adult personnel at public duties;
 - (b) assistance at Training Branch classes held for other organisations;
 - (c) assistance at ambulance stations (including cleaning, clerical and general service);

- (d) assistance via work-parties, supervised by a responsible person, at which toys and other articles are made; also knitting and sewing for hospitals, nurseries and homes;
- (e) book-binding and book-collecting for hospitals;
- (f) assistance at entertainments and concert-parties for hospitals, nurseries and homes;
- (g) gardening for the aged and invalid (vegetable growing for private use is not allowed to count) provided that this work is arranged through the Divisional Superintendent or a recognised charitable or welfare agency;
- (h) assistance in convalescent homes, including domestic, clerical, laundry, sewing and mending duties;
- (i) assistance in day and residential nurseries, nursery schools and children's homes;
- (j) assistance in hospital canteens or kiosks (not school canteens);
- (k) assistance as messenger for doctor, chemist or District Nurse provided that such work is approved by the Divisional Superintendent;
- (l) shopping and errands, including municipal meal services for invalids, blind and aged people, provided that this work is arranged through the Divisional Superintendent;
- (m) acting as patients or assistants at first aid competitions.

The following activities may **not** count towards the Special Service Shield:

- (a) acting as patients at First Aid Classes;
 - (b) assistance at Appeals or any function for raising funds for the Operations Branch;
 - (c) duties undertaken as part of an organised school programme in school time.
- 5 Service in any one day will be restricted to 8 hours, except in special circumstances at the discretion of the District Staff Officer (Cadet).
 - 6 All duties must be officially arranged or authorised in advance by the member/ Officer-in-Charge of the Division and properly verified by him afterwards.
 - 7 'Baby-sitting' may be carried out only by Cadets who have reached the age of 17 years and are in possession of Senior First Aid or Patient Care Certificates.
 - 8 Where possible, Cadets should be encouraged to spread their service over a variety of duties.

APPENDIX F

Officer Establishment on District Headquarters

Appointment

Duties

Grade I Officers

Commissioner
Deputy Commissioner
District Surgeon
District Superintendent

See General Regulations
See General Regulations
See General Regulations
See General Regulations

Grade II Officers

Deputy District Superintendent
*Cadets
District Ambulance Officer
District Nursing Officer
*Finance and Property

As delegated by the District Superintendent
See General Regulations
See General Regulations
See General Regulations
District Treasurer. Responsible to Commissioner for all Finance and Property matters, including Insurance. Should be a professional accountant.
Responsible to District Superintendent for organisation of District duties. Includes Communications.

*Operations

- | | |
|------------------------------|---|
| *Recruiting Public Relations | Responsible for recruiting within the District on a District basis. |
| *Training | Responsible for Officer and NCO training. Includes Competitions. |

Grade III, IV, V VI Officers

The Commissioner may recommend the appointment of Officers of appropriate rank to assist those marked (*), not exceeding six in total.

Transitional Provisions

Where the present complement of Grade II Officers does not exceed that mentioned above, Districts are expected to conform to the above establishment.

In cases where the present establishment exceeds the establishment outlined above, the District Headquarters strength should be reduced by natural wastage.

Additional Staff

Where a Commissioner considers that his District needs additional Staff Officers to those outlined above, he may make application to the Chief Commissioner for the establishment to be varied.

APPENDIX G

Operations Branch Forms

The following are official Operations Branch Forms issued in accordance with Regulation 13.3. Forms with a BF prefix are for use by both adult and cadet personnel and units. Where a BFC Form exists with the same number as a BF Form, cadet personnel and units will use the BFC Form while the BFJ forms will be used for St John Juniors.

Form Number	Name	Use
BF/RS	Registration of Division	Registration of adult divisions only
BF1	Annual Return and Record	Adult divisions only
BF2	Application for membership	Adult divisions only
BF3	Certificate	General purpose certificate for adults and cadets. Use for NCO appointments, field days etc.
BF4	Personal Record Card	Adults only
BF7	Nomination for Appointment or Promotion	Officer appointments for District, Corps or adult divisions
BF7/NHQ	Nomination for promotion	For promotions to be approved by the Chief Commissioner
BF8	Nomination for appointment or promotion of NCOs	Sergeants-Major and NCOs
BF9	Annual Re-examination – First Aid	Report form for re-examination of members with senior certificates
BF10	Annual Re-examination – Patient Care	Report form for re-examination of members with senior certificates
BF11	Annual Re-examination – Nominal roll and notification of results	Adult re-examinations
BF12	Financial Return	Divisions and Corps

BF13	Cash Book	Loose leaf design for use with cross referenced BF12
BF15	Parade and Duty State	Public duty report for all units
BF16	Application for a permit to drive an Operations Vehicle	To ensure that drivers of St John vehicles are suitably qualified and trained
BF17	Inspection Report – Supplementary Information	Checklist for Inspecting Officers of all Corps and Divisions
BF18	Report of Inspection	Inspecting Officer's report of adult units
BF21	Application for Service Medals/Bars	Compiled on District basis for submission to Chief Commissioner
BF23	Request for sanction of appointment	For use by Districts only. To be accompanied by BF7/BFC7
BF24	Annual Strength State	Compiled by District Headquarters
BF30	Personal Information Record – Surgeons	Provide Chief Surgeon with details of professional training and interests
BF31	Personal Information Record – Ambulance Officers	As for BF30
BF32	Personal Information Record – Nursing Officers	As for BF30
BF41	Register of Treatment Supplied	Personal record to be retained by each member
BF43	Casualty Records	Multi-casualty record sheet for use at major duties and first aid stations
BF45	Casualty Records	Carbonised casualty report to be completed for all cases treated
BF51-54	Sovereign's Award	

Cadet Forms

BFC/RS	Registration of Cadet Division	For Registration of Cadet Divisions
BFC1	Annual Return and Record	Cadet Divisions only
BFC2	Application for Cadet Membership	Cadet Divisions only
BFC4	Personal Record Card	Cadets only
BFC5	St John Junior Certificate	For each Grade attained
BFC6	Proficiency Certificate	For each Proficiency Subject
BFC7	Nomination for appointment or promotion	For the appointment of officers and Cadet Leaders to Cadet Divisions
BFC8	Nomination for appointment or promotion of Cadet NCOs	Cadet NCOs
BFC11	Annual Re-examination of Cadets holding Preliminary Certificate	Form is used as nominal roll, examination report and for the notification of results
BFC18	Report of Inspection	Inspecting Officers report of Cadet units only
BFC19	Cadet Camp Application	Application to conduct camp
BFC20	Application to attend Camp	
BFC25	Application for Special Service Shield	
BFC26	Application for Award of Grand Prior's Badge	
BFC27	Cadet Penfriend Data Sheet	One nation per sheet
BFJ4	Personal Record Card	St John Juniors
BFJ6	Interest Certificate	St John Juniors

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Guide to GENERAL REGULATIONS

Guide to General Regulations

St John Ambulance Australia
OPERATIONS BRANCH

Guide to
**GENERAL
REGULATIONS
1990**

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Foreword

This *Guide to General Regulations* is not intended to replace the *General Regulations 1990*, as approved by the National Council but is intended to provide an authoritative, plain English, guide to the intention and correct interpretation of the General Regulations.

This Guide should be read in conjunction with the General Regulations. In many instances, the Regulations are read and interpreted with an end objective in mind and not as the last paragraph of the Foreword suggests 'with integrity, understanding and compassion'.

The use of the Guide is not a substitute for a detailed knowledge of the General Regulations, particularly on the part of those members whose responsibility it is to ensure compliance with the Regulations.

It is, however, my hope that the use of the Guide in conjunction with the General Regulations will ensure consistency of interpretation and a better understanding by all ranks of the intention of the Regulations.

I should also like to acknowledge the very great contribution of the Chief Superintendent, Mr John Spencer, whose dedication and experience have been vital in the production of this Guide.

Villis Marshall
Chief Commissioner

17 November 1990

Glossary of terms and abbreviations

'Council' means the St John Council in a State.

'GR' is an abbreviation for General Regulations, 1990.

'Gen Regs' is an abbreviation for General Regulations, 1990.

'member' means a member of the Operations Branch and includes officers unless the contrary intention appears.

'Order' means the Order of St John in Australia.

'St John' means St John Ambulance Australia.

'SRN' means Registered General Nurse.

Throughout this Guide, unless the contrary intention appears:

- (a) words importing the masculine gender include the feminine;
- (b) words in the plural include the singular.

1

Relationship between the Order and the Operations Branch

St John Ambulance Australia is the title by which the Order of St John in Australia is known in its dealings with the public. The Order exists as an Order of Chivalry and governs the activities of St John in Australia through the Prior, Priory Chapter, the National Council, the Chancellor and the Chancellor's Executive Committee.

The Chief Commissioner and Director of Training are both members of the Chancellor's Executive Committee.

The Order in Australia is largely independent of the Order in the United Kingdom insofar as its internal administration and activities are concerned. The two most prominent matters which are referred to the UK for approval are admissions to and promotions in the Order and triennial appointments.

The Chancellor and his Executive Committee are responsible for the day to day administration of St John with matters of policy being referred to the National Council and/or Priory Chapter. National Council has the responsibility for approving the General Regulations for the Operations Branch and any amendments thereto.

The St John Council in each State represents the Order in the State and is the body ultimately responsible for St John affairs within the State. Day to day administration is carried out by the State Executive Committee of which the Commissioner is an *ex-officio* member.

Neither the Chairman of Council, the General Manager, the State Executive Committee nor the Council itself have the power to usurp the authority of the Commissioner as set out in the General Regulations. The Commissioner needs to be able to walk a line which fulfils his responsibility to the Chief Commissioner while at the same time listening to the counsel of the members of the State Executive and the Council and ensuring that St John within the State operates harmoniously. It is obviously detrimental to the organisation as a whole if the Commissioner and the Executive cannot work together. At the same time, members of the State Executive should attempt to gain a good understanding of the way in which the Operations Branch works and the problems it faces in the State. While the Commissioner is responsible to the Chief Commissioner for the performance of his duties and the operations of the District, he is also similarly accountable to the State Executive Committee and Council. For the reasons outlined in this paragraph a Commissioner who does not have the confidence of the Council Chairman would not normally be considered for appointment.

The relationship between the Operations Branch and the State Council is further discussed in the chapter on Finance, Accounts and Property.

The Director of Training is ultimately responsible for the training of members of the Operations Branch. In practice, he exercises this responsibility through the Chief Surgeon who depends on his District Surgeons to ensure that the required training is carried out. At a State level, it is important that the Commissioner and District Surgeon have a good liaison with the Chairman of the Training Branch and the Training Branch Manager to ensure that appropriate training is carried out and recognised by the Training Branch and that the Operations Branch makes maximum use of available training aids.

2

Operations Branch Objects and Membership

Objects

The objects are defined in GR 2.1. However, it must always be remembered that the wearing of a uniform presupposes to a member of the public that the member is qualified in first aid and trained to the required level. This objective should be placed above all others.

Active List Membership

Full membership on the Active List is the normal class of membership for persons joining and continuing as active members.

An exemption to the requirement to hold an approved First Aid Certificate (detailed in GR 2.5) is granted to full-time Ambulance Officers employed by a recognised State or Territory Ambulance Authority or a student Ambulance Officer so employed who has passed the basic examination of the Authority. This exemption is only extended to those personnel who are employed in the capacity of an ambulance officer. It does not, for example, extend to a storeman, mechanic or a radio operator who does not practise as an ambulance officer, even though they are employed by the Authority. In some circumstances such as a radio operator, there may be a grey line as to whether the exemption should apply. In these circumstances, the Commissioner should consider all the facts surrounding the case including such matters as recurrent training undertaken by the applicant.

Administrative Membership (GR 2.4(c))

Administrative Members are those approved by the Chief Commissioner who do not hold an approved First Aid Certificate and undertake secretarial or administrative duties on the Headquarters staff at a National, District or Corps level. Such members are not available to a Division. Should a Division have an unqualified person assisting with secretarial or administrative duties, they should be enrolled as Auxiliaries of St John (GR 2.4(d)). Administrative Members may wear uniform but Auxiliaries of St John may not.

Administrative Members may hold officer rank and fill positions of executive command (e.g. Chief Commissioner, Commissioner, District Superintendent).

Supplementary List Membership (GR 2.4(e))

The Supplementary List is intended to be a 'staging post' for any officer who has relinquished an appointment or whose appointment has expired, while he is awaiting a suitable new appointment. Officers may not spend a prolonged time on this List, the maximum being six months. The general thrust of the Regulations is that persons not holding appointments should not wear officer rank while on the Active List. The Supplementary List is an extension of the Active List.

The Supplementary List is not a vehicle for use by Commissioners who wish to terminate the appointment of an officer. Should this be their desire, they should proceed under the disciplinary provisions (if appropriate) or alternatively under GR 4.2(a) which requires Commissioners to review all appointments at least each three years. Under GR 4.2(a), re-appointments are the responsibility of the Commissioner and similarly, a decision not to re-appoint an officer for a further term is his responsibility. Officers may not be transferred to the Supplementary List against their will.

The Supplementary List is maintained on a District basis. This means that an officer on the List would cease to be a member of the, for example, division or corps to which he previously belonged. He becomes part of a District 'pool' and may be appointed to an officer appointment in another unit or failing that will revert to Private and must then join a Division.

Full efficiency requirements must be met by an officer on this List and service counts in full towards the Service Medal.

Reserve List Membership (GR 2.4 (f))

The Reserve List is available to full members who are under 65 years of age, have rendered not less than three years efficient service and are unable to remain serving on the Active List.

Officers and NCOs who have served at least twelve months in their rank will retain their rank while on the Reserve but they have no executive authority.

Applications from members to transfer to the Reserve (in the case of a District) must be made to the Commissioner who may approve it. A member cannot be transferred to the Reserve against his will.

The normal efficiency requirements apply to members on Reserve except that the number of drills required to be attended is reduced from 12 to 6 (GR 7.1(b)).

Each year's efficient service (up to a maximum of six years) will count as six months towards the Service Medal. There is, however, no limit on the length of time a member may remain on the Reserve subject only to being required to retire when reaching the age of 65 years.

Members on Reserve may carry out public duties provided they are not 65 years of age.

Commencement of Membership

It is important that all applications for membership are on the Form BF2 as by signing this form, members agree to abide by the General Regulations.

Membership will date from the date of signing the BF2 subject to the application being subsequently approved by the District Superintendent.

Presidents and Vice-Presidents

Presidents and Vice-Presidents may be appointed for Districts, Corps and Divisions. The Chief Commissioner is responsible for the appointment of District Presidents and Vice-Presidents while the Commissioner is responsible for appointing Corps and Divisional Presidents/Vice-Presidents.

Nominees for these offices should be prominent persons in the community who can further the work of St John by their contacts in the community, their own position and their public relations and fund-raising work. Such persons would not normally be serving or retired members of the Operations Branch.

Presidents/Vice-Presidents have no administrative or executive authority but may be of great assistance to the Commissioner or Superintendent in facilitating community involvement in St John activities.

Appointments to these positions are initially for a three year period (from the date of appointment) but these appointments may be renewed by the Commissioner for further periods under GR 4.2(a).

Presidents/Vice-Presidents on reaching the age of 72 years must retire.

Presidents/Vice-Presidents are not eligible for the Service Medal as they are not full members. However, their service may be such that it is appropriate that they be recommended for another award detailed in GR 7.10 such as a Priory Vote of Thanks or Membership of the Order. Commissioners and Superintendents should be cognisant of their service and make any appropriate recommendations.

Age Limit (GR 2.7)

The age limit for retention on the Active, Reserve and Supplementary Lists is 65 years of age. All members will retire on reaching that age. This requirement complies with the Priory Regulations. There is no provision for any extension of service beyond that age.

Members of the Order and holders of the Life Saving or Service Medal of the Order may retire prior to reaching age 65.

Cadets may not remain in a cadet division as a cadet after their 18th birthday.

Retired Members (GR 2.8)

Retired Members who hold the Service Medal of the Order are permitted to wear their uniforms when attending most St John functions. This right is a recognition of their service to St John. Retired members are distinguished by an embroidered letter 'R' worn on both sleeves below the St John Flash.

Retired members are not covered by any St John insurances and are not permitted to carry out a St John public duty involving first aid.

Commissioners should endeavour to make the maximum use of retired members in other capacities. They may also assist at public duties providing they are not doing first aid. They could, for instance, act as recorders at an aid station.

3

Operations Branch Organisation

The Operations Branch in Australia is administered by the Chief Commissioner. He has a National Headquarters Staff to assist him with the Administrative, Medical, Nursing and Cadet aspects of St John.

Each State and Territory of Australia is organised as a District and commanded by a Commissioner. Within each District, units within a geographical area are registered as a Corps under the command of a Corps Superintendent.

Within each Corps is the basic St John unit, the Division in the charge of a Divisional Superintendent. Where there are insufficient numbers to form a Division (12 are required), a Section may be formed. The minimum required number is 6. A Section is normally attached to a Division and the Section Officer-in-Charge is responsible to the Superintendent. Where the Section is not so attached, it will be responsible directly to the Corps Superintendent of the Corps.

The authorised establishments for the various units of the Operations Branch are set out in GR 3.5. It is in the interests of all concerned that the full officer establishment is maintained in order to ensure that the units receive appropriate training.

4

Officers, Appointments, Promotions and Badges

All members of the Operations Branch are volunteers who contribute their time and talent to further the objects of the organisation. As a structured organisation, the Operations Branch uses ranks and badges to indicate roles and responsibilities within the organisation. Members should be encouraged and guided to minimise rank consciousness and badge acquisition; rather, their energies should be directed towards improving the functioning of the Operations Branch.

The ability of Commissioners to move officers between appointments of the same rank grade is intended to facilitate the administration of the District. However, when exercising this authority, Commissioners should have regard to the personal feelings of officers and the dictates of good human resource management to ensure there is no unnecessary disruption or adverse effect on morale.

Grand Prior's Appointments (GR 4.1)

Certain Senior Officers of the Operations Branch at National and State level are appointed by HRH The Grand Prior for a three year term expiring on the eve of the 24 June at the end of the triennial period for which they were appointed.

Those officers are:

National Headquarters:

Chief Commissioner
Deputy Chief Commissioner
Chief Surgeon
Chief Superintendent
Chief Nursing Officer
Chief Officer for Cadets

District Headquarters:

Commissioner
Deputy Commissioner
District Surgeon
District Superintendent

Officers holding these appointments may not serve in them for more than two complete successive triennia. They may, however, serve for part of a triennium at the commencement of their appointment and thus may serve for a period in excess of six years. The exception to this rule is the Chief Commissioner, who as a Priory Officer, is limited to three triennia.

Recommendations for these appointments are made to the Chief Commissioner on Form BF7 and through him to the Chancellor's Executive Committee and the Prior for onward recommendation to HRH The Grand Prior. Recommendations for the appointment of Commissioner must be accompanied by a statement by the Chairman of Council that he supports the recommendation.

Because of the long approval process, recommendations are confidential and should not be announced until they are officially approved as the rejection of a nomination will cause undue stress and embarrassment if it has been prematurely announced.

The Chief Commissioner has the right to recommend those officers he wishes to serve on his headquarters and a Commissioner has a similar right. Officers holding appointments on headquarters establishments must understand that the Chief Commissioner/Commissioner has the inherent right to determine a team he is happy with and has confidence in.

There is no right of succession in any appointments but, as a general rule, the Deputy Chief Commissioner and a Deputy Commissioner should only be nominated if there is an intention of succession but their appointment is not a guarantee of succession as circumstances may change in the intervening period.

Appointment and Promotion of Officers (GR 4.2)

Officers are promoted by the Chief Commissioner on the recommendation of the Commissioner contained in Form BF7/NHQ. They are issued once with a Warrant of Appointment which covers their current and any subsequent appointments and promotions. Promotions are notified to Districts in Chief Commissioner's Orders which must be promulgated to all units in the District.

Appointment of Professional Officers (GR 4.2 (b) – (f))

The District Surgeon and Commissioner are responsible for ensuring that all professional officers recommended for promotion to the Chief Commissioner hold the appropriate current professional qualifications.

The officers referred to in the GR referred to above are defined as 'professional officers' (GR 4.7) and are subject to the various concessions extended to them while they hold those appointments but not otherwise. Refer also to the comments under 'Promotion Examinations'.

Transfer of Officers (GR 4.2)

Commissioners may transfer officers between different appointments provided their rank grade does not change (refer GR 4.14). This right is given to Commissioners to facilitate the administration of the District but must not be exercised in a dictatorial fashion. The consent of the officer is required to a change of appointment (GR 4.14).

The ability to transfer officers is not a vehicle for use by Commissioners who wish to terminate the appointment of an officer. Should this be their desire, they should proceed under the disciplinary provisions (if appropriate) or alternatively under GR 4.2(a) which requires Commissioners to review all appointments at least each three years. Under GR 4.2(a), reappointments are the responsibility of the Commissioner and similarly, a decision not to reappoint an officer for a further term is his responsibility.

Review of Appointments

GR 4.2 (a) para. 6 requires Commissioners to review all appointments regularly and at least every three years. This review should consider proven suitability and efficiency. Other factors which should impact the review is the age of the officer, the duration of the appointment and a desire to provide a career path for others below the officer concerned.

The reviews should desirably be on a formal basis, planned to cover the whole District within a reasonable period of time and be documented. The manner in which the reviews are carried out could well impact on whether natural justice has been accorded a particular individual.

Where a Commissioner has determined not to reappoint an officer and that decision involves the officer serving in a lower grade officer appointment, a BF7/ NHQ must be submitted to the Chief Commissioner. If the decision involves the officer reverting to Private, the approval of the Chief Commissioner must be obtained.

Particular attention should be paid to Superintendents and Officers of divisions approaching their 65th birthday. Adequate planning for their succession needs to be made to ensure that proper leadership is available when the incumbents retire (GR 4.2 (a)).

Appointment of NCOs (GR 4.3 - 4.5)

Commissioners are responsible for appointing all NCOs in the District. They should ensure that they have appropriate qualifications and character for the position. Promotion should not be a reward for length of service; there are service chevrons and the Service Medal for that purpose.

Promotion Examinations (GR 4.7)

All officers (other than Grand Prior Officers and professional officers) are required to undertake a promotion examination. It is the responsibility of the District Superintendent and the Commissioner to ensure that nominees for promotion have completed that examination before forwarding a recommendation for promotion to the Chief Commissioner.

The appointments referred to in GR 4.2 (b) to (f) are defined as 'professional appointments' and holders of these appointments are not required to undertake a promotion examination. However, medical practitioners, registered nurses and professional ambulance officers holding 'general duties' appointments will conform in principle to the requirements of General Regulations relating to officer appointments. This means that they must undertake a promotion examination designed to suit them for their administrative role.

Commissioners and other officers responsible for conducting promotion examinations should exercise discretion in their requirements for examination. Candidates should be given credit for abilities and qualifications gained outside St John. For instance, an accountant in public practice should be exempted from a module on finance and management practices and theories. For St John to blindly apply a syllabus to all comers is an insult to those who have already demonstrated in their business life that they have certain abilities and is a sure way to discourage membership.

Acting Rank (GR 4.8)

Only the Chief Commissioner has power to grant Acting Rank and it should seldom be used. Districts should ensure that proper succession planning is implemented so that promotion courses can be conducted before the requirement for an acting appointment arises.

The most common use of the acting appointment is where an incumbent officer is going to be on leave or absent for an extended period and it is desired to nominate an officer to act for him. In these circumstances a written recommendation must be made to the Chief Commissioner.

Grading of Officers (GR 4.14)

Officers below the rank of Commissioner are graded from Grade I to Grade VI.

Each grade is of equal rank but some officers may serve on a higher establishment and thus be senior. An example of this is a Corps Officer and Divisional Superintendent, both of whom are Grade IV officers, but the Corps Officer is senior as he serves on a senior establishment.

However, as the grading is the same, a Commissioner could appoint a Superintendent to be a Corps Officer without reference to the Chief Commissioner.

Officers of and above the rank of Commissioner are not graded but serve in particular appointments which are accorded a rank commensurate with their seniority.

Distinguishing Marks (GR 4.15)

The purpose of distinguishing marks is to identify to another member the particular qualification or appointment of the wearer.

Officers of Cadets, Transport Officers, Retired members, those on the Reserve and Bandmasters wear particular distinguishing marks. However, in all other cases, such marks are reserved for professional members. Medical officers wear red piping around their epaulettes and cap, nursing officers wear grey epaulettes, SRNs wear a red bar, Ambulance Officers wear a yellow bar and enrolled nurses wear a green bar.

Only one distinguishing professional bar may be worn at any one time and that bar should reflect the principal qualification or employment of the member.

It is intended that the distinguishing bars will identify a member on a duty with a more advanced level of training or skill. Such persons should take precedence in the treatment and care of patients.

Enrolled Nurses (GR 4.16)

The purpose of distinguishing marks is to identify personnel with advanced training. Many enrolled nurses no longer practise in nursing. In that case they are not eligible to wear the green bar. To be so eligible, they must be employed in a nursing capacity by a hospital or approved nursing service. It is the District Surgeon's responsibility to ensure that those members who wear a green bar in his District are appropriately qualified.

5

Duties of Officers and Other Ranks

In this Chapter of the Regulations the duties of Officers and other ranks are defined. In matters concerning solely Ambulance/Nursing personnel or Cadets there should be no difficulty. However, in the working of the Operations Branch, whose departments are so interdependent, there are bound to be matters arising which affect both Ambulance and Nursing personnel whether Adults or Cadets. It is imperative that there should be the closest co-operation between all Officers so as to ensure the efficiency and smooth running which is essential to the well-being of the Operations Branch.

It is also essential that Officers not only discharge the duties outlined but by acquiring wider knowledge, using initiative, accepting responsibility, setting a good example and working with human understanding, demonstrate the qualities of leadership.

No purpose would be served in this Guide by reiterating the defined responsibilities of the various officers and other ranks. However, it should be said that all officers and NCOs in carrying out their duties need to comply with certain fundamental principles:

- ☐ they must be mindful of natural justice and ensure that they accord such justice to those junior to them at all times
- ☐ they need to be always mindful of the objects of the Order

- ☐ they must have a good working knowledge of the General Regulations and be able to apply them
- ☐ the organisation is comprised of volunteers and their actions should always reflect this consideration
- ☐ they should always consider the good of the organisation and the dignity of its members

Good officers and NCOs should always lead by example and should not be dictatorial in their attitude to other members.

6

Discipline within the Operations Branch

'If you get up from the chair you are sitting in and take out your car or bicycle, you can choose where you want to go, your own destination. That is liberty. But as you drive or ride through the streets towards your destination, you will keep to the left of the road. That is discipline.'

Field Marshal Sir William Slim, Governor-General of the Commonwealth of Australia and Prior of the Order of St John in Australia.)

The Operations Branch of St John Ambulance Australia is composed of members who, to the best of their ability, devote their spare time to the alleviation of the sufferings of the sick and injured. When members join, they bind themselves to work together in the spirit of chivalry and in the interests of The Most Venerable Order of The Hospital of St John of Jerusalem of which the Operations Branch is one of the Foundations. The fostering of petty jealousies and the nourishment of grievances and resentment are therefore foreign to the aims of members who must resolutely combat any temptation to indulge in these distractions from their duty so that happiness and well-being of the Operations Branch shall not be endangered.

All ranks should obey and support their seniors, loyally and willingly while Officers and others appointed to positions of authority should exercise tact, patience and forbearance towards the members of the Operations Branch under their command.

Nevertheless, the work of an organisation such as St John Ambulance Australia, consisting of voluntary and unpaid workers, cannot be carried out

without a discipline of the highest order to which each member submits when he joins. This voluntary act is the basis of discipline throughout the Operations Branch and it is to ensure its proper observance that the General Regulations have been drawn up.

Knowledge of Regulations (GR 6.1)

Each member has a duty to become familiar with the General Regulations, Chief Commissioner's Orders and any District or Routine Orders issued by the Commissioner so that he understands the 'laws' under which the Operations Branch works.

Power of the Chief Commissioner (GR 6.2)

The Chief Commissioner has absolute authority to remove any member from the Operations Branch or to revert any officer or NCO to a lower rank as a result of improper conduct.

This power is only used after an inquiry at District level and a recommendation has been made to the Chief Commissioner by the Commissioner. In such cases, it is incumbent upon the Commissioner to ensure that full documentation relating to the circumstances of the case is forwarded promptly to the Chief Commissioner through the Chief Superintendent.

Power of the Commissioner (GR 6.3)

Commissioners have considerable power to discipline members but they must exhibit great care in the exercise of that power.

They may dismiss any member other than an officer for insubordination, misconduct, inefficiency or neglect of duty. They may also suspend any member (including officers) whose conduct or influence is or is likely to be prejudicial to the Operations Branch.

In either case they must forward a report to the Chief Commissioner within seven days.

Members dismissed or suspended under this power must be provided with particulars.

Commissioners must always be cognisant of the common law requirement that natural justice be extended to all members. This means that they must have an opportunity to present their case to an impartial forum and a just decision must be made based on all the facts presented. Because Commissioners have the responsibility of making a final judgement (subject to the Chief Commissioner's approval) they should refrain from becoming involved in disciplinary proceedings too early or their independence will be impaired.

Clause 2 of Appendix 'C' to the Regulations requires a Commissioner to seek legal advice covering all aspects of the case. The legal counsel should be requested to provide an opinion not only on the facts of the case, but the management of any inquiry, the recommendations and any proposed action to be taken. The Commissioner should not depart from the legal advice without good reason and certainly not without consulting the Chief Commissioner beforehand.

Convictions in a Court of Law (GR 6.6)

A person convicted by a Civil Court of Justice or a Court Martial for an offence which would be regarded by any reasonable person as in any way disgraceful shall not be eligible for joining, rejoining or retention in the Operations Branch.

Care needs to be exercised in applying this regulation as it needs to be established what a reasonable person would regard as disgraceful. In the case of an existing member, steps need to be taken to ensure that the member is not penalised again for the same offence. It would probably need to be demonstrated that St John would be adversely affected by the retention of the member.

In circumstances referred to in the first paragraph, the member should always be called upon to show cause why his membership should not be terminated and he should be provided with adequate opportunity to put his case.

Seniority on Duty (GR 6.7)

Responsibility for the administration of a duty rests with the senior member by rank. However, this does not mean that a general duties officer would take precedence over a professional officer in matters relating to the management of a case.

Insubordination (GR 6.8)

Insubordination should always be dealt with immediately and firmly by the senior officer present by instructing the member to 'fall out' or suspending him, as appropriate.

However, it is incumbent upon all officers to exercise their authority and behave in such a manner as to minimise the possibility of insubordination. It should always be remembered that St John is comprised of volunteers and good human resource management will, in most cases, circumvent the possibility of insubordination occurring.

Criticism of Seniors (GR 6.10)

Criticism of seniors is not allowed as it is the primary means of lowering morale and spreading dissatisfaction among members.

Suspension from Duty (GR 6.11/12)

An officer suspending a member from duty must within seven days report his action in writing, and the reason for it, to his next senior Officer.

It is the duty of the Officer who suspends a member immediately to:

- (a) provide the member with a written notice of suspension;
- (b) inform the member in general terms of the reason for suspension;
- (c) point out the limitations upon a member under suspension and collect any stores, documents, etc. as appropriate.

An officer, other than the Commissioner, receiving a report relating to a suspension, will, after considering all the relevant factors and as soon as possible, interview the member and either:

- (a) dismiss the matter and restore the member to duty; or
- (b) admonish the member and restore him to duty; or
- (c) report the matter within forty-eight hours to his next senior Officer, having informed the member that he will do so (see Appendix C).

It is obvious that, depending on the rank of the offender, the above procedure could be repeated a number of times, that is the matter is repeatedly referred to the next senior officer. It is important that each officer handling the matter should attempt to resolve it to the satisfaction of all parties rather than refer it to the next officer without any serious action.

Undue delays in processing disciplinary proceedings adversely affect the offender and it could be said that natural justice is not served by unreasonable delays.

It is important that Commissioners do not become prematurely involved in investigations. Rather, they should delegate the conduct of investigations in order to preserve their impartiality.

A Commissioner upon receiving a report of suspension from duty under Regulation 6.11, will investigate the matter (wherever possible interviewing the member) as soon as possible and may either:

- (a) dismiss the matter and restore the member to duty;
- (b) admonish the member and restore him to duty;
- (c) inform the member that he will continue to be suspended from duty pending the implementation of the Finding and Recommendation of a Board of Inquiry or the reply of the Chief Commissioner to the Commissioner's Report.

The Commissioner must realise that several officers junior to him (including the District Superintendent) have already been involved in the case, and he must ensure that he does not become unduly involved in consultations with such officers before they have made their decision and the matter has been officially referred to him. Should he do so, he will probably impair his ability to give an impartial hearing and decision.

Prior to deciding to convene a Board of Inquiry, the Commissioner must seek legal advice to ensure that all actions have and will be correctly taken and he is not subsequently challenged on a legal deficiency.

Should the Commissioner decide that the only just way to resolve the problem is to convene a Board of Inquiry (and this is a last resort), he must appoint a Board of not less than two nor more than four officers who have not been involved in the matter and are therefore impartial. They must be of equal or senior rank to all who will appear before the Board. The Commissioner himself may not be a member of the Board as the Board must report to him.

In some cases, it may not be possible to fill a Board with officers of appropriate seniority and impartiality from within a District. In such a case, the Commissioner must approach the Chief Commissioner who will make available suitable officer/s from National Headquarters or another District. The

District conducting the Inquiry will be responsible for the costs of any such officers.

A Notice of the Hearing and the Terms of Reference of the Board must be prepared and forwarded to those people detailed in para. 5 of Appendix C.

The member into whose conduct the Board is inquiring (the defendant) has the right to have a friend present who need not be a member. He could, in fact, be a Solicitor. The Chairman of the Board should always give consideration to having a legal advisor present to advise the Board on correct procedure. The defendant has the right to call witnesses and cross-examine other witnesses called by the Chairman.

The Board must ensure that a complete transcript of the proceedings is prepared.

Within seven days of the close of the hearing the Chairman will forward to the Commissioner the Report of the Board of Inquiry which will consist of its Finding and Recommendation signed by the Chairman and the members, a transcript of the proceedings and any documents produced to the Board.

On receiving the Report of the Board of Inquiry the Commissioner shall (within seven days) where the recommendation is that the member be restored to duty (and the Commissioner agrees) so restore the member to duty and forward a copy of the Report of the Board to the Chief Commissioner.

If the defendant is an officer and the recommendation is that he be removed from the Operations Branch or demoted in rank, the Commissioner shall forward a copy of the Report to the Chief Commissioner for a decision. The Chief Commissioner may approve or reject the recommendation or may decide to implement further inquiries.

If the defendant is a private or NCO, the Commissioner may implement the Finding and Recommendation, including removal from the Operations Branch. He must then forward a copy of the Report together with details of the action he has taken to the Chief Commissioner. Alternatively, he may forward the Report and his recommendations to the Chief Commissioner and allow the Chief Commissioner to make the decision.

At all times during the conduct of disciplinary matters, the Chief Superintendent should be kept informed.

Grievances and Complaints (GR 6.13)

A member having a grievance or cause for complaint in respect of a personal matter affecting the Operations Branch should endeavour to dispose of it by consulting his Officer, who if necessary may in turn consult his next senior Officer. If the member is unable so to dispose of his grievance or complaint, he may submit it in writing and through the usual channels to his Commissioner and must at the same time forward a copy of his submission to any person or persons who may be the subject of such grievance or complaint. If a member has received no decision in three months, he may write direct to the Chief Commissioner.

The most common problem with grievances and complaints from members is that senior officers do not give them sufficient attention. The officers must address the issues involved in a genuine attempt to resolve the problem and

should not regard the complainant as a 'trouble maker' and dismiss the matter with prejudice to the member.

In most cases, members do not make complaints or question decisions lightly and there is often an underlying problem which requires correction. Officers should make sufficient enquiries to ensure that they address the real problem.

A Commissioner upon receiving a submission of a grievance or complaint under Regulation 6.13, will investigate the matter (wherever possible interviewing the member) as soon as possible and may either:

- (a) settle the matter to the satisfaction of all parties;
- (b) inform the member or members that he or they are suspended from duty pending the implementation of the Finding and Recommendation of a Board of Inquiry or the reply of the Chief Commissioner to the Commissioner's Report.

In (b) above, where a member is or remains suspended from duty and where a member is otherwise suspended from duty, the Commissioner shall either:

- (a) convene a Board of Inquiry in accordance with Appendix C paragraph 1 above, or
- (b) report the matter with all relevant documents and recommendation within seven days to the Chief Commissioner.

In considering his actions, the Commissioner should always have consideration to the principles of natural justice and the effect on morale which his decision will have. Should the complaint be justified and involve the actions of a more senior officer, he should not hesitate to act to correct the situation.

7

Efficiency and Awards

Members of the Operations Branch wear uniform in order that they may be easily recognisable by the public when on duty. Each member is required to maintain efficiency annually so that the public may have confidence that the wearer of a St John uniform is fully qualified to render first aid in cases of injury and sudden illness. The conditions of efficiency set out in Regulation 7.1 are laid down as the minimum standard for every Operations Branch member.

Efficiency Requirements (GR 7.1)

In order to be returned efficient, active members of the Operations Branch must fulfil the following requirements (*in italics*) during each year:

- (i) *Successfully undertake the Skills Maintenance Programme as prescribed by the Chief Surgeon or pass a re-examination in First Aid at the discretion of the District Surgeon.*

The Skills Maintenance Programme is a Medallion level programme approved by the Director of Training and designed to ensure that members' skills are maintained at an appropriately high level. It is the principal requirement for efficiency of an Operations Branch member. The discretion of the District Surgeon to allow a re-examination in First Aid as an alternative should only be exercised in the case of individual members where they have, for some reason, been prevented from undertaking the Skills Maintenance Programme. Such reasons could include prolonged illness, absence overseas or interstate for a prolonged period or remoteness of location.

(ii) *Be present at an Annual Divisional Inspection.*

This requirement would be satisfied if the member attended a District or Corps Review or, if he is unable to attend his own divisional inspection, attended the inspection of a neighbouring cadet or adult division. In such a case, the member should ensure that a BF18 is forwarded to his Superintendent so that his record of service is accurate.

(iii) *Carry out their duties to the satisfaction of their senior Officer.*

The word 'duties' in this clause does not refer to public duties but rather to the manner in which they carry out their functions and roles within their Division, Corps or District.

A member may not be marked inefficient merely because he has not carried out public duties as defined in Gen Reg 8.1. Many members can contribute to the work of St John by fulfilling other functions and thus allowing other members more time to carry out public duties.

Nevertheless, the principal function of St John is to carry out public duties and all members should be encouraged to participate in this activity as often as possible.

(iv) *Attend, if a member of a Division, at least twelve Divisional instructional meetings (see Regulation 9.4). (Each day's attendance at an authorised training course or camp may count as one instructional meeting up to a maximum of six.)*

Some members fulfil all efficiency requirements other than the above and the practice has been noted where the Superintendent has marked the member as present for the 12 drills (or present 6 and exempt 6 where appropriate) when the member has not attended the required number of drills. This is particularly prevalent in the case of professional officers.

The practice is not only irregular but unfair to those members who are efficient and have attended the required number of drills. Officers who participate in this practice risk being charged with falsifying records.

It is the responsibility of Superintendents to ensure that their Divisional professional officers are invited to the Division regularly and can so fulfil their efficiency requirements while at the same time contributing to the training of the members of the Division.

Members of the Reserve are required to fulfil the same efficiency requirements as active list members except that they are only required to attend six Divisional instructional meetings per year. They are subject to any exemptions allowed under GR 7.2.

Exemptions from Efficiency Requirements (GR 7.2)

Annual Re-examination

The following are exempt:

- ☐ Officers of or above the rank of Grade II
- ☐ Medical Practitioners
- ☐ Registered General Nurses

- ☐ Medical Students
- ☐ Members undergoing training for Registration in general nursing who have successfully completed year 1 studies
- ☐ Members called up for full-time National Service
- ☐ All members who are full-time Officers of a recognised State or Territory Ambulance Authority, or are undergoing training at a Training School of such an Authority.

Divisional Instructional Meetings

Divisional Surgeons and Divisional Nursing Officers are excused one drill (up to a maximum of three per year) for each duty they carry out at competitions or re-examinations. This exemption only applies to defined professional officers (refer GR 4.2 (b) to (d)) and does not apply to doctors and SRNs who are serving in a general duties appointment.

However, *all members* who are full-time Officers of a recognised State or Territory Ambulance Authority may be excused one Divisional instructional meeting (up to a maximum of three) for each duty they carry out at competitions and Divisional re-examinations.

Members whose occupation may prevent regular attendance for efficiency purposes may apply, through channels, to their Commissioner for partial exemption, up to a maximum of three Divisional instructional meetings in any one year. This provision is intended to place those lay members of St John who are required to work shifts on the same basis as those members of the medical and paramedical professions who are already granted partial exemptions from attendances at divisional meetings.

Bandsmen may be excused six Divisional instructional meetings provided not less than twelve band practices are attended.

Annual Inspection

The Commissioner may grant exemption from attending the annual inspection where the reason is satisfactory. Where a member is unable to attend either the divisional inspection or the District Review, he must have exemption from both to be returned efficient. If, for instance, a member obtained exemption from his divisional inspection and was marked absent from the review (i.e. he did not obtain leave) he should be returned inefficient.

Efficiency for Year of Joining (GR 7.3)

In order to count service in the year of joining a member must (subject to the exemptions in Regulation 7.2) have:

- (a) enrolled as a full member not later than 31 July;
- (b) gained an approved certificate in the year, or successfully completed the Skills Maintenance Programme during the year, or passed a re-examination during the year as approved by the District Surgeon;
- (c) attended an annual Divisional inspection if held after the date of enrolment;
- (d) attended 12 Divisional instructional meetings.

It is particularly important in the registration of new divisions that the registering officer consider the requirement that members must have enrolled before 31 July. If a member of a new division was not previously a member of St John, his membership cannot take effect on any date prior to the date of registration of the division. That date is the date on which the Chief Commissioner approves the registration and not the date on which the member signs the BF/RS. Where the division is registered during the first half of the year, it is therefore important that the BF/RS is forwarded to the Chief Commissioner as soon as possible so that the service of members is not prejudiced.

It is also important to note that a new member must have gained his first aid certificate during the year in which he applies to join. If the certificate was gained during a preceding year, the new member will be required to successfully complete the Skills Maintenance Programme during the year of enrolment in order to be returned efficient.

Failure to Maintain Efficiency (GR 7.6)

Membership of the Operations Branch will automatically lapse in the case of Officers and members who are returned as non-efficient for two consecutive years. In the case of Officers this information must be passed on to the Chief Commissioner.

Members who are non-efficient for periods exceeding two years due to sickness, travelling, examinations or urgent private affairs may be retained in the Operations Branch on written application to the Chief Commissioner through the usual channels. Cadets who have obtained a Senior First Aid Certificate and who may become non-efficient for a period exceeding two years due to sickness, travelling, examinations or urgent private affairs should be encouraged to take advantage of this Regulation to remain a member.

It is important that members desirous of taking advantage of the above provision make application to the Chief Commissioner before they are inefficient for a period of two years otherwise their membership will automatically lapse after two years inefficiency.

Service Awards

The primary reward for service is the Service Medal of the Order. The Medal is awarded for 12 years efficient service with a Bar being awarded for each subsequent 5 years efficient service.

Service Chevrons are awarded to adult Privates for each 3 years efficient service but these are removed upon the award of the Service Medal.

The Service Medal is not awarded to Administrative Members, Presidents, Vice-Presidents, or Auxiliaries of St John.

It is very important that each member ensures that his service is correctly recorded on his BF4 as it is on this record that his service will be judged when submitted for the award of the Service Medal. All entries should be clearly recorded and not denoted by ticks. For instance, attendance at the annual inspection should be recorded by the letter 'P', not a tick, as the record must be clear. Similarly, the result of the annual re-examination should be clearly

recorded. Where a member is exempt, this should be recorded by the letter 'E'.

Applications for the award of the Service Medal and Bars should be made annually by District Headquarters to the Chief Superintendent on Form BF21. This form should be accompanied by a photocopy of each member's BF4 and must be received at National Headquarters no later than 1 March in the year succeeding the qualifying 31 December.

It should be noted that all service awards fall due on 31 December and not on the anniversary of the date of joining. This is because efficiency is only determined at the conclusion of each year.

Other Awards (GR 7.10)

Order Awards

Awards of the Order for which members of the Operations Branch may become eligible are:

- (i) Membership of the Order (Admission or Attachment to, or Promotion within)
- (ii) Priory Vote of Thanks
- (iii) Life-Saving Medal.

(i) and (ii) will be applied for on appropriate Forms supplied by the Priory and will be submitted through the Commissioner to the State Investigation Committee of the Council. After approval they will be forwarded to the Priory Secretary for consideration by the Priory Investigation Committee. Such applications are confidential and nominations must not be disclosed until the awards have been approved by the Queen and are gazetted in the Commonwealth Gazette.

The Life-Saving Medal of the Order will be applied for through the usual channels to the Chief Commissioner. The application should be in letter form and include all relevant details of the actions taken by the member to merit the award. This award is usually only made where a member has performed a distinguished life-saving service and his own life has been placed at risk in carrying out his actions.

Operations Branch Awards

- (i) Meritorious Service Certificate

Members may be awarded the Meritorious Service Certificate by the Chief Commissioner for exceptional service.

Meritorious Service Certificates may also be awarded to units of the Operations Branch. In this case the Meritorious Service Certificate Bar is not worn.

This award is made for particularly meritorious service by a member or unit, generally in emergency situations.

- (ii) Letters of Commendation

In appropriate cases Letters of Commendation may be issued by the District Commissioner.

Such a Commendation is appropriate to members who have rendered

distinguished service in a particular instance and for members of the public and public bodies who have assisted the District or a unit thereof in carrying out its functions.

Chief Commissioner's Commendation – a Commendation for outstanding service by a member may be issued by the Chief Commissioner on the recommendation of a Commissioner. The Commendation will be in letter form. This Commendation is designed to recognise outstanding service by members in the performance of their duties.

(iii) Honorary Member's Badge

Persons who have, in the opinion of the Chief Commissioner, rendered good service to the Operations Branch, which should as a general principle have extended over not less than three years, may be awarded the Honorary Member's Badge. Full members of the Operations Branch who have resigned or retired, and Presidents and Vice-Presidents on giving up office after three years service also are eligible. The application for this award should be in letter form, signed by the Commissioner and detail the service rendered by the nominee.

(iv) Jubilee Certificate

This Certificate may be awarded at the discretion of the Chief Commissioner to Corps and Divisions which have been in existence for 50 years and whose strength and service over the years have merited this distinction. Application for awards of Jubilee Certificates must be signed by the Commissioner and reach National Headquarters four months before the date on which the 50 years service is completed. The application should be in letter form and must be accompanied by a photocopy of the Registration Papers of the Division or where this is not available, some other evidence of the date of registration of the Division.

8

Operations Branch Duties

Public Duty (GR 8.1)

The performance of first aid duties for members of the public is the principal reason for the existence of the Operations Branch of St John. It is therefore very important that such duties are organised and staffed with the highest level of efficiency.

All appropriate permissions must be obtained before any duty is undertaken and there should be continuing liaison with any organising authority.

The administrative control of a duty will normally rest with the senior officer present. The senior professional officer present will have control over the medical treatment and disposal of patients and the staffing of the casualty area. There needs to be a high degree of liaison between these two officers.

Cadets should be encouraged to take part in suitable duties provided that they are accompanied by an Adult Member. They may carry out simple first aid/patient care tasks under supervision which are within the ambit of their training.

Discretion must be exercised in the type of duty to which Cadets are detailed and they may not attend places of entertainment where admission is restricted to persons over the age of the Cadets concerned (see Regulation 14.28 and Appendix E). This assistance at duties is an important part of cadet training and provides a valuable incentive for them to progress to adult divisions.

All members (including senior officers) are to carry an Operations Branch first aid kit whilst on duty. Officers-in-Charge are responsible to ensure that their members are competent in the use of their kits. Kits are to be inspected

regularly to ensure that the contents are maintained and that no unauthorised items are carried. Contents must be in accordance with the Appendix A and B contents lists published in conjunction with the Australian Competition Regulations.

Ambulance Transport Services

Where any part of St John conducts the professional ambulance service (the service) on behalf of a State or Territory Government, Operations Branch members may carry out voluntary service with the ambulance service with the consent of both the Commissioner and the authority conducting the service.

Members will be required to undertake more advanced levels of training covering areas not normally addressed in the Skills Maintenance Programme and this responsibility will rest with the service training department. Members must conform to the requirements of the service training officer.

Operations Branch members when on duty with the service will wear their normal uniform and rank marking. Any departure from this requirement must have the approval of the Chief Commissioner.

Officers must appreciate that during duty with the service, their Operations Branch seniority may not be effective. The senior service officer is responsible for nominating seniority matters in respect of the service and may, for instance, nominate a junior person to be the senior officer on an ambulance car. Operations Branch officers must respect this.

Vehicles, Caravans and Trailers (GR 8.7)

Vehicles, Caravans and Trailers used by the Operations Branch will be predominantly white in colour and will carry the St John Ambulance Australia roundel depicted in GR 13.1. The roundel will be in black and white only.

Districts will comply with any corporate design instructions issued by the Priory through the Chief Commissioner.

In some States it is illegal for St John vehicles to transport patients. Commissioners must ensure that members are familiar with the restrictions in force. The notice in GR 8.7 (c) is clearly displayed in all vehicles and members are familiar with the contents.

Rendering First Aid (GR 8.8)

It is the duty of members of the Operations Branch to render first aid, when necessary, irrespective of time or place and whether in uniform or not. Membership of the Operations Branch does not, however, confer upon individuals the right to take up a position in the streets or elsewhere on public or other occasions for the purpose of rendering first aid, nor to force their services upon persons who may be injured or in need of assistance.

Where assistance or advice is offered and refused, members should complete a Casualty Report Form documenting their advice and the patient's refusal of that advice.

Approved Casualty Report Forms are to be used in respect of **all casualties treated or advised** in accordance with instructions issued from time to time by the Chief Surgeon.

Management of such casualties shall be undertaken using a first aid kit, the contents of which have been approved by the Chief Surgeon. Such approval is contained in the kit lists appended to the Australian Competition Conditions.

Outstanding Occurrences (GR 8.9)

Members of the Operations Branch are specifically trained to save lives in an emergency situation. Where a member saves the life of a patient, he is merely doing what he is trained to do. However, the circumstances should be reported at least to the Commissioner with a view to the award of either a Commissioner's or Chief Commissioner's Commendation.

In circumstances where members have performed outstanding service, the circumstances should be reported for assessment of an appropriate award.

9

Administration and Committees

Registration of Divisions (GR 9.1)

Registration forms BFRS/BFCRS for the formation of new Divisions will be submitted, through the regulation channels, to the Chief Commissioner.

The Division will be recognised as from the date on which the Chief Commissioner signs the forms.

Consideration should also be given to the efficiency of new members – refer to paragraph on Efficiency for Year of Joining.

Transfers of Members (GR 9.5)

All appointments must be relinquished prior to transfer (Regulation 4.12) but this does not necessarily mean that officers and NCOs will revert to the rank of Private. Following the relinquishment of an appointment and transfer of a member to another unit a determination must be made as to the appointment in which he will serve in his new unit. Should the appointment be commensurate with his present rank, the Commissioner may approve the new appointment. Should the appointment require a rank either higher or lower than that presently held by the member, in the case of an officer, the change in rank must be submitted to the Chief Commissioner.

In the case of transfers between Districts, the Commissioner of the transferring District may forward the BF4 to the Commissioner of the receiving

District where the member involved is not an officer. Where an officer is transferring between Districts, the BF4 should be forwarded through the Chief Commissioner.

- In all cases of transfer, it is essential that service is entered up to the date of transfer and signed. Service for the remainder of the year should be entered on the next line.

Records and Returns (GR 9.6)

The records and returns which a unit is required to keep are detailed in this Regulation. They must be inspected annually by the Commissioner or an officer nominated by him.

The most important aspects of such an inspection are to determine that members' records have been accurately kept and are up to date and that the divisional finances are in proper order.

The casualty records should also be inspected to ensure that the Division is using them properly and filing the records in an appropriate manner.

Skills Maintenance Programme (GR 9.9)

The responsibility for divisional Skills Maintenance rests primarily with the Divisional Surgeon but ultimately, the District Surgeon is responsible to the Chief Surgeon for the skill of the District.

The preparation for the annual skills maintenance programme should be planned before the conclusion of the preceding year in such a way as to ensure that all members have an opportunity to receive adequate tuition in the subjects covered in the programme for the year.

Surgeons should ensure that a programme of training lectures is arranged at convenient locations on a District, Corps or Divisional basis and that those lectures are conducted by professional officers with appropriate skills.

Candidates for Certificates must be re-examined by an accredited Training Branch examiner.

The Commissioner may approve alternative methods of re-examination provided that he is assured by the District Surgeon that each member is re-examined efficiently, the alternative method is fair to every member, and there is no reduction in standards.

10

Finance, Accounts and Property

The primary responsibility for financial management within a District ultimately rests with the Finance Committee of the Council and the Council Executive. The Commissioner is responsible to the Chief Commissioner for the financial management of his District, but in practical terms, he must maintain close liaison with the Council Executive and Council Finance Committee to ensure that sufficient resources are provided to enable the District to operate effectively.

The provision by the Council of resources to a District places a moral obligation on the District to reciprocate by co-operating with the Council in every way possible. Councils will require some degree of accountability for any funds provided to Districts and the submission of budgets and financial statements to the Council should not be seen as in any way affecting the authority of the Commissioner or other Officers. Prior to the submission of any budgets for the Operations Branch to the Council, the Commissioner should take steps to ascertain that all the expenditure contained therein is necessary and not in any way extravagant.

The Regulations contained within this Part are to be observed to the extent that they are not inconsistent with any directions issued by the State Council Finance Committee.

It must therefore be clearly understood that some of the Regulations within this Part will not be appropriate and are only included in the General Regulations to handle those situations not covered by a Council directive. An example of a unit who will observe all the Regulations of this Part is Norfolk Island Division which is attached to the National Headquarters. It may also apply equally to units which are in remote areas.

Finance Committees (GR 10.1)

The District Finance Committee should be constituted and operate as required by the Regulations regardless of any directions to the contrary. This Committee provides the Commissioner with valuable advice in respect of District finance matters and should provide considerable input into the budgetary procedures of the District.

It is also a valuable means of disseminating information on financial matters.

For similar reasons, Corps and Divisions should be meticulous in ensuring the proper operation of their finance committees.

Budgets (GR 10.2)

The restructure of St John in Australia has provided for, *inter alia*, the Council to provide financial support to the Operations Branch District.

The District is required to submit an annual budget covering both revenue and capital income and expenditure to the Council for approval. Prior to the submission of any budgets for the Operations Branch to the Council, the Commissioner should take steps to ascertain that all the expenditure contained therein is necessary and not in any way extravagant.

It is also incumbent on the District to raise as much of its financial needs as is possible and to co-operate with the Council Finance Committee.

In the same manner, Corps and Divisions should prepare budgets for approval by the District Superintendent and Divisional Superintendent respectively.

Bank Accounts (GR 10.3 - 4)

In the absence of any central banking arrangements in the District, units should operate a general and a social account.

Account signatories and the method of operation of the accounts are detailed in GR 10.3.

Financial Statements (GR 10.6)

The normal St John financial year ends on 31 December. However, Districts should conform to the Council financial year and in some States, for various reasons, the 30 June year has been adopted.

Divisions and Corps are required to submit the audited financial statements to District Headquarters within one month of the close of the financial year. Districts are required to submit the audited financial statements to the Chief Commissioner within six months of the end of the financial year.

Districts will also be required to submit their financial statements to the Council within a timeframe to meet its corporate reporting timetable.

Insurance (GR 10.7)

Commissioners will make suitable arrangements to insure members of the Operations Branch against accident and other contingencies (as outlined in Appendix A) whilst performing Operations Branch duties. In addition, Commissioners are to ensure the co-operation of all members of the District in complying with the provisions of the Professional Indemnity (Malpractice) Insurance Policy covering members in the performance of their duties.

Insurance arrangements will generally be effected by the Council with some policies being effected on a National basis by Priory. Commissioners should liaise with the General Manager to ensure that all risks are covered.

Appendix A details the common risks requiring insurance. Regard should be had to the position of St John Juniors, Probationary Cadets, Presidents and Auxiliaries when arranging insurances.

Raising of Funds (GR 10.8)

It should always be remembered that funds raised for the Operations Branch are for a charitable purpose and all steps should be taken to ensure that they are applied for that charitable purpose.

Funds raised for a specific Operations Branch purpose should therefore be utilised for that purpose. Otherwise there could in certain circumstances be a breach of trust.

In many cases, the donor will claim a tax deduction for a donation. Such funds should not therefore be used for a commercial purpose such as marketing activities.

Appeals

Members should be very familiar with the restrictions on raising funds through appeals as set out in GR 10.8 and 10.11.

Major appeals are subject to approval by the Priory Finance Committee and, generally speaking, must have a charitable purpose which is clearly defined. Where a unit of the Operations Branch wishes to embark on a major fund raising appeal which falls within any of the paragraphs (a) to (d) of GR 10.8, application should initially be made to the Commissioner who will consult with the State Executive Committee who must approve the proposed appeal. Should the State Executive Committee approve the appeal, it will then be necessary to submit the proposal to the Priory Secretary for consideration by the Priory Finance Committee.

Property (GR 10.14)

Appendix B sets out the requirements of the Regulations relating to real property.

All real property will be vested in the Custodian Trustee of each State Council which will hold property on behalf of the Operations Branch. The Council may make such arrangements with local officers (through the Commissioner) as it sees fit relating to the raising of funds necessary to acquire the property.

It is desirable that the management of properties be left to a local Committee of Management to the fullest extent consistent with the responsibilities of the Trustee Company of the Council. It must always be remembered in the case of a local unit who has built or acquired the property, that funds were raised locally by members for that purpose. It could therefore be considered a breach of trust should they be denied use or control of the property.

The Committee of Management will consist of not more than seven nor less than five members of St John Ambulance Australia (not necessarily only Operations Branch members) and will be appointed by the Commissioner. If considered desirable by the Council, a member of the Council or a member of the staff of the Council, may be appointed to the Committee.

Where a Committee of Management is appointed to manage a local property, the Committee shall be responsible, to the extent agreed with the Council, for raising sufficient funds to meet all necessary outgoings relating to the property.

The acquisition of real property involves legal formalities. Any proposed acquisition should be referred through channels to the State Council which is the only body with the power to enter into contracts. Similar arrangements apply to leases of property.

Investments (GR 10.17)

Units of the Operations Branch may invest funds in the same type of investments as may be made by the State Council under its constituent document.

As the Council is the incorporated body of which the District is a part, the Council may require any such investments to be in its name.

Where the Council has not made such a requirement, the investments should be held in the name of the official descriptions set out in the Regulation.

11

Correspondence

Letterhead

All official correspondence must be on official letterhead, the design and colour of which has been approved by Priory.

When having official notepaper printed, officers should liaise with the General Manager to ensure the correct colour codes and design are used.

Royal Personages (GR 11.7)

Any approach to Royal, Vice-Regal persons or the Prior on Operations Branch matters will be made only through the Priory Secretary. Districts and Councils are not permitted to make approaches, written or otherwise to the above persons under any circumstances.

Any approach to Vice-Regal persons on State Operations Branch matters will be made only through the Chief Commissioner or Commissioner as appropriate.

Correspondence with Government Departments (GR 11.8)

Correspondence on Operations Branch matters with State Government Departments and Ministries will be dealt with by District Headquarters only. All representations to Federal Government Departments and Ministries will be made with the sanction of the Chief Commissioner only.

The exception to this general rule is the case of any matter that may be arranged with local Navy, Army or Air Force establishments and District Headquarters of the Operations Branch.

The Commissioner will decide whether or not the transactions require to be reported to the Chief Commissioner.

Correspondence on Professional Matters (GR 11.9)

Surgeons/Nursing Officers/Ambulance Officers of the Operations Branch writing on professional matters will, when their Division forms part of a Corps, forward their communications to the Corps Surgeon/Nursing Officer/Ambulance Officer who will then forward it to the District Surgeon/Nursing Officer/Ambulance Officer. The same channel will be used for communications in reverse direction.

Where a District Surgeon/District Nursing Officer communicates direct with the Chief Surgeon or Chief Nursing Officer, they should ensure that their Commissioner is kept fully informed.

Communications with the Press (GR 11.10)

District/Corps/Divisional Press Relations Officers should be appointed whose business it is to keep the Press informed of factual matters of general interest and obtain as much local publicity as possible for the Operations Branch.

Operations members may not communicate with the Press on matters relating to Operations Branch policy without the permission of the Commissioner (or other Officer deputed by him).

In all communications with the Press, the General Manager of the Council should be consulted and kept informed.

12

Parades, Bands and Colours

Efficiency at drill is not one of the primary objectives of the Operations Branch. However, training in drill is a valuable means of instilling discipline and *esprit de corps* in members.

Units should therefore ensure that their training includes a component of drill.

The public image of St John is on display whenever the Operations Branch parades in public, whether it be in a march, a church parade or a District Review. Parades are frequently attended by senior officers of the armed services, police and other disciplined organisations.

It is the responsibility of officers organising such functions to ensure that members participating are reasonably trained in drill movements which will be undertaken and are properly turned out in correct uniform. Members should be familiar with the courtesies to be accorded to the Colour and the Cadet Flag and to senior officers, including officers of the armed services and police.

Senior officers of the armed services, police and ambulance services should be accorded salutes in the same manner as senior Operations Branch officers.

13

Miscellaneous

Operations Branch Device (GR 13.1)

The authorised device of the Operations Branch is depicted in this Regulation. It is a roundel with the St John Cross (with Beasts) in white on a black ground surrounded by the words 'St John Ambulance Australia'.

The device should be used on all equipment and vehicles.

The white cross inside a red rectangle is not to be used on Operations Branch vehicles or equipment.

The device may also be used on posters and advertising material associated with the Operations Branch.

Forms (GR 13.3)

National Headquarters will from time to time promulgate lists of official Forms and their reference numbers (Appendix G). Forms are to be used whenever possible for routine administration.

Supplies of the forms are available from the National Headquarters but Districts may arrange the printing of their own supplies providing they conform to the approved design of the forms.

Publications (GR 13.4)

Official publications issued by National Headquarters are to be used wherever possible as the basis for training and guidance in administrative and other general matters.

Any District proposing to issue an Operations Branch publication must first obtain the Chief Commissioner's consent to the proposal. A draft of the proposed publication will be forwarded with the application for approval, prior to printing, to the Chief Superintendent.

The content of any publication issued by the Operations Branch must have the final approval of either the Director of Training or the Chief Commissioner prior to printing. However, the draft publication must be forwarded to the Chief Commissioner who will obtain approval from the Director if necessary. No other officer should approach the Director without the approval of the Chief Commissioner.

14

Cadet Regulations

Part XIV of the Regulations details those Regulations which are specifically applied to Cadet personnel. These Regulations are either modifications to other Regulations or additional Regulations on Cadet matters.

In all other respects, Cadet personnel will conform to the General Regulations.

Age Groups (GR 14.3)

The following are the permissible age groups within the Cadet movement:

- (a) St John Juniors from 8th to 11th birthday
- (b) Cadets from 11th to 18th birthday
- (c) Cadet Leaders from 17th to 21st birthday.

Cadets may transfer to an adult division at any time after their 16th birthday provided they hold the senior first aid certificate.

It should be noted that St John Juniors are not full members as they do not hold a first aid certificate and have not reached 11 years. It is important that consideration is given to St John Juniors when arranging insurance covers.

Qualifications for Joining (GR 14.4)

Cadets

Boys and girls wishing to join as Cadets must:

- (i) have reached the age of 11 years;
- (ii) have obtained the written consent of their parent or guardian;
- (iii) be in possession of an approved Preliminary or Senior First Aid Certificate.

Probationary Membership

Boys and girls who have attended Cadet meetings regularly for a period of two months will be known as Probationary Cadets until they obtain the qualifying Preliminary First Aid Certificate.

Appointment of Officers (GR 14.12)

In addition to the ordinary qualifications for officership, those appointed Superintendents/Officers of Cadet Divisions must have proven ability to interest and lead boys and girls, this being a highly specialised task for which a knowledge of First Aid and Patient Care alone does not constitute adequate qualification.

Appointment to the rank of Divisional Superintendent/Officer is open not only to members and ex-members of the Operations Branch but to all persons who are eligible for enrolment in the Operations Branch.

All Officers of Cadet Divisions will be appointed in accordance with Regulation 4.2.

Divisional Superintendents (Cadet) (GR 14.13)

Divisional Superintendents (Cadet) are responsible for the administration, training, efficiency and discipline of the Division of which they are in charge. They also have the responsibility for raising adequate funds and recommending appointments of Divisional Officers and NCOs. The establishment of a Cadet Division is laid down in Regulation 3.5. They will at all times liaise and co-operate with the local Adult Division on matters of mutual interest, including raising of funds and staffing of public duties.

The Superintendent should ensure that an interesting programme is developed on an annual basis which will not only provide the required first aid training, but will also provide adequate opportunities for Cadets to undertake proficiency subjects and Juniors to do interest subjects. Public duties form an important part of cadet training and he should ensure that opportunities are available for cadets to attend duties with adult members.

Cadet Leaders (GR 14.14)

Cadet Leaders will be chosen for their qualities of leadership. Cadet Leaders not only provide assistance at cadet divisions but are themselves developing as adult members. It is therefore important that they gain experience with an adult

division and develop the liaison between adults and cadets to ensure the progression of members with maximum efficiency and experience. For this reason, Cadet Leaders are required to attend three drills and undertake other activities with an adult division.

Qualifications

Cadet Leaders must have reached their 17th birthday and be in possession of a Senior First Aid Certificate. Cadet Leaders shall be encouraged to possess a Senior Patient Care Certificate in addition to the Senior First Aid Certificate.

Appointment

The Cadet Leaders shall be members of an Adult Division seconded to a Cadet Division to assist in all aspects of Cadet training. They shall be required to retain their membership of the Adult Division.

This requirement does not provide a conflict of command as it is clearly the intention that Cadet Leaders for all intents and purposes fall under the command of the Cadet Superintendent. He is required to maintain membership of an adult division (where possible) to ensure that he gains that maturity which comes from interaction with adults and learns proficiency in practising first aid. Both adult and cadet Superintendents must exhibit understanding of the role of Cadet Leaders and must not create conflict. The BF4 of a Cadet Leader will be kept by the cadet division.

There will be no official promotion examination. However, Commissioners may, at their own discretion, adapt the examination on the lines prescribed for Cadet Sergeants. For the period of their secondment, they shall be included in the Divisional Strength of the Cadet Division. Cadet Leaders shall not exceed the ratio of 1 Cadet Leader to every 12 NCOs, Cadets and St John Juniors.

Efficiency

For efficiency purposes, Cadet Leaders must:

- (a) attend at least twelve divisional instructional meetings per year of which a minimum of three shall be with the adult division;
- (b) satisfactorily complete the Skills Maintenance Programme;
- (c) attend the Annual Inspection of their Adult Division and the Annual Inspection of the Cadet Division;
- (d) attend duties of the Adult Division.

There may be circumstances where it is not possible for a Cadet Leader to attend an adult division and carry out duties with them, for instance a country cadet division where there is no adult division in the locality. The Foreword to General Regulations deals with such matters in that it is not possible to prescribe for every circumstance. The Cadet Leader should in such circumstances be marked efficient provided he fulfils all other requirements.

Termination of Appointment

On reaching the age of 21 years, Cadet Leaders must relinquish their appointment and transfer to their Adult Division.

Status of Cadet Officers (GR 14.16)

When acting in an administrative capacity Officers of Cadet Divisions rank with Officers of equivalent rank of Adult Divisions.

They have no jurisdiction over adult personnel except where they have been specifically ordered to take charge. They are, however, responsible for the welfare and behaviour of cadets present at a duty or function.

Similarly, officers of adult divisions will not take precedence over an officer of cadets in a cadet matter.

Efficiency Requirements (GR 14.18)

Officers

Efficiency requirements for Officers of Cadet Divisions under Regulation 7.1 will be assessed on their work with the Cadet Division.

Regulation 7.1(a)(ii) will count as being fulfilled if either the Cadet or the Adult Annual Inspection is attended.

Cadets

In order to be returned efficient, Cadets must fulfil the following requirements during each year:

- (a) pass a re-examination in Preliminary First Aid;
- (b) be present at an Annual Divisional Inspection;
- (c) carry out their duties to the satisfaction of their senior Officer;
- (d) attend not less than twelve Divisional Instructional Meetings devoted to instruction in first aid and/or patient care;
- (e) cadets are not required to take a re-examination in Preliminary First Aid in the same year in which they first obtain a Preliminary Patient Care Certificate or successfully complete Phase 1,2, 3 or 4 of the Cadet Training Syllabus.

Efficiency for Year Age 16 is Reached (GR 14.19)

Cadets who obtain the Senior First Aid Certificate in the year in which their sixteenth birthday occurs and who have fulfilled the other requirements for efficiency, may count the year in full towards the Adult Service Chevron.

Cadets who do not obtain their Senior First Aid Certificate in the year in which their sixteenth birthday occurs but have passed a preliminary re-examination and are otherwise efficient may qualify for Cadet efficiency.

Cadets gaining a Senior First Aid Certificate will be required to successfully complete the Skills Maintenance Programme in subsequent years in order to qualify for adult service.

Grand Prior's Badge (GR 14.24)

On obtaining twelve Proficiency Certificates Cadets will be granted the Grand Prior's Badge awarded by the Order and will be known as Grand Prior Cadets.

They are permitted to wear the badge on their uniform for as long as they remain in the Operations Branch.

The twelve Proficiency Certificates must include 'Knowledge of the Order' and a Patient Care Certificate.

Application for the Grand Prior's Badge will be made to District Headquarters and must be accompanied by the Proficiency and Training Branch Certificates and the member's BFC4/BF4.

The Commissioner will certify all applications and submit them in duplicate to the Chief Commissioner (BFC26) through the Chief Officer for Cadets. Proficiency Certificates should be returned to the Officer-in-Charge of the Division for return to the Cadet concerned.

Cadets must have a minimum of three years efficient service before the Badge is awarded.

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.

Particular care should be taken by Superintendents to ensure that subjects undertaken by Cadets fall within the guidelines of this Regulation as otherwise the Cadets may be unfairly disappointed later when the application for the award is submitted.

Awards (GR 14.27)

Service Medal

Cadet service may be counted towards the award of the Service Medal of the Order (see Regulation 7.9). Cadet service is, however, only counted to the extent of one year for each cadet service star held as cadets do not hold an adult first aid certificate and do not carry out public duties unassisted.

Cadets also are eligible for the award of the Order's Life Saving Medal and the Grand Prior's Badge.

Other awards are:

Meritorious Service Certificate

Cadets may be awarded a Meritorious Service Certificate for exceptional meritorious service.

Letters of Commendation

Commissioner's Commendation – cadets may be awarded a Letter of Commendation which will be issued by the District Commissioner in appropriate cases.

Chief Commissioner's Commendation – a Commendation for outstanding service by a member may be issued by the Chief Commissioner on the recommendation of a Commissioner. The Commendation will be in letter form.

Special Service Certificate

A Special Service Certificate shall be awarded to Cadets who have completed 1000 hours of voluntary service to the community (see Regulation 14.26).

Cadets on Public Duty (GR 14.28)

Cadets may not be detailed for Public Duties except as assistants to and under the supervision of an Adult Member (which includes Cadet Officers and Cadet Leaders (refer also Gen. Reg. 6.7)) of the Operations Branch. The greatest discretion must be exercised in the type of duty to which Cadets are detailed.

Cadets are not permitted to be on duty at any entertainments which are restricted to adult members of the public, i.e. 'R' Certificate films, etc. Cadets in possession of the Senior First Aid Certificate may, where otherwise unavoidable, be detailed for public duties. They cannot act as adult supervision for other Cadets.

Cadets may be permitted to carry an Operations Branch first aid kit whilst on duty. Officers-in-Charge of Cadet Divisions are responsible to ensure that their Cadets are competent in the use of first aid kits. Kits are to be inspected regularly to ensure that the contents are maintained and that no unauthorised items are carried.

Consideration should always be given to the impact on Priory Professional Indemnity Insurance Policies where Cadets are detailed on a public duty carrying first aid kits. Cadets are not fully qualified in first aid and this should always be remembered in allocating them functions on a public duty.

Annual Re-examination (GR 14.29)

Normally, the first aid skills of a cadet will be maintained by the satisfactory completion of Phase 1, 2, 3 or 4 of the Cadet Training Syllabus. However, should a re-examination be required to maintain efficiency for those holding Preliminary Certificates, the re-examination shall, whenever possible, be conducted by a St John Surgeon, but may be taken by the District Staff Officer (Cadets) or other Officer nominated by the District Surgeon. However, it should be remembered that this provision will be superseded if the Director of Training prescribes a date from which all cadet officer instructors have to be accredited.

For those holding Senior Certificates reference should be made to Regulations 9.9 and 14.19

Cadet Camps (GR 14.33)

Whenever a cadet camp is organised, consideration should be given to the following important aspects.

Health and Safety

Proper provision should be made for the medical needs of cadets in the camp. Depending on the numbers in camp, consideration should be given to establishing a camp hospital with full medical facilities. A St John Surgeon or alternatively a local doctor should be rostered to visit the camp daily if there is no Surgeon in camp full time.

A safety officer should be appointed to ensure that all safety precautions are taken in the camp.

Supervision

There should be an appropriate number of officers or adults to supervise the cadets in camp. Refer to the In-Service Training Manual. Where a unit does not have sufficient officers to provide the required level of supervision, parents or friends may be enlisted to assist.

Activities

A proper schedule of camp activities should be arranged in advance to ensure that the young people in camp enjoy a proper combination of physical activities and other training. In preparing such a schedule, consideration should be given to the qualifications of the supervising officers.

St John Juniors

A quite extensive programme of interest subjects with associated badges has been devised for St John Juniors. Officers of Cadet Divisions should ensure that an appropriate training course is instituted for Juniors.

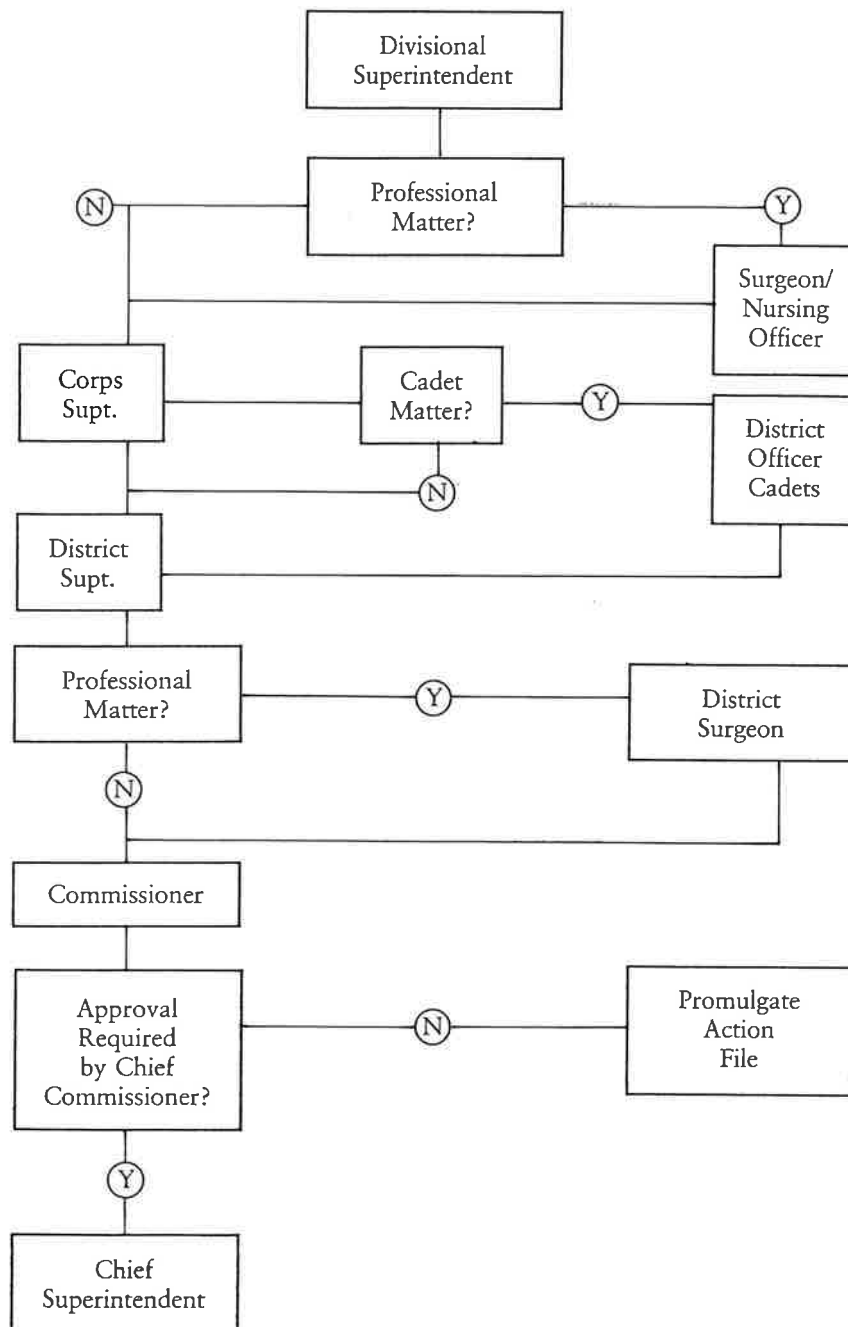
Juniors are eligible to qualify for Junior Efficiency badges and grade badges.

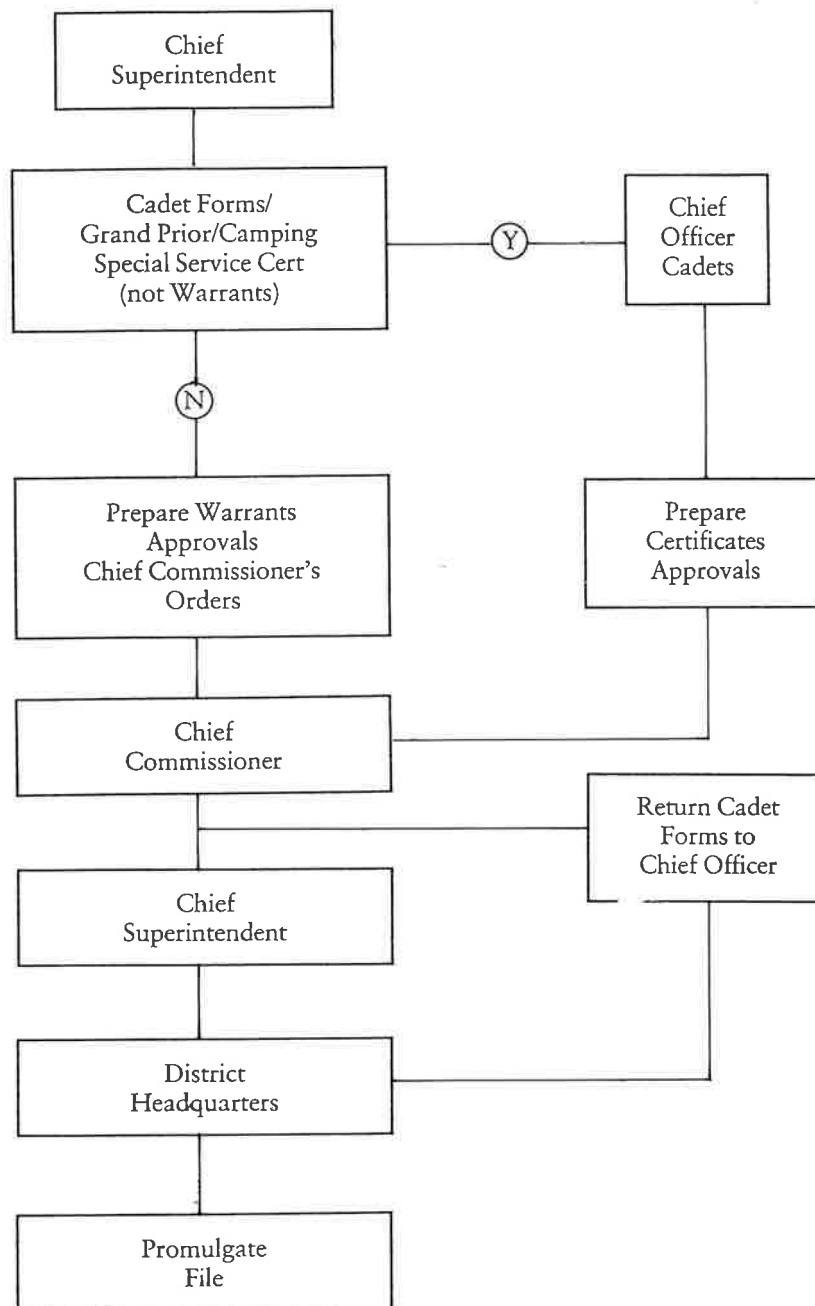
Cadet Training Syllabus (GR 14.42)

The Cadet Training Syllabus is the approved programme of first aid training for cadets and is promulgated by the Chief Surgeon. Divisions shall ensure that all cadets are trained to this standard.

The Syllabus is published in three phases and Superintendents should ensure that all cadets have a copy of the Syllabus.

Flow Charts – Forms





The preceding flow chart is intended to provide a guide to officers as to the movement of forms, letters to be dealt with by a higher authority and correspondence generally.

The flow chart is in very general terms and may not depict all circumstances. The chart does not, for instance, depict the flow of direct correspondence on professional matters between the Chief Surgeon/Chief Nursing Officer and their District counterparts, nor does it depict the direct flow between a National Competition General Manager and the Chief Surgeon/Chief Nursing Officer.

The flow of correspondence very much follows the channels of communication flow chart in the General Regulations.