

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

The St. John Ambulance Brigade

Australia



REGULATIONS GENERAL AND DRESS

1984

FOREWORD

These General Regulations, together with such amendments and additions which may be issued in Brigade Orders, are to be faithfully observed throughout the St. John Ambulance Brigade in Australia.

These Regulations conform in principle with those for the 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.

It is impossible to prescribe by regulation for all situations that may arise. Therefore Officers and Members should interpret the Regulations wisely and reasonably in the best interests of the Brigade, abiding always by the general principles laid down.

Officers-in-Charge of Districts may issue Special, Routine, or Standing Orders, to meet local conditions or circumstances, provided they are consistent with these Regulations.

G.N. Young
Chief Commissioner

April 1984

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.

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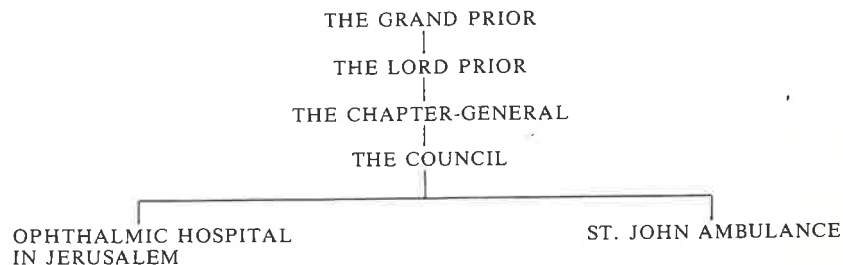
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I.

Relationship between the Order and The Brigade.

1.1 Relationship Between the Order and its Foundations.

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



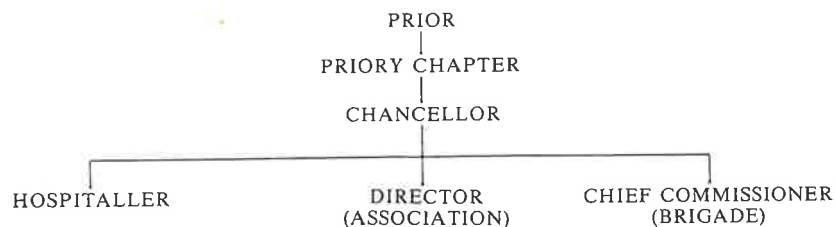
1.2 The Mottoes of the Order

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 Brigade in Australia are supported and co-ordinated with other St. John activities via Priory Chapter and its Executive.

II

BRIGADE OBJECTS AND MEMBERSHIP

2.1 Objects

The objects of the Brigade 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, Auxiliary Nursing 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 or war.

2.2 Primary Duties of Members

The primary and distinct duty of all Full Members of the Brigade 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 Brigade are available:

- a. Full Membership
- b. Cadet/Junior Membership
- c. Administrative Membership
- d. Auxiliary Membership
- e. Supplementary List Membership
- f. Reserve List Membership

2.4 Qualifications for Joining

General — As the primary duty of the Brigade is the rendering of first aid, persons wishing to join the Brigade 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 Brigade General Regulations.

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

(a) *Full Membership*

Persons wishing to join the Brigade 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 Adult First Aid Certificate, or of the Patient Care Certificate in special cases where it has been impossible to arrange a First Aid Class.
- (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).
- (iii) Probationary Membership — Men and women who hold only an approved Patient Care Certificate can be granted Probationary Membership, but will be required to obtain an approved First Aid Certificate within the following calendar year. The full service of such Probationary Members may, after the First Aid Certificate has been gained, be back-dated to the date on which Probationary Membership was granted provided that this was before 31st July and that the conditions of Regulation 7.3 were complied with during the calendar year in question. If Probationary Membership was granted after 31st July, Full Membership can only be back-dated to 1st January in the year in which the First Aid Certificate was gained, providing again that Regulation 7.3 is complied with for that year.

(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 Brigade Headquarters, District Staff, or Corps Staff or for schemes in connection with ancillary work, or on persons working for the joint Committee of the Order of St. John and the Australian Red Cross Society.

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

- (d) *Auxiliaries of St. John* — Persons working for the Brigade 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 Brigade. They have not the right to vote at any Brigade 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 Brigade uniform.

(Auxiliaries undertaking activities of the Joint Committee of St. John and Red Cross will be recruited by the St. John Council or by the Commissioner in Districts where no St. John Council exists, and will be considered as working directly under the Order of St. John. Such auxiliaries will not be covered by Brigade insurance and will not be entered on Brigade returns.)

- (e) *Supplementary List Membership*

The Supplementary List will be kept on a District basis and hold: Officers (other than Superintendents and Officers of Divisions) 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 will be allocated to appointments as soon as possible. They will then assume the rank for that appointment (even if it be lower than that previously held).

They may not remain on the Supplementary List for a period longer than three consecutive years. If not absorbed at the end of such period they must either transfer to the Brigade Reserve, join a Division in the rank of private or resign from the Brigade.

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.

One Officer on the Supplementary List in each District shall be appointed Record Officer and be permitted to remain on the list for so long as he retains this appointment. He will be responsible for ensuring that all Supplementary List Officers maintain their efficiency and for the Annual Return (B.F.1).

(f) *Reserve List Membership*

Full members of the Brigade 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 N.C.O.'s) who have served at least twelve 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, by Officers to Brigade Headquarters, by all others to District Headquarters, in all cases accompanied by B.F.4. 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 Chief 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.

They will pay the usual annual subscription to the unit to which they belong.

Wearing of uniform on Reserve — They will wear Brigade uniform only when on Brigade 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.

- (g) Membership will commence from the date of signing the B.F.2 subject to subsequent confirmation by the District Superintendent (Administrative). All the above classes of members should be shown in District Statistical Returns and be included in Brigade Insurance coverage.

2.5 Approved Certificates

Approved Certificates are the senior certificates issued by the St. John Ambulance Association, the St. Andrew's Ambulance Association, The Sovereign Military Order of St. John of Jerusalem and Malta (Irish Association), The St. John Ambulance Brigade of Ireland, The

Australian Red Cross Society and such other Certificates that may, from time to time, be approved by the Chief Commissioner. The abovementioned certificates are approved First Aid Certificates for the purpose of enrolment in the Brigade, provided the Certificate has been obtained within three years preceding the date of enrolment.

2.6 Presidents and Vice-Presidents

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 Brigade.

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

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. In special circumstances, and subject to a certificate of medical fitness for their Brigade duties, retention on the Active List may be extended in individual cases on a yearly basis up to the age of 70, with the approval of the Chief Commissioner.
- (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 70.
- (d) *Retirement.* All members on reaching the age of 70 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.
- (e) 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.

2.8 Retired Members

In recognition of their loyal service Retired Members of the Brigade who are Members of the Order or holders of the Life Saving Medal or the Service Medal of the Order may wear uniform when attending:

- (a) Annual Reviews.
- (b) District/Corps/Divisional Services for St. John's Day.
- (c) Remembrance Sunday Services.
- (d) Brigade Funerals.
- (e) On occasions when members of the Royal Family or Vice-Regal persons are present.

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. Retired Members who do not qualify for this privilege shall wear the uniform and insignia of the rank held at the time of their retirement.

In all cases Retired Members shall wear a chromed letter 'R' immediately above the base of each shoulder strap.

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

III

BRIGADE ORGANISATION

3.1 Districts

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

3.2 Sub-District

In special circumstances and with the permission of the Chief Commissioner, a number of Divisions may be administered as a Sub-District.

A Sub-District will be administered by a Sub-District Commissioner who shall be responsible to the Chief Commissioner.

3.3 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 N.C.O.'s.

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.

3.4 Divisions

A Division is the normal unit of the Brigade.

An Ambulance or Nursing 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.

Combined Ambulance and Nursing Divisions — In localities where there are not sufficient numbers of the same sex for both an Ambulance and a Nursing Division, or other local circumstances make it desirable, Divisions composed of ambulance and nursing personnel may be formed.

The establishment will be as for other Divisions and may include Adults and Cadets. The Officer-in-Charge of a Combined Division is expected to hold and maintain a Patient Care Certificate.

3.5 Sections

The smallest unit of the Brigade 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 B.F.1 for the current year in which the required strength is reached, accompanied by a B.F./R.S., must be forwarded to the Chief Commissioner to permit registration as a Division.

3.6 Authorised Establishments for Headquarters, Divisions and Sections

Brigade Headquarters:

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

District Headquarters:

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

Sub-District Headquarters:

Sub-District Commissioner	
Sub-District Superintendent (Administrative)	Sub-District Surgeon
Sub-District Superintendent (Nursing)	Sub-District Nursing Officer
Sub-District Staff Officers	Sub-District Ambulance Officer

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 N.C.O.'s 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 (Cadets)	Divisional Surgeon (Cadets)
	Divisional Nursing Officer (Cadets)
	Divisional Ambulance Officer (Cadets)

Divisional Officer (Cadets) (1 to every 12 N.C.O.'s and Cadets, including St. John Juniors).

Probationary Divisional Officer (Cadets).

Cadet Leader (1 to every 12 N.C.O.'s 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)

Cadets (minimum 6)

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

- (a) *Officers* (other than Grand Prior's Appointments) will be appointed, promoted or transferred by the Chief Commissioner.

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

Officers appointed to be in charge of Cadets normally will be below the age of 45 on first appointment, and those in charge of adults normally will 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.

B.F. 7 forms will be prepared only for new appointments.

In the case of Officers on first appointment, a B.F. 23 must be submitted to Brigade Headquarters for "acting appointment" or "probationary appointment". When the probationary period has expired a B.F. 7 should be submitted for confirmation of appointment.

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 31st 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* — 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 B.F.7's will be endorsed by the District Surgeon and be accompanied by a B.F.30.

- (c) *Probationary Surgeons* — Probationary Surgeons must be medical students who have successfully completed two years training and are members of the Brigade. They are not required to take a promotion examination. The B.F.7's will be endorsed by the District Surgeon and be accompanied by a B.F.30.
- (d) *Nursing Officers* — Nursing Officers must be Registered 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 B.F.7 will be endorsed by the District Nursing Officer and be accompanied by a B.F.32. Nursing Officers are encouraged to hold a First Aid Certificate.
- (e) *Ambulance Officers* — Ambulance Officers must be full-time employees of a recognised State or Territory Ambulance Authority, and be, or be eligible to be, a Member or Fellow of the Institute of Ambulance Officers (Australia). The B.F.7 will be endorsed by the District Ambulance Officer and be accompanied by a B.F.31.
- (f) *Divisional Nurses* — Divisional Nurses must be Registered Nurses whose names appear on the State Register and hold a Current Practising Certificate of the appropriate Registering Authority. The B.F.7 will be endorsed by the District Nursing Officer. The Divisional Nurse may be given Officer status and wear one star.
- (g) *Transport Officer* — Transport Officers are required to hold the appropriate driving licence and possess a knowledge of motor vehicle maintenance.
- (h) *Officers of Cadet Divisions:*
Officers appointed to Cadet Divisions are adult members and as such will be taken on the strength of an appropriate Adult Division and then seconded for duty with the Cadet Division. The B.F.C.7 will be endorsed by the District Staff Officer (Cadets).

4.3 Appointment of District and Corps Sergeants-Major

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

They must hold the Brigade Instructor's Certificate in Drill or equivalent qualification and have held the rank of Sergeant in the Brigade or an equivalent rank in H.M. Armed Forces.

4.4 Appointment of N.C.O.'s

It is of great importance that persons proposed as N.C.O.'s are of good character. Length of service alone is not a deciding factor in recommending for these appointments.

All Non-Commissioned Officers will be appointed by the Commissioner.

Transport Sergeants and Corporals — Transport N.C.O.'s 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 Brigade In-Service Training Manual).

The appointments and qualifications referred to in paragraphs (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 Officers (Cadet) 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 pending qualification for warrant.

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 First Appointment to Officer or N.C.O. Rank (Probationary Appointment)

A member of the Brigade considered suitable for Officer or N.C.O. rank will serve in that rank for a probationary period of six months.

A Promotion Examination may be taken at any time during this period. An appointment if subsequently approved will date from the first day of the probationary period.

The probationary period does not apply to appointments of Cadet N.C.O.'s.

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

The date of appointment of Officers, as shown on their Warrants normally will be that on which the Commissioner signed the B.F.7.

4.11 Dual Appointments

Dual appointments are not permitted.

Officers or N.C.O.'s 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 Brigade.
- (ii) Be placed on the Brigade Reserve.
- (iii) Resign from the Brigade.
- (iv) Retire from the Brigade (see Reg. 2.7 and 2.8).

Those opting for (i) will either be placed on the Supplementary List (see Regulation 2.4 (e)) or, for Divisional Superintendents and Officers, unless previously absorbed will remain supernumerary to establishment for a period of two years and then revert to the rank of Private.

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

- (b) *N.C.O.'s* — N.C.O.'s 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 Brigade.
 - (ii) Be placed on the Brigade Reserve.
 - (iii) Resign from the Brigade.
 - (iv) Retire from the Brigade (see Reg. 2.7 and 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 N.C.O.'s 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 and Badges

Chief Commissioner: T/H, CX

Deputy Chief Commissioner: T/H, SX

Chief Surgeon: T/H, SX

Chief Superintendent (Administrative): T/H, SX

Chief Nursing Officer: T/H, X

Chief Officer for Cadets: T/H, X

Staff Officers (Brigade 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 (Administrative): T/DS, CSS

District Superintendent (Nursing): 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.

Sub-District Commissioner: T/C, CSS

Sub-District Surgeon: T/D, CS

Sub-District Superintendent (Administrative): T/D, CS

Sub-District Superintendent (Nursing): T/D, CS

Sub-District Nursing Officer: T/D, C

Sub-District Ambulance Officer: T/D, C

Sub-District Staff Officers:

Sub-District Staff Officers may be of any grade up to C 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

Division 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/Section Officer (Cadets): S
Registered Nurses (other than appointed Nursing Officers): S

X = Crossed Strehers C = Crown S = Star
— = Bar T = Gorget Patch H = Brigade Headquarters
C = Commissioner D.S. = 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

4.15 Distinguishing Marks

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 discs.

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

Registered 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 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 shoulder straps when wearing uniform on approved occasions.

Those holding Transport appointments, wear the letter "T" on both shoulder straps.

Those holding Cadet appointments wear the letter "C" on both shoulder straps.

Bandmasters wear a lyre on the right arm.

V

DUTIES OF OFFICERS AND OTHER RANKS

Foreword

In this Chapter the duties of Officers are defined. In matters concerning solely Ambulance/Nursing personnel or Cadets there should be no difficulty. However, in the working of the Brigade, 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 Brigade.

5.1 Chief Commissioner (Australia)

The Chief Commissioner of the St. John Ambulance Brigade in Australia is an Executive Officer of the Priory in Australia and is responsible for the organisation, administration, efficiency and discipline of the Brigade in Australia.

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 Brigade in Australia and is responsible for standards of efficiency of all members in First Aid and Patient Care. He endorses the appointment of all surgeons.

He will consult the Chief Superintendent (Administrative) on all administrative matters.

5.4 Chief Superintendent (Administrative)

The Chief Superintendent (Administrative) will carry out duties as directed by the Chief Commissioner and will be responsible to him for the administration of the Brigade.

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 Brigade.

She will consult the Chief Surgeon on all technical nursing matters and will advise the Chief Superintendent (Administrative) on organisation and administration of the Nursing establishment of the Brigade.

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 Brigade. In matters concerning Nursing Cadets he will consult with the Chief Nursing Officer.

He will consult with the Chief Superintendent (Administrative) on organisational and administrative matters.

5.7 Staff Officers (Brigade Headquarters)

Staff Officers at Brigade 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 Brigade in their District.

5.9 Deputy Commissioners

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

5.10 District Superintendents (Administrative)

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

5.11 District Superintendents (Nursing)

District Superintendents (Nursing) are responsible for the efficiency of the Nursing Personnel of the District.

They will consult the District Superintendent (Administrative) on all organisational and administrative matters.

5.12 District Staff Officers (Cadets)

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 (Administrative) for the general organisation, administration, efficiency and discipline of the Cadets within the District, (Reg. 5.10 refers) and must consult with him closely 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. He is responsible for the preparation of the Annual Statements of Account and their submission to the auditor. He also should ensure that Corps and Divisions within the District maintain their accounts properly and in accordance with General Regulations.

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 Brigade 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 respective District Superintendents and will be allocated duties after consultation between the Commissioner and the District Superintendents.

5.16 Corps Superintendents

Corps Superintendents are responsible to their respective District Superintendents 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 Superintendents on matters affecting Cadets within the Corps.

5.17 Corps Staff Officers

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

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, Brigade duties, training, maintenance of efficiency, discipline and welfare of the Division. He also is responsible for the raising of adequate funds and for recommending all Divisional appointments. 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 contain an element of danger for the inexperienced. He must personally satisfy himself of the validity of the First Aid Certificates (or Patient Care 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 B.F.C.7 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 3.6 to assist their Superintendent in the work of the Division. They normally will be Grade V appointments, but where a 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 Chief Commissioner for approval.

5.21 District Surgeon

The District Surgeon advises the Commissioner on all matters concerning the medical and surgical work of the District.

He is responsible for ensuring a correct standard of First Aid and will consult with the District Nursing Officer to ensure a correct standard of Patient Care. He is responsible to the Commissioner for seeing that all annual re-examinations are carried out. The District Surgeon shall endorse all appointments of surgeons. He will consult the District Superintendent (Administrative) on all administrative matters.

5.22 Corps Surgeon

The Corps Surgeon supervises the medical work of the Corps. He is responsible for and will consult with the Corps Nursing Officer to ensure a correct standard of First Aid and Patient Care in his Corps and that the annual re-examinations are held.

He will consult the Corps Superintendent on all administrative matters.

5.23 Divisional Surgeon

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

He may lecture on appropriate subjects which in his opinion will promote further interest in the work of the Brigade. He is expected to give at least one course of lectures annually and help with the annual re-examinations if required.

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

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

He will consult the Divisional Superintendent on all administrative matters.

5.24 Probationary Divisional Surgeon

A Probationary Divisional Surgeon assists the Divisional Surgeon in the medical work of the Division. Where no Divisional Surgeon has been appointed he will undertake the training.

5.25 District Nursing Officer

The District Nursing Officer is responsible to the District Surgeon for the Patient Care training in the District and should consult with him in professional matters. All Nursing Officers should be encouraged to maintain efficiency in First Aid.

The District Nursing Officer advises the District Superintendent (N) concerning the appointment of Nursing Officers and endorses all recommendations for Nursing appointments.

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

5.26 Corps Nursing Officer

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

5.27 Divisional Nursing Officer

The Divisional Nursing Officer is responsible to the Divisional Surgeon for the Patient Care training in the Division.

5.28 District Ambulance Officer

The District Ambulance Officer will be responsible to the District Surgeon for technical matters associated with the training of all

Divisions. In all administrative matters he will be responsible to the District Superintendent (Administrative).

The District Ambulance Officer will act as the District Liaison Officer to the recognised State or Territory Ambulance Authority, and the Institute of Ambulance Officers (Australia).

In these liaison duties he will act only with the authority of and be responsible to the District Commissioner.

5.29 Corps Ambulance Officer

The Corps Ambulance Officer will assist the Corps Surgeon with training and will be responsible to the Corps Superintendent in administrative matters.

5.30 Divisional Ambulance Officer

The Divisional Ambulance Officer will assist the Divisional Surgeon with the training of the Division. He will be responsible to the Divisional Superintendent on any administrative matter.

5.31 Divisional Ambulance Officer (Cadets)

The Divisional Ambulance Officer (Cadets) will assist the Divisional Surgeon (Cadets) with the training of the Cadet Division.

He will be responsible to the Divisional Superintendent (Cadets) on any administrative matter.

5.32 Transport Officers

Transport Officers are responsible to the Officer under whom they immediately 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 N.C.O.'s

Transport N.C.O.'s 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 Brigade 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 10.4).

5.39 Divisional Storekeeper

The Divisional Storekeeper, acting on the instruction 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.

VI

DISCIPLINE WITHIN THE BRIGADE

Foreword

The St. John Ambulance Brigade 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 St. John Ambulance Brigade 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 the happiness and well-being of the Brigade 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 Brigade under their command.

Nevertheless, the work of an organisation such as the St. John Ambulance Brigade, 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 the Brigade. This voluntary act is the basis of discipline throughout the Brigade 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 Brigade to become acquainted with the Brigade General Regulations and all relevant orders, circulars and the like issued by the Brigade. 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 Brigade 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 Brigade.
- (c) Revert any Officer or N.C.O. 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 Brigade 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 Brigade whose conduct or influence in his opinion, is or is likely to be prejudicial or injurious to the Brigade. 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 the Regulation shall be provided with the particulars causing the dismissal or suspension.

6.4 Member's Obligations

All members must appreciate that by signing B.F./R.S. or B.F.1. on joining the Brigade, they undertake the following obligations:

(a) Knowledge of Orders

To have read Brigade 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 and goodwill and discipline essential to the good order of the Brigade 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 Brigade, 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, re-joining, or retention in the Brigade. 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 of the Brigade are present in the execution of Brigade duties, responsibility for the execution of such duties and for good conduct and discipline devolves upon the member who is the 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 who are attached to an Adult Division, whatever their rank, will when present with the 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 Brigade duty or at any time or place when in Brigade 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 Brigade, he has the inherent 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 Brigade activities, may not wear Brigade uniform, and may be called upon to return immediately to his Divisional Superintendent or next senior

Officer all Brigade 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 or a matter affecting the Brigade 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 Brigade 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 Brigade 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

Brigade 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

The Brigade is strictly non-political and is prohibited from furthering the objects of any particular political party; nor may a Brigade member, as such, 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 by Law

Brigade badges are protected by law and unauthorised persons are not entitled to wear them or use them for commercial purposes. Any misuse of Brigade badges noticed by members of the Brigade 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 Brigade, 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 Brigade members to ensure that Brigade uniforms, badges, buttons, etc. are not acquired by unqualified persons with the resulting potential for misuse.

6.21 Wearing Brigade Uniform

Brigade Duty — Brigade uniform must be worn on Brigade 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 Brigade at meetings and conferences of other bodies.

Joint Committee Work — Uniform should be worn for work in connection with schemes administered by the Joint Committee of the Order of St. John and the Red Cross Society.

VII

EFFICIENCY AND AWARDS

Foreword

Members of the Brigade wear uniform in order that they may be easily recognisable by the public when on duty. Each Brigade 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 Brigade member.

7.1 Efficiency Requirements for Active Members

- (a) In order to be returned efficient, active members of the Brigade must fulfil the following requirements during each year:
 - (i) Pass a re-examination in First Aid.
 - (ii) Be present at an Annual Divisional Inspection.
 - (iii) Carry out their Brigade 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) Pass an annual re-examination in first aid (subject to Regulation 7.2).

Failure to comply with these requirements for two consecutive years will automatically entail discharge from the Brigade.

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 their position is clearly understood and agreed with a suitable notation being made in the B.F.1 and B.F.4.

Salaried Staff — Brigade uniform may be worn by members employed under the auspices of the Brigade or the St. John Ambulance Association, including members of St. John Headquarters' District Staff.

Overseas Visit — Members may wear Brigade 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 Brigade uniform.

- (a) Annual re-examination. The following are exempt:
- (i) Officers of or above the rank of Grade II.
 - (ii) Medical practitioners.
 - (iii) Registered nurses.
 - (iv) Medical students.
 - (v) Members undergoing training for Registration in nursing.
 - (vi) Members called up for full-time National Service.
 - (vii) Members obtaining an adult First Aid or Patient Care Certificate during the year.
 - (viii) Medallion holders (who have passed the Brigade re-examination in each of the two previous years) obtaining any of the following Association Certificates:
 - Adult Child Welfare Certificate.
 - Hygiene Certificate.
 - (ix) All Brigade 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) Division Instructional Meetings —

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

- (i) Divisional Surgeons may be excused one Divisional instructional meeting (up to a maximum of six) for each gratuitous examination 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 six) for each gratuitous examination they carry out at competitions and Divisional re-examinations.
- (iii) All Brigade members including those appointed as Ambulance Officers who are full-time Officers of a recognised State or Territory Ambulance Authority may be excused six Divisional instructional meetings.
- (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 six 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 31st July.
- (b) Gained the Qualifying Certificate in the year, or obtained a Patient Care Certificate within the year, or passed a re-examination during the year.
- (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 Brigade is not represented may, with the permission of the Commissioner, be retained in the Brigade and granted efficiency for the ensuing year to enable them to make arrangements to carry on their duties or to raise a Division in the new locality.

7.6 Failure to Maintain Efficiency

Membership of the Brigade 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 Brigade on written application to the Chief Commissioner through the usual channels. Cadets who have obtained an adult 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 in the Brigade.

7.7 Rejoining the Brigade

Applications from those wishing to rejoin the Brigade 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 Brigade 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 Brigade 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 N.C.O.'s) 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 Brigade (but not to Presidents, Vice-Presidents, Administrative Members, or Auxiliaries) who have completed 12 years active and efficient service in the Brigade, as defined by Brigade 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 B.F.4's for Chevrons and Bars or Service Medals must be made as soon after January 1st 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 Brigade Headquarters, together with a photocopy of each applicant's B.F.4 no later than the 1st March 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 Brigade 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) Brigade Awards.

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

Meritorious Service Certificates may be awarded to Brigade units. 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 Commissioner.
- (iii) Honorary Member's Badge.

Persons who have, in the opinion of the Chief Commissioner, rendered good service to the Brigade, 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 Brigade 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 fifty 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 Brigade Headquarters four months before the date on which the 50 years service is completed.

VIII

BRIGADE DUTIES

8.1 Public Duty

Definition of Public Duty — A public duty is a first aid duty, allotted through Brigade 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 the aid posts, which it is proposed to establish. Not less than two female members are to be appointed to any post.

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 case reports are duly forwarded to the proper authority within a reasonable period after the conclusion of the duty.

Surgeon'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.

Co-operation between Districts — In the case of a Brigade 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 of the Brigade. 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 G).

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 Brigade 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 which 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 boxes and equipment.
- (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 road service having to be discontinued, care should be taken to see that all signs erected by the Brigade are removed, and the authorities concerned 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 Brigade 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 Brigade personnel is forbidden unless it is necessary for the protection of the casualty.

8.6 Motor Ambulance Transport Services

Where agreements to conduct Motor Ambulance Transport Services have been entered into or may be entered into, between the State Government or other local authority and the St. John Ambulance Brigade, the Commissioner is responsible for securing and maintaining close co-operation with the local authorities and ensuring the efficiency of the Motor Ambulances, and the Brigade personnel engaged in this service. He will require all vehicles and personnel to be adequately covered by insurance.

The fact that Brigade members receive payment when employed as full-time drivers or attendants does not in any way affect their voluntary status in the Brigade. They will be required to maintain their efficiency as members of the Brigade.

8.7 Brigade Vehicles, Mobile First Aid Posts, Caravans and Trailers

- (a) Brigade vehicles normally will be used for Brigade purposes but also can be made available for emergency work in accordance with the provisions periodically advised by Brigade Headquarters. Brigade vehicles will be adequately insured and conform with certification, licensing and operational requirements of the relevant State laws.

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

- (b) No unit of the Brigade 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 Brigade in all circumstances.

- (c) Brigade vehicles — Restrictions Concerning Transport of Patients.

The following statement of policy is to be displayed prominently in all Brigade 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 Ambulance Brigade 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 patients who refuse to accept advice from Brigade 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 Brigade to render first aid, when necessary, irrespective of time or place and whether in uniform or not. Membership of the Brigade 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.

Members will report in writing to the Officer-in-Charge of their Division every instance of first aid rendered by them, whether on or off duty.

Brigade Forms (Casualty Records) B.F.41, 42, 43 and 44 are to be kept as appropriate.

8.9 Outstanding Occurrences

Outstanding work by Brigade members and incidents of news value can afford valuable publicity. All members should report such matters *immediately* to their Public Relations Officer (P.R.O.), preferably by

telephone. If the P.R.O. cannot be contacted at once they should communicate direct with the District P.R.O. The need for speed where publicity in the major press is concerned cannot be overstressed.

In addition to communicating with the District P.R.O. at District Headquarters local P.R.O.'s are responsible for informing local newspapers.

Any outstanding incident occurring in the course of Brigade duties, or exceptionally meritorious service by a member of the Brigade, will be communicated through the proper channels to Brigade 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 Brigade 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 Brigade channels to the Radio Communications Officer without delay. Appropriate action will then be taken to regularise the position.

8.11 Air Escort Duties

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 professionally qualified doctor or nurse.

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

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.

IX

ADMINISTRATION AND COMMITTEES

9.1 Registration of Divisions

Registration forms B.F.R.S./B.F.C.R.S. 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 its 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 a 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 attendances if they are present for that amount of time.

9.5 Transfers

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

N.C.O.'s and Members — In the case of transfers from one unit to another in the same District the transferee's form B.F.4 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 B.F.4 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 take precedence from the date on which the transfer is authorised by the Chief Commissioner or Commissioner. (An Officer or member leaving his locality for a short period may be temporarily attached to another unit, the arrangements being made with the Commissioner(s) and between the Superintendent(s) concerned).

In all cases of transfer, form B.F.4 should have the member's service entered up to 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 31st January and District returns required by the Chief Commissioner must reach Brigade 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 Brigade are PERSONALLY RESPONSIBLE for seeing that their attendances at Divisional Instructional Meetings, Brigade Duties, Annual Re-examination and Annual Inspection are correctly recorded and for initialling the record card (B.F.4) annually.

Every Division will keep the following documents:

- (a) Brigade General and Dress Regulations.
- * (b) Divisional Rules and Standing Orders.
- (c) Record sheets (B.F.1).
- (d) Forms B.F.4, Attendance Roll and Duty Book.
- (e) Casualty occurrence book and forms B.F.41,42,43,44.
- (f) Minute book.
- (g) List of Stores.
- (h) Receipt book (see Regulation 10.2).
- (i) Cash book.
- (j) Bank pass book.
- (k) Annual account (B.F.12).
- (l) Insurance policies and last premiums' receipts.
- (m) Brigade Orders and Circulars issued from time to time by the Chief Commissioner and by the Commissioner.

The Commissioner will be responsible to see 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.

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

9.7 Annual Inspection

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

Part I.

- (a) The fitness of all Officers, N.C.O.'s and members for their respective duties.
- (b) Correctness of uniform and contents of haversack.
- (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 Brigade 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 record forms with the Divisional Attendance Register, form B.F.1, form B.F.11 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 Re-examination

- (a) The responsibility for Divisional Re-examinations rests with the District Surgeon. If he is unable to conduct a re-examination 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 convenient alternative dates for the re-examination 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) The Divisional Superintendent will provide the examiner with the Re-examination Report Forms (B.F.9 and B.F.10) with the name of the Division being re-examined entered thereon and an envelope addressed to the District Headquarters.
- (d) The Officer-in-Charge of the Division will enter the names of all the members of the Division on Form B.F.11. Forms B.F.9, 10 and 11 will be handed by the Officer-in-Charge of the Division to the Examiner on arrival.
- (e) At the conclusion of the re-examination the examiner will forward Forms B.F.9, 10 and 11 to the District Headquarters where the results of the re-examination will be entered in the appropriate column of Form B.F.11. One copy of Form B.F.11 with forms of application for awards of the Association (medallion, etc.) will be returned to the Division.
- (f) 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.
- (g) Unless otherwise instructed by the Commissioner the Officer-in-Charge of the Division will retain Form B.F.11 sent to him as the notification of the result of the re-examination until after the Annual Inspection of Records (see Regulation 9.7).
- (h) Candidates for Certificates cannot be examined at the Brigade Annual Re-examination.
- (i) All re-examinations should be held prior to the 31st July in each year in order to allow time for a supplementary re-examination to be arranged for those unable to attend or failing to pass at the first.
- (j) A Commissioner may approve alternative methods of re-examination, without the use of B.F.9 and 10, 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, Nurs-

ing Officer, Ambulance Officer, Divisional and Transport Officers, Sergeants, Secretary and Treasurer and two others elected by, and from among, the N.C.O.'s and Privates. The Committee also may co-opt two people.

The Divisional Superintendent (Cadets) is an ex-officio member of the Divisional Committee of the Adult Division and similarly the Superintendent of the Adult Division is an ex-officio member of the Cadet Divisional Committee.

If the Divisional Surgeon is present he will be invited to take the chair, otherwise the Divisional Superintendent or senior Officer will do so.

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

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 Brigade, members sign a declaration undertaking to abide by its regulations and to submit themselves in all matters concerning the Brigade 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 the Brigade 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 Brigade, 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.

X

FINANCE, ACCOUNTS AND PROPERTY

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, the District Superintendent (Administrative), the District Superintendent (N), the District Staff Officer (Cadets), 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 Brigade 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 Brigade, who desire to assist District, Corps or Divisions in raising funds to further the objects of the Brigade.

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

10.2 General Accounts

Money raised on behalf of the Order or the Brigade 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 Brigade 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 will be kept and accounted for by the Treasurer.

District, Corps or Divisional Accounts will be opened in the name of the Brigade, 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 (A) and (N), District Treasurer and District Secretary (if approved by the Commissioner), jointly.

For Corps/Divisional Accounts — Any two of 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 Brigade 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 31st 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 practicable for these instructions to be observed in their entirety, the Commissioner may approve variations to suit local requirements.

10.3 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.

Requests in aid of the Social Account must state specifically that they are for this account. No part of the money obtained by an appeal for general funds may be diverted to the Social Account.

The balance remaining in the Social Account at 31st 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 10.2.

An audited financial statement of the Social Account will be submitted annually to the Commissioner. It is to be attached to the B.F.12 and must not be incorporated on that form.

10.4 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.

10.5 Statement of Accounts

The audited Statement of Accounts showing all money received and expended must be submitted on Form B.F.12 together with other annual returns through the regulation channels to the Commissioner not later than 31st 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.

10.6 Personnel and Property Insurance

Commissioners will make suitable arrangements to insure members of the Brigade against accident and other contingencies (as outlined in Appendix A) whilst performing Brigade 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 Brigade property must be adequately insured by the District, Corps or Division concerned in accordance with Appendix A.

A Statement detailing District insurance cover must be submitted annually to the Chief Commissioner.

10.7 Raising of Funds

As the Brigade is an integral part of the Order of St. John, all funds raised in the name of the Brigade 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 Brigade 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 of the Brigade for financial contributions is not permissible.

Units of the Brigade 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 to ensure that this Regulation is observed. In cases where doubt exists as to the application of this Regulation, the advice of the Chief Commissioner should be sought.

10.8 Disposal of Funds

Funds raised for Brigade purposes must not be used for purposes other than those set out under the "Objects of the Brigade".

In the event of a Division or other unit of the Brigade 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.

10.9 Supporting of District Funds

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

10.10 Appeals

(a) *Appeal Applications*

All applications for permission to hold Appeals will be made to the Commissioner. Approval only will be granted subject to compliance with permit requirements of appropriate Government or Municipal Authorities.

Reference should be made to the provisions of Regulation 10.7.

(b) *Distribution of Appeal Money*

It is permissible for the Commissioner to decide the distribution of the proceeds of all appeals.

(c) *Design of Posters*

Only posters of a design approved by the Commissioner will be used for appeals.

(d) *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.

10.11 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.

10.12 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.

10.13 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 St. John Ambulance Brigade is generally desirable, but such transactions involve legal arrangements which it is most important 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 Brigade. Each member will be responsible for maintaining in good condition all articles issued to him and to return such articles to the Brigade on demand of his next senior Officer.

10.14 Rebate of Income Tax

The Order of St. John and its Foundations are recognised as charitable organisations and contributions to their funds are allowed as deductions for Income Tax purposes.

10.15 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 duly signed form.

In the event of a Division or other unit of the Brigade 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 dispose of the property in an appropriate manner.

10.16 Investments

Investments which may be made by the Brigade shall be Trustee Securities or deposits in a Permanent Building Society regulated by Government Statute.

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 Brigade.

Thus:

In the case of a District, in the official description of
"The Commissioner and the District Treasurer, St. John
Ambulance Brigade.....District".

In the case of a Corps, in the official description of
"The Corps Superintendent and the Corps Treasurer, St.
John Ambulance Brigade.....Corps":

In the case of a Division, in the official description of
"The Divisional Superintendent and the Divisional Treas-
urer, St. John Ambulance Brigade.....
Ambulance/Nursing Division".

XI

CORRESPONDENCE

11.1 Correspondence

Official notepaper will be used for all Brigade correspondence. Districts will submit specimen notepaper for approval by the Chief Commissioner.

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 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 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 Brigade or District 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 or Vice-Regal persons on Brigade 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 Brigade 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 Brigade.

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 Brigade 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 Brigade.

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

XII

PARADES, BANDS, COLOURS

12.1 Parades

Combined parades of Brigade 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 — Drill procedures shall be in accordance with the Australian Military Forces 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

Brigade 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 B.F.18/B.F.C.18 and B.F.15 (as appropriate) must be submitted to the Commissioner through regulation channels.

12.5 Bands

Brigade 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 Brigade 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 Brigade efficiency requirements.

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

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

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

12.6 The Brigade Colour

The Brigade 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 or Sub-District, under the following conditions:

- (i) The Colour only will be carried at ceremonial parades of the Brigade 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 Brigade Flag

The Brigade 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 Brigade, at first aid stations, at Brigade Annual Inspections and camps.

The Brigade Flag will not be saluted.

Cadet Flags — (see Regulation 14.32).

XIII

MISCELLANEOUS

13.1 Brigade Device

The authorised device of the Brigade is as follows:



It will be printed on all forms and letterheads and 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 Brigade 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 Brigade Device may be used on posters and handbills advertising Brigade functions, but it may not be used in any way in connection with commercial advertisements.

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

13.3 Brigade Forms

Brigade Headquarters will from time to time promulgate lists of official Brigade Forms and their reference numbers (Appendix I). Brigade Forms are to be used whenever possible for routine administration. Where space on a Brigade 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.

Official Brigade Forms will be supplied by Brigade Headquarters only and the reproduction of Brigade Forms by Districts is not permitted. Commissioners should ensure that orders for supplies of forms are lodged well in advance of their requirement.

13.4 Publications

Official publications issued by Brigade 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 a Brigade 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.

XIV

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 Ambulance and Nursing Divisions of the Brigade.

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 (see Appendix F).

To serve God.

To be loyal to the Sovereign and to my Officers.

To observe the mottoes of the Order which are:

“Pro Fide” — For the Faith.

“Pro Utilitate Hominium” — 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 the needy.

To be kind to all animals.

14.3 Age Groups Contained within the Cadet Movement

- (a) St. John Juniors from 8th-11th birthday.
- (b) Cadets from 11th-18th birthday.
- (c) Cadet Leaders from 17th-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 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 8-11 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 (in no circumstances more than six months) after the Cadets have obtained their Preliminary First Aid Certificate and signed the B.F.C./R.S. or B.F.C.1.

Normally it should be conducted by a District Staff Officer (Cadets), a senior member of the Order or an Officer of the Brigade 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 Brigade 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 B.F.C./R.S. should be submitted for registration as a Division.

14.9 Cadet N.C.O.'s

Cadet N.C.O.'s are required to satisfactorily complete a Cadet N.C.O. Training Course and pass an examination based on the Brigade publication 'Cadet N.C.O. Training Notes'. B.F.C.8 will be used for Cadet N.C.O. appointments which will be sanctioned by the Commissioner.

Cadet N.C.O.'s transferring to Adult Divisions will relinquish their N.C.O. 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 Brigade but to all persons who are eligible for enrolment in the Brigade.

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 N.C.O.'s. The establishment of a Cadet Division is laid down in Regulation 3.6. They will at all times co-operate with the local Adult Division and keep the Superintendent thereof informed on matters of mutual interest, including raising of funds.

14.14 Cadet Leaders

Cadet Leaders will be chosen for their qualities of leadership.

Qualifications — Cadet Leaders must have reached their 17th birthday and be in possession of an Adult First Aid Certificate. Cadet Leaders

shall be encouraged to possess an Adult Patient Care Certificate, in addition to the Adult 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 for efficiency requirements and their own training. The Divisional Superintendent (Cadets) will forward a recommendation on a B.F.C.7 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 N.C.O.'s, Cadets and St. John Juniors. Cadet Leaders shall be granted partial exemption from the requirements laid down in General Regulation 7.1 providing that they carry out their duties within the Cadet Division to the satisfaction of the Divisional Superintendent (Cadets).

For efficiency purposes, Cadet Leaders must, in addition to the requirement stated in the previous paragraph:

- (a) Attend their Adult Division for at least six instructional meetings per year.
- (b) Attend the Annual Re-Examination of their Adult Division.
- (c) Attend the Annual Inspection of their Adult Division, but where this is not possible, the Annual Inspection of the Cadet Division will take its place.
- (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 own discretion, should he consider this advisable.

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 Brigade will revert to the rank last held in the Adult Division; if this was Superintendent/Officer rank they will remain supernumerary to establishment for a period of two years (unless previously absorbed) and then revert to the rank of private.

In special cases the Commissioner may, however, recommend that a Divisional Superintendent/Officer (Cadets) who would normally be returning to the ranks be allowed to hold Divisional Officer status, supernumerary to establishment, provided this is agreeable to the Adult Division concerned. He may retain this status for a period of two

years, but will then (unless previously absorbed) revert to the rank of private.

Divisional Superintendents (Cadet) who held N.C.O. 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 ambulance/nursing personnel except as provided for in Regulation 14.17.

Divisional Superintendents/Officers (Cadet) will be attached, as supernumerary Officers, to an Adult Division and will normally take their Annual Re-examination with that Division and whenever possible attend their meetings.

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 he 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 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 Brigade duties to the satisfaction of their senior Officer.
 - (d) Attend not less than twelve Divisional Instructional Meetings devoted to instructions in first aid and/or patient care.
- Cadets are not required to take a re-examination in Preliminary First Aid in the same year in which they obtain a Preliminary Patient Care Certificate.

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

Cadets who obtain the Adult 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 Adult 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.

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 Regulation 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 B.F.C.4 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 subjects a year 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:—

Boat-work	Hygiene (a)
Camping	Hygienic Food Handling
Canoeing	International Friendship
Casualty Simulation	Interpretership
Child Care/Child Welfare (a)	Knowledge and Care of Animals
Citizenship	Knowledge of the Order
Civil Defence	Librarianship
Clerical Ability	Map Reading
Cookery and Nutrition	Natural History
Cycling	Patient Care (a)
Fire Fighting	Physical Recreation
Handicraft	Road and Home Safety
Handyman	Signalling
Homecraft	Swimming and Life-Saving from Water (b)

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

Instructors: Specialists (whether Brigade members or not) in any of the Proficiency Certificate subjects (other than Association Adult Certificates) may give instruction therein. A Panel of such persons (both Lecturers and Examiners) should be maintained at District Headquarters.

Instructors may not act as Examiners.

- (a) Certificates of the St. John Ambulance Association are obtainable. Those holding both a Preliminary and an Adult Certificate in an Association 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 Adult Certificate.
- (b) Cadets who wish to qualify for this subject must fulfil the requirements of the Royal Life Saving Society or the Surf Life Saving Society at the appropriate level.

Examinations: Application for an Examination in Association Proficiency subjects, (i.e. Child Care/Child Welfare, Hygiene and Patient Care) should be made to the Secretary of the St. John Ambulance Association. 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 (B.F.C.6) will be issued by Commissioners to the Officer-in-Charge of the Division.

Notation of issue will be made on form B.F.C.4 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 (B.F.C.6) are awarded by the Commissioner or for Association subjects (no B.F.C.6 issued) when

written application accompanies the Association Examiner's Report for the issue of Association 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 Brigade.

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 Association Certificates and the members B.F.C.4/B.F.4.

The Commissioner will certify all applications and submit them in duplicate to the Chief Commissioner (B.F.C.26). 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 by their 16th birthday may, when they transfer to an Adult Division, 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 the 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.
 - (vii) The Registration Forms (B.F.C./R.S.) when submitted to Brigade 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 Combined Cadet Division'. The School Principal must sign the Registration Forms (B.F.C./R.S.) before they are submitted to Headquarters.
- (c) *Operation* — Cadet Divisions in schools will observe Brigade Regulations in all respects and operate as much as possible as

a standard Division. The Cadet Manual and Cadet N.C.O. 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 Brigade will be transferred in the usual manner to a suitable vacancy or placed on the Brigade 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
1,000 hours — Yellow

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

Divisional Superintendents (Cadet) are responsible to ensure the Cadets hours of public duty/service are accurately and regularly recorded in a Brigade Roll Book or Duty Register and annually on B.F.C.1 and B.F.C.4.

Cadets who have rendered 1,000 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 Commissioner in appropriate cases.

Special Service Certificate — A Special Service Certificate shall be awarded to Cadets who have completed 1,000 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 of the Brigade. 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 Adult 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 the standard Brigade first aid kit whilst in uniform. Officers-in-Charge of Cadet Divisions are responsible to ensure that their Cadets are competent in the use of the first aid kits. Kits are to be inspected regularly to ensure that the contents are maintained and that no unauthorised items are included.

14.29 Annual Re-examination

The Annual Re-examination for those holding Preliminary Certificates shall, whenever possible, be conducted by a Brigade 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 B.F.C.11 and hand it to the examiner.

The results of the examination will be entered on Form B.F.C.1 by the Divisional Superintendent (Cadets).

At the end of the year the Division will forward the Form B.F.C.11 with the Annual Returns to District Headquarters through regulation channels.

(For those holding Adult Certificates see Regulation 9.9).

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 10.2.

There may be laws governing the age at which boys and girls may collect money/sell raffle tickets 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 10.16 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 of the Brigade, at first aid stations, at Brigade 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 Brigade 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 (B.F.C.19 and B.F.C.20).

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.

APPENDIX A

BRIGADE INSURANCES

It is the responsibility of Commissioners to ensure that all risks to members, the Order, the Brigade, 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.

It is most strongly recommended that Commissioners obtain professional advice to ensure that all risks are properly covered.

Common risks requiring insurance are:

Brigade Personnel (Death or Injury)

Members Property (Loss or damage)

Brigade Property (Fire, Burglary)

Buildings (Comprehensive including Public Liability)

Motor Vehicles and Trailers (Comprehensive)

Professional Indemnity against Negligence

Workers Compensation

Public Liability at Campsites.

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

The Priory in Australia presently insures against Professional Negligence and covers all duly enrolled members *except* St. John Juniors and Probationary Cadets. The policy requires details of all cases treated to be recorded and retained and for this purpose Forms B.F. 41, 42, 43 and 44 are to be used.

APPENDIX B

ACQUISITION AND OWNERSHIP OF PROPERTY

Immovable Property

- (a) Funds needed in order to purchase or lease suitable buildings or land may be raised locally in the name of the unit or of persons authorised to act in its name.
- (b) All buildings or land acquired belong to the Order and must be conveyed to "The Priory in Australia of the Most Venerable Order of the Hospital of St. John of Jerusalem", which is the corporate body by and under which the St. John Ambulance Brigade as a whole and all its units are organised and carry on their work as a Foundation not endowed with separate legal personality.
- (c) A Committee of Management consisting of members of the St. John Ambulance Brigade and/or of the St. John Ambulance Association and/or of the Order and comprising not more than seven or less than five members is appointed with the approval of District Headquarters at the time of the acquisition of any such buildings or land and the members of such committee join as parties in the conveyance of the property to the Order.
- (d) The Management of the property is left to the fullest possible extent in the hands of the local Committee of Management mentioned in the preceding paragraph.
- (e) A unit must not consider or entertain the acquisition of any such buildings or land until funds are available which will be sufficient or nearly sufficient to provide the purchase price and/or the due payment of any rent or other outgoings can be regarded as reasonably assured.
- (f) No contract for the purchase of any such buildings or land may be entered into by any person or persons in the name of the unit or on behalf of the Order without prior sanction of the Commissioner obtained through regulation channels, nor may any agreement or consent (express or implied) for the commencement of any building operations be entered into or given by any such person or persons without such prior sanction.
- (g) Any person who enters into any such contract or agreement or gives any such consent without sanction as required in the preceding paragraph will become personally liable to pay any sum or sums of money which may become payable as a result of any such contract, agreement or consent and shall not be deemed to be an agent of the unit or the Brigade or the Order in relation to any such matters.
- (h) The acquisition of such buildings or land involves legal formalities and legal costs and disbursements; all such costs and disbursements must be paid out of the funds of the unit concerned.

- (i) Where it is desired that the services of the Order's solicitors shall be engaged for the conclusion of a contract or conveyance, application shall be made to the Commissioner.

Where the honorary solicitor to a unit agrees, or a local firm of solicitors is engaged to carry out the work, the Headquarters' usual Form of Conveyance will be forwarded to him for his use after a draft of the contract has been submitted to, and approved by, the Commissioner.

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 Brigade and will be held at the most convenient place and time.

2. Action by Commissioner

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.

3. Composition of Boards of Inquiry

The object of the 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 than those appearing before them and, where a female member is involved at least one must be an Officer (N).

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.

4. 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.

5. 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 in 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 Brigade, 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 held either at Brigade 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

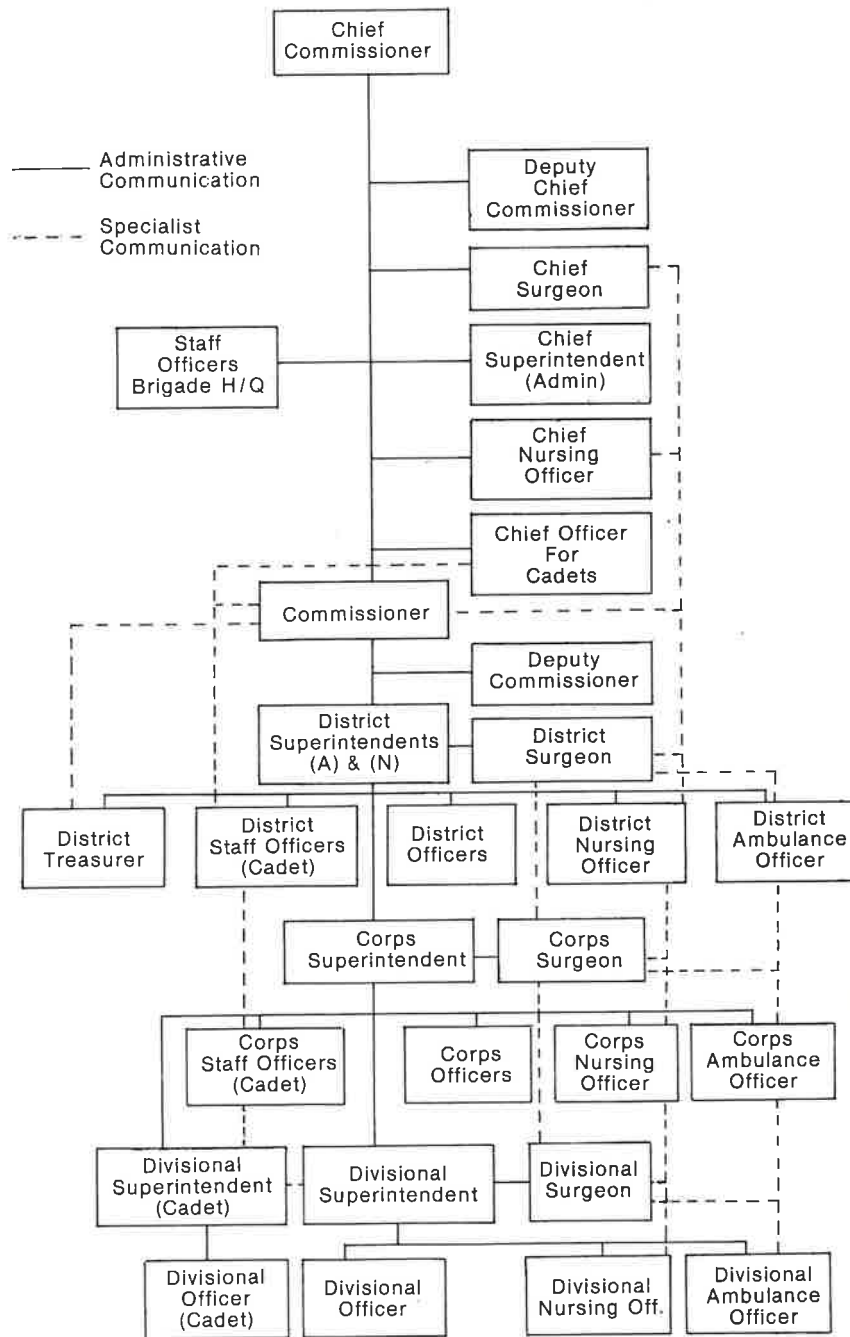
COMBINED DIVISIONS

1. Combined Divisions come into existence in three ways:
 - (a) Where there is no Division in existence and a Combined Division is formed.
 - (b) Where an existing Ambulance or Nursing Division admits to membership one or more members of the opposite sex, or an existing adult Division admits to membership one or more Cadets (or vice versa).
 - (c) Where two or more existing Divisions amalgamate to form a Combined Division
2. The procedure relating to seniority on formation of Combined Divisions is:—
 - (a) Where there is no Division in existence and a Combined Division is formed, B.F./R.S. or B.F.C./R.S. must be submitted to Brigade Headquarters and its date of registration will be as from the date the Chief Commissioner signs the form.
 - (b) Where an existing Division admits to membership one or more members of the opposite sex or age group (Adult or Cadet), the current B.F.1 must be submitted to Brigade Headquarters. The date of registration of the original Division will, for the purpose of seniority, be taken as the date of the new Combined Division.
 - (c) Where a Combined Division is formed by the amalgamation of two or more existing Divisions, the current B.F.1 of each of these Divisions must be submitted to Brigade Headquarters. The date of registration of the most senior of the existing Divisions will, for the purpose of seniority, be taken as the date of registration of the amalgamated Division.
3. If and when it is decided that a Combined Division should be formed into separate Divisions B.F./R.S. or B.F.C./R.S. and B.F.1's for each of the Divisions must be forwarded to Brigade Headquarters.

The procedure regarding seniority on separation is:—

 - (a) Where no Division was in existence before the formation of the Combined Division, the date of registration of the Combined Division will be taken as the date of registration of each separate Division.
 - (b) Where one or more Divisions were in existence before the formation of the Combined Division, each of these shall retain the date of its original registration. Any Divisions which did not exist before the formation of the Combined Division will take their seniority from the date of registration of the Combined Division.

APPENDIX E CHANNELS OF COMMUNICATION



The St. John Ambulance Brigade



Code of Chivalry

I Promise

To serve God

To be Loyal to the Sovereign and to
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 the needy

To be kind to all animals

Signature.....

APPENDIX G

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/her 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 Brigade adult personnel at public duties.
- (b) Assistance at Association Classes held for other organisations.
- (c) Assistance at Medical Comfort Depots and Motor 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.

The following activities may NOT count towards the Special Service Shield:—

- (a) Acting as patients at Brigade/Association classes or Competitions.
- (b) Assistance at Appeals or any function for raising funds for the Brigade.
- (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 District Staff Officers (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/her afterwards.

7. "Baby-sitting" may be carried out only by Cadets who have reached the age of 17 years and are in possession of adult First Aid or Patient Care Certificates.

8. Where possible, Cadets should be encouraged to spread their service over a variety of duties.

APPENDIX H

OFFICER ESTABLISHMENT ON DISTRICT HEADQUARTERS

APPOINTMENT	DUTIES
Commissioner	See General Regulations
Deputy Commissioner	See General Regulations
District Surgeon	See General Regulations
District Superintendent (A)	See General Regulations
District Superintendent (N)	See General Regulations
Grade II Officers:	
* Cadets	See General Regulations
District Ambulance Officer	See General Regulations
District Nursing Officer	See General Regulations
* Finance and Property	District Treasurer. Responsible to Commissioner for all Finance and Property matters, including Insurance. Should be a professional accountant.
* Operations	Responsible to District Superintendent (A) for organisation of District Duties. Includes Communications.
* Recruiting and Public Relations	Responsible for recruiting within the District on a District basis.
* Brigade Training	Responsible for Officer and N.C.O. 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 6 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 I

BRIGADE FORMS

The following are official Brigade Forms issued in accordance with Regulation 13.3. Forms with a B.F. prefix are for use by both Adult and Cadet personnel and units. Where a B.F.C. Form exists with the same number as a B.F. Form, Cadet personnel and units will use the B.F.C. Form.

Form Number	Name	Use
B.F./R.S.	Registration of Division	For Registration of Adult Divisions only.
B.F.1	Annual Return and Record	Adult Divisions only.
B.F.2	Application for Membership	Adult Divisions only.
B.F.3	Certificate	General Purpose Certificate for adults and cadets. Use for N.C.O. appointments, Field Days, etc.
B.F.4	Personal Record Card	Adults only.
B.F.7	Nomination for Appointment or Promotion	Officer appointments for District, Corps or Adult Divisions.
B.F.8	Nomination for Appointment or Promotion of N.C.O.'s	Sergeants-Major and N.C.O.'s.
B.F.9	Annual Re-examination — First Aid	Report Form for re-examination of members with adult certificates.
B.F.10	Annual Re-examination — Patient Care	Report Form for re-examination of members with adult certificates.
B.F.11	Annual Re-examination — Nominal Roll and Notification of Results	Adult Re-examinations.
B.F.12	Financial Return	Divisions and Corps.
B.F.13	Cash Book	Loose leaf design for use with cross referenced B.F.12.
B.F.15	Parade and Duty State	Public Duty Report for all units.
B.F.16	Application for a Permit to Drive a Brigade Vehicle	To ensure that drivers of Brigade Vehicles are suitably qualified and trained.

Form Number	Name	Use
B.F.17	Inspection Report — Supplementary Information	Checklist for Inspecting Officers of all Divisions and Corps, Adult and Cadet.
B.F.18	Report of Inspection	Inspecting Officer's report of Adult units only.
B.F.21	Application for Service Medals/Bars	Compiled on District basis for submission to Chief Commissioner.
B.F.22	Application for Extension of Service	All personnel, Adult and Cadet.
B.F.23	Request for Sanction of Appointment	Forwarded by District H.Q. to B.H.Q. for sanction of probationary/acting appointment and accompanied by B.F.7/B.F.C.7 for issue of Warrant.
B.F.24	Annual Strength State	Compiled by District H.Q.
B.F.30	Personal Information Record-Brigade Surgeons	Provide Chief Surgeon with details of professional training and interests.
B.F.31	Personal Information Record-Brigade Ambulance Officers	As for B.F.30.
B.F.32	Personal Information Record-Brigade Nursing Officers	As for B.F.30.
B.F.41	Register of Treatment Supplied	Personal record to be retained by each member.
B.F.42	Personal Casualty Report	To be supplied to Division by members rendering first aid for Divisional Records.
B.F.43	Casualty Records	Multi-casualty record sheet for use at major duties and first aid stations.
B.F.44	Casualty Record	Details of major cases treated where hospital treatment is required or complications may subsequently exist.

Cadet Forms

B.F.C./R.S.	Registration of Cadet Division	For Registration of Cadet Divisions.
B.F.C.1	Annual Return and Record	Cadet Divisions only.
B.F.C.2	Application for Cadet Membership	Cadet Divisions only.
B.F.C.4	Personal Record Card	Cadets only
B.F.C.5	St. John Junior Certificate	For each Grade attained.
B.F.C.6	Proficiency Certificate	For each Proficiency Subject.

Form Number	Name	Use
B.F.C.7	Nomination for Appointment or Promotion	For the appointment of Officers and Cadet Leaders to Cadet Divisions.
B.F.C.8	Nomination for Appointment or Promotion of Cadet N.C.O.'s	Cadet N.C.O.'s
B.F.C.11	Annual Re-examination of Cadets in possession of Preliminary Certificate	Form is used as nominal roll, examination report and for the notification of results.
B.F.C.18	Report of Inspection	Inspecting Officer's report of Cadet units only.
B.F.C.19	Cadet Camp Application	Application to conduct camp.
B.F.C.20	Application to Attend Camp.	
B.F.C.25	Application for Special Service Shield	
B.F.C.26	Application for Award of Grand Prior's Badge	
B.F.C.27	Cadet Penfriend Data Sheet	One nation per sheet.

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THE ST. JOHN AMBULANCE BRIGADE
AUSTRALIA



PART 2

DRESS REGULATIONS

INTRODUCTION

The object of Dress Regulations is to ensure uniformity of appearance of Brigade personnel on any occasions they appear on public duty, on parade or at official functions where the wearing of uniform is required.

These Dress Regulations are to be observed strictly throughout the Brigade in Australia. No deviation from the pattern of uniforms, clothing, equipment or badges is permitted.

The Chief Commissioner will consider applications for District variations of dress only when a Commissioner establishes a special need because of climatic or some other unique consideration. Commissioners will ensure that the variations of dress permitted under these Regulations are adopted consistently within the area concerned.

Badges of The Order of St. John, including those worn on Brigade uniform, are protected under the Chartered Associations (Venerable Order of St. John of Jerusalem) Protection Order, 1927 (UK). The badges to which this Protection Order applies are badges made of any material whatsoever, bearing or consisting of the device of a white eight pointed cross embellished in the four principal angles alternately with a lion passant guardant and a unicorn passant, whether or not the device is surrounded or accompanied by concentric circles or other decoration or lettering.

To ensure uniformity, units are advised to obtain their supplies from either their District Headquarters or from an agency authorised to make and supply uniforms, etc., in accordance with the correct specification.

April 1984

G. N. Young
Chief Commissioner

Uniform Supplies:

Orders for uniforms should be placed in the following way:

- (a) by a Corps or Division on the written order of the Officer or Member-in-Charge.
- (b) by a member on production of an authority signed by the Officer or Member-in-Charge of a Division.
- (c) by firms authorised to supply the regulation uniforms on production of an authority signed by the Officer or Member-in-Charge of the Division.

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SECTION 1

GENERAL

1.1. Appearance and Turn-Out

Officers and members are to be correctly dressed and well turned out whenever appearing in uniform. A smart turn-out fosters good morale and enhances public opinion towards the Brigade.

1.2.

In particular, each member is to ensure that his uniform is kept neat, clean and well pressed and that medal ribbons (when worn) are clean and correctly placed. Frayed ribbons are not to be worn, nor should they be covered by any plastic material.

1.3.

Only approved items of uniform and clothing are to be worn. Under no circumstances is mixed uniform to be worn and the wearing of part uniform-part civilian clothing is forbidden.

1.4. Wearing of Head-dress

Members in uniform are to wear head-dress always when out of doors.

1.5.

When attending religious services held out of doors, head-dress is not to be removed except at the request of the officiating chaplain. The wearing of head-dress in churches is to be in accordance with religious custom.

1.6.

Except when otherwise ordered, head-dress may be removed when indoors, at places of entertainment and when dining.

1.7. Special Badges

Members, entitled by service in the Armed Forces to Air Crew Brevets, or Wings, or Parachutes of the Army Airborne Forces, or the

Fleet Air Arm, are authorised to wear these badges on Brigade uniforms in the same positions as are laid down in the Uniform Regulations of the Service concerned.

1.8. Review Order

All ranks are to wear uniform, decorations and medals (if worn), when ordered, for Review Order.

1.9.

The Inspecting Officer normally wears the Order of Dress for the Review.

1.10. Church Parade Order

When attending an authorised Church Parade, all ranks are to wear the authorised order of dress, with decorations and medals (if ordered).

1.11. Funerals

The Order of Dress for funerals is Church Parade Order. Head-dress is not worn while a member of a bearer party.

1.12. General Mourning

When General Mourning is ordered, all ranks in uniform wear a band of black crepe 9 c.m. (3½'') wide, midway between the elbow and shoulder of the left arm.

SECTION 2

WEARING OF UNIFORM — ALL RANKS

2.1. Officers

For full details and tailoring specifications see paragraphs 3.18 and 4.4.

2.2. N.C.O.'s and Members

For full details and tailoring specifications see paragraphs 3.18 and 4.4.

2.3. Presidents and Vice-Presidents

Uniform, without badges of rank may be worn by all Presidents and Vice-Presidents.

2.4. Medical Practitioners

Whatever their Brigade appointment, registered medical practitioners wear a 0.16 cm (1/16 inch) scarlet piping around their head-dress and around the edges of shoulder straps of jacket and greatcoat.

2.5. Probationary Surgeons

A qualified but not fully registered medical practitioner appointed as a Probationary Surgeon shall wear two shoulder stars backed by red felt discs.

A medical student appointed as a Probationary Surgeon shall wear one shoulder star backed by a red felt disc.

The regulation discs worn by Pre-registration and Probationary Surgeons under their badges of rank shall be of bright red 2.7 cm (1 1/16 inch) diameter with thickness being .42 mm (.016 inch).

2.6. Registered Nurses

Whatever their Brigade appointment, all Registered Nurses on the General Part of the Register wear a red enamel bar 1.25 cm (½ inch) above the base of their shoulder straps. All appointed Nursing Officers wear regulation grey shoulder straps.

2.7. Enrolled Nurses

Whatever their Brigade appointment, Enrolled Nurses wear a green enamel bar 1.25 cm (½ inch) above the base of their shoulder straps.

2.8. Ambulance Officers

Whatever their Brigade appointment, all full-time employees of a recognised State or Territory Ambulance Authority wear a yellow enamel bar 1.25 cm (½ inch) above the base of their shoulder straps.

2.9. Corps Officers

Corps Officers wear a silver metal bar 1.25 cm (½ inch) above the base of their shoulder straps on jacket and greatcoat. If they are entitled to any other bar, it is worn 0.64 cm (¼ inch) below the silver metal bar.

2.10. Transport Officers

Transport Officers wear the badge “T” above the base of each shoulder strap on jacket and greatcoat.

2.11. Officers (Cadet)

Those holding Cadet appointments wear the letter “C” above the base of each shoulder strap on jacket and greatcoat.

2.12. Sergeants-Major

All Sergeants-Major wear officer pattern uniform with the appropriate badges.

2.13. Retired Members

All Officers and members who have retired in accordance with the General Regulations will wear the chromed letter “R” immediately above the base of their shoulder straps.

2.14. Full-time Ambulance Transport Personnel

Officers and members employed full-time in Ambulance Transport Service and formed into a separate unit of the Brigade, are to wear the approved uniform, modified as necessary with the approval of the Chief Commissioner.

2.15. Administrative Members

All members filling administrative positions should wear regulation uniform, according to their rank and with appropriate badges.

2.16. Bandsmen

When parading in a St. John Ambulance Brigade Band, bandsmen are to wear the approved pattern uniform, according to rank, adorned with the appropriate musician's badge or other badge specified for the type of band.

SECTION 3

ITEMS OF DRESS — MALE

3.1 Boots, Shoes and Socks.

Black, well polished. Plain black socks.

3.2 Brigade Insignia.

Only official Brigade insignia is to be worn.

3.3 Jackets.

Should be worn correctly so that:

- a. all buttons are done up
- b. the rear vent is closed
- c. the belt is in the correct position
- d. ribbons, when worn, are neat and tidy, and
- e. badges of rank and other insignia are in their correct position.

3.4 Trousers.

Are to be adjusted so that the lower edge of the trouser leg, at the back, is not more than 2.54 cm. (1 inch) off the ground. When worn with Summer Dress or Tropical Dress, approved pattern belt and buckle are to be worn. For tailoring specifications see paragraph 3.18.

3.5 Shirts.

To be of white material, long or short sleeves, turned down collar. When worn with summer dress, shirts must be of white material, short sleeves 6.35 cm. (2½ inches) above elbow.

Two patch pockets, flap fastened with No. 2 silver Brigade button. Detachable black shoulder epaulettes (plain) fastened at point with No. 2 silver Brigade button.

The appropriate badges of rank, etc., shall be fixed to epaulettes. S.J.A.B. shoulder flashes are to be worn on each sleeve 2.5 cm. (1 inch) below the shoulder seam.

Miniature gorget patches will not be worn on shirts.

3.6 Epaulettes.

When wearing approved pattern Summer Dress, detachable black epaulettes are to be worn. These are to be 6.25 cm. (2½") wide at the

shoulder, tapering to 3.50 cm. (1½'') at level of button then pointed, lined with a stiffening material, backed with black cotton and fastened with loops or tongue as appropriate to the shirt pattern. Badges of rank and other distinguishing marks, as applicable.

3.7 Necktie.

To be of black material and when worn to be tied in a sailor knot (or clip-on) type, the broad end reaching the top edge of the waist belt buckle. They should be secured to the shirt with an approved pattern tie bar.

3.8 Tie Bar.

Only approved Brigade pattern tie bars are to be worn. When in full uniform, they are not to be visible. When worn on Summer Dress they are to secure the necktie to the shirt in a position midway between the top and bottom of the pockets.

3.9 Name Plates.

Commissioners may authorise the wearing of individual name plates on specified occasions, e.g. Schools, Conferences, etc. The plate is to be worn centrally above the right pocket with the bottom edge 0.32 cm. (1/8 inch) above the pocket flap.

3.10 Gorget Patches.

Will not be worn on shirts or Mess Dress.

3.11 Greatcoat and Waterproof Coat.

Will be of black material and when authorised to be worn, to be buttoned up, unless approval is given for the top buttons to be undone, in which case the lapels are to be folded back. If carried, to be buttoned up and carried over the left forearm, buttons to the front.

3.12 Gloves.

To be worn as under:

a. Officers.

General Duties: Dark brown leather with buttons or press stud fasteners (optional).

Review Order and Church Parade Order: White cotton (if ordered).

b. Other Ranks. White cotton (if ordered).

3.13 First Aid Haversack.

Black plastic, approved pattern. It is to be worn on the left hip, to the rear, the strap passing under the right shoulder strap and under

the belt in front and rear, the top of the haversack to be level with the bottom of the waist belt.

Haversack and waterbottle will be worn as ordered.

3.14 Safari Jacket.

When this type of jacket is authorised to be worn, the front is to be buttoned with Regulation No. 1 buttons, whilst pockets and shoulder straps are to be fastened with No. 2 buttons. Brigade flashes, miniature gorget patches and normal badges of rank are to be worn. Neckties are not to be worn with this item of dress.

3.15 Titles "Australia".

Brigade members travelling overseas may, with the approval of their Commissioner, wear the title "Australia" when in uniform. They are to be worn above each shoulder flash. The lettering is to be similar to that on the shoulder flash. They are to be removed on return to Australia.

3.16 Canes.

Approved pattern cane to be used, when authorised.

3.17 Water-bottle and Carrier.

Regulation black cloth covered water-bottle (dimensions 17.8 cm high, with circumference of 35.5 cm, neck of bottle 25 mm in diameter) fitted with cork with metal cap, attached to water-bottle by cord. Black leather carrier consisting of 13 mm wide straps, two straps passing round water-bottle, adjoining to strap passing down each side and beneath water-bottle, and finished at the neck by two metal rings.

Shoulder strap of sufficient length passes through rings and is attached to a piece of black canvas, 5 cm wide which passes over the shoulder, leather strap rejoined and is finished with small metal adjustable buckle.

The water-bottle will be worn on the right hip, to the rear the strap passing under the left shoulder strap and under the waist belt behind and over it in front. The buckle of the water-bottle will be on the chest, the loose ends of the straps hanging downwards and secured neatly to the straps by runners. The water-bottle shall be carried filled with fresh water.

3.18 Tailoring and Equipment Specifications

a. Officers

- (i) Jacket. Black cloth approved pattern single breasted step collar depth of opening about 12.7 cm (5 inches); two breast patch pockets 13.9 cm (5½ inches) wide and 15.2 cm (6 inches) deep, box pleat in centre 3.81 cm (1½ inches) wide with 3 point flap 15.2 cm (6 inches) wide 6.35 cm (2½ inches) deep, fastened with regulation button No. 2: two expanding pockets on hips

22.8 cm (9 inches) wide at top and 25.4 cm (10 inches) at bottom. 20.3 cm (8 inches) deep, with flap 8.9 cm (3½ inches) deep, 25.4 cm (10 inches) wide, fastened with regulation button No. 2: four regulation buttons No. 1 in front, the bottom one just below the lower edge of the waist-belt; shoulder-straps, same material fastened with regulation buttons No. 2, Pointed cuffs 7.62 cm (3 inches) wide rising to 15.2 cm (6 inches) at point. Cloth belt same material 4.4 cm (1¾ inches,) fastened in front with regulation silver metal buckle, attached to jacket by cloth loops buttoned inside, seam and centre vent back. Flash on each sleeve 2.54 cm (1 inch) below shoulder seam. Single stitched throughout. Badges on shoulder straps according to rank. Note: Size of pockets to vary according to build of member.

- (ii) Trousers. Black cloth same as jacket, two side pockets, fob pocket no cuff, belt loops (buttons for braces inside if required); minimum width 43.18 cm (17 inches). They may be self supporting with straight band.
- (iii) Head-dress. Service pattern cap, black cloth, St. John Pattern black lace band, black enamelled leather drooping peak, with appropriate metal fittings of appointment as required, black leather slide chin strap buttoned with two regulation buttons No. 3. Badge according to appointment.
- (iv) Cap Cover — White. The Commissioner of a District shall decide if and when white cap covers may be worn. Waterproof covers may be worn when considered necessary.

b. *Other Ranks*

- (i) Jacket. As for Officers, without expanding pockets, in lieu of which, two let-in pockets, with flap 22.8 cm (9 inches) wide 8.9 cm (3½ inches) deep stitched 2.54 cm (1 inch) above pocket no pointed cuff; approved pattern belt buckle.
- (ii) Trousers. Same as Officer pattern.
- (iii) Head-dress. Service pattern cap, built-in white plastic top, St. John black band. Black enamelled leather drooping peak, black enamelled leather slide chin strap buttoned with two regulation buttons No. 3. Badge No. 102 to be worn on front of cap, centre of St. John Cross to be in line with top edge of band.

SECTION 4

ITEMS OF DRESS — FEMALE

4.1

On all occasions in uniform Officers and members will carry a first aid pack containing: one triangular bandage, 3 sterile dressings, adhesive dressings and safety pins. If additional first aid equipment is required it will be carried in a case or black regulation shoulder bag.

4.2 Overcoat

Will be worn buttoned up to lapel over suit, to neck over dress. If carried the coat will be buttoned up and carried over the left forearm with the buttons uppermost and sleeves folded underneath. Specification: Material: black showerproof 67% terylene, 33% cotton. Style: single-breasted with step collar and lapels, fastening at neck with small button and loop. Two bust darts. Four buttons No. 1 down front and one button No. 2 under collar. One-piece whole back with two darts from shoulder. Two vertical welted pockets either side. Two-piece inset sleeves with plain cuffs. Detachable shoulder straps 6.35 cm (2½ inches) base, 3.81 cm (1½ inches) top, with pointed ends, fastened with buttonhole and button No. 2. Body of coat lined with self material, skirt and sleeves lined with black nylon. Edges 0.95 cm (3/8 inch) swelled.

Length: Suit or dress must be covered. Optional loose three-quarter length black quilted nylon lining may be worn.

4.3 Hat

Black brim, white top, cap style regulation hat for all ranks. Grand Prior appointments, Badge No. 73 or No. 74 as appropriate. District Staff Officers, Badge No. 3655 (Wire Thread). Officers, Badge No. 3655 (Woven). Members, Badge No. 1582, worn centre front.

The beret may be worn on transport duty, field exercises, travelling to and from an indoor duty etc., and certain outdoor duties when sanctioned by the Commissioner (See also uniform for special purposes).

N.B. When two or more nursing personnel are on any form of duty together they should all wear the same type of head-dress.

4.4 Uniform Suit

Black serge or barathea jacket and skirt. Specification: Double-breasted jacket with tailored seams, turn-down collar and revers; two outside patch pockets with flap, buttonhole and button No. 2 one

inside breast pocket in lining; shoulder strap 6.35 cm (2½ inches) at base and 3.81 cm (1½ inches) at top with pointed ends fastened with buttonhole and button No. 2 under collar; two rows of three buttons No. 1 on front; two buttons No. 2 on each sleeve end, the lower button 3.81 cm (1½ inches) from edge. Panel back.

Skirt with tailored seams, panelled front with knife pleats approximately 17.8 to 20.3 cm (7 to 8 in.) long and not less than 7.6 cm. (3 in.) in depth, thus making the panel appear to be a wide box pleat. Side seams and a plain back. Length: not shorter than mid-knee.

4.5 Shirt.

White shirt (men's type) with self collar or detachable semi-stiff collar.

4.6 Tie.

Plain black, tied in a sailor knot and secured to the shirt by a regulation tie bar.

4.7 Gloves.

Plain white.

4.8 Stockings or Pantyhose.

Mist Grey Nylon.

4.9 Shoes.

Black leather laced, the heels not to exceed 5.1 cm (2 in.) in height, the heel base being not less than 2.54 cm (1 in.). Plastic or rubber heels will be worn for hospital work. In bad weather black overshoes may be worn. Black court kid shoes may be worn on social occasions.

4.10 Waterproof Coat.

Plain black/milk white.

4.11 Shoulder Bag.

Regulation black with adjustable strap. Short strap for social occasions.

4.12 Uniform Frock.

White Cesarella of regulation style — short sleeves (long for Officers). Centre Front concealed fastening. Two pockets built into front seam, fastened through frock and pocket with No. 2 button.

Self material epaulettes 5 cm tapering to 3 cm with slip-on black epaulettes of stiffened Cesarella. (Grey epaulettes for Nursing Officers. Black epaulettes with scarlet piping for Medical Practitioners).

Belt — of self material, fastened with two No. 2 buttons, 10 cm. apart. Width 5 cm wide.

Length — to centre of knee to 5 cm below knee Hem to be 7.5 cm wide.

Brigade Badge — worn on right side, base of badge in line with right armpit. Grand Prior appointments and District Staff Officers wear Badge No. 3655 (Wire Thread). All other Officers wear Badge No. 3655 (Woven) and Members Badge No. 1582.

4.13 Apron.

The apron may be worn for hygienic and protective working purposes only, e.g. nursing or first aid services that may soil the dress.
Specification: MATERIAL: White cotton.

STYLE: Three-piece shaped skirt on waist band with square darted bib, St. John Cross diameter 6.35 cm. (2½ inches) square in black satin stitch 0.32 cm. (⅛ inch) in width on centre of bib. Top of Cross 8.25 cm. (3¼ inches) from top of apron.

Four darts on each side of skirt back. 1.27 cm. (½ inch) hem on back edges of skirt.

Front panel joined to side-back panels by flat seaming. Hem at bottom 6.35 cm. (2½ inches).

Bib, two darts tapering to nothing from waistband. Hems at sides of bib 3.18 cm. (1¼ inches). Hem at top of bib 6.35 cm. (2½ inches).

Waistband 4.45 cm. (1¾ inches) wide, edge-stitched, extending beyond the back edges of skirt and closing with two buttons and buttonhole. Back edges of skirt should meet at belt. Apron length 2.54 cm. (1 inch) shorter than dress.

The apron suspends from a 3.18 cm. (1¼ inch) wide neck halter of apron material, worn under dress collar. The halter length adjustment end will be worn on the right.

4.14 Cap

- a. *Officers:* American-type cap, white cambric or organdie. 7.6 cm. (3 inch) turn-up hem with 2.54 cm. (1 inch) black cross embroidered in the centre, and 0.95 cm. (⅜ inch) black edging at top of hem. Buttoned with No. 2 Button.
- b. *Nursing Officers, Nurses One Star:* As for officers.
- c. *Members:* American-type cap, white cambric or organdie. 7.6 cm. (3 inch) turn-up hem with 2.54 cm. (1 inch) black Cross embroidered in the centre. Buttoned with No. 2 button.

4.15 Female Uniform Options, (Summer Period)

- a. A shortened version of the uniform frock may be worn over the black slacks (regulation style)
Length of the frock to be to the base of the slack pockets.
No Belt to be worn.
No waist darts.
Regulation Flashes and badges to be worn.
Slip-on black epaulettes to be worn.
Where applicable, Badges of Rank to be worn.

- b. Uniform Shirt, fitted with short sleeves only.
No neck tie to be worn.
Regulation Flashes to be worn.
Slip-on black epaulettes to be worn.
Where applicable, Badges of Rank to be worn.
Shirt to be worn tucked into slacks.

4.16 Female Uniform Option, (Winter Period)

Uniform shirt, fitted with long sleeves only. Tie: plain black fastened with a tie bar.

Black Slacks, drip-dry to suit wearer, cuffless.

Section 5

WEARING OF UNIFORM — CADETS

(Ambulance, Nursing)

General

5.1

See Section 1 for instructions concerning the wearing of uniforms.

5.2

It is most important that all Cadet members are properly turned out when on parade or on public duty.

5.3

Regular inspections of uniforms should be carried out so that any irregularities may be corrected.

5.4

At no time are Cadets to wear mixed uniform, i.e. part cadet part adult, or part uniform part civilian clothing. This includes the wearing of sports jackets.

5.5

When travelling to and from camps, Cadets are to wear correct uniform.

5.6

Officers-in-charge or on duty with Cadets in camps are to wear the correct Brigade uniform at all times.

5.7 Bands and Bandsmen

Bandsmen, when parading as a Band, may wear special uniforms as detailed below, provided that all members do so:

a. *Silver and Brass Band:*

Black and white wings of approved pattern. Cross belt, 5.7 cm (2¼ inches) wide with 2 prong buckle. Full flap pouch on right shoulder secured to top button of shirt. Badges as shown in Section 12.

b. *Drum and Fife Bands, Bugle Bands:*

As above, but black and white dress cords may be worn in place of aiguillettes and cross belt.

Buckle cords are black and white.

Badges as shown in Section 12.

Permission for special dress for Bands must be obtained from the Chief Commissioner.

5.8 Cadet Leaders

Will wear the uniform as for Adult members. The letter "C" will be worn on the shoulder straps below the shoulder stripes.

5.9 Adult Certificate

Ambulance and Nursing Cadets who have obtained an Adult First Aid Certificate will wear a mid-blue cotton loop 3.8 cm (1½ inches) wide at the base of each shoulder strap.

5.10 Haversack

Black plastic approved pattern.

The haversack is worn on the left hip to the rear, the strap passing under the right shoulder strap and under the belt both front and rear, the top of the haversack level with the bottom edge of the waist belt.

5.11 Head-dress

Black regulation beret with badge 106 on left side 3.81 cm (1½ inches) from centre front.

5.12 Raincoat

Black waterproof material, single breasted, belt of same material. Yellow raincoats may be worn.

5.13 Optional Duty Jacket

Black cloth, single breasted, step collar. (King Gee style).

5.14 Campshirts

Special overshirts for the wearing of St. John Cadet Camp Badges may be worn. Such shirts are not to display any badges of rank; are to be worn only in a camp setting and may not be worn with any St. John uniform.

SECTION 6

ITEMS OF DRESS — CADETS

Ambulance Cadets

6.1 Shirt.

Grey (or white) with collar attached. Plain grey (or white) buttons down front. Pleated patch pockets, square flaps fixed with No. 2 buttons, self shoulder straps fixed with No. 2 buttons, long (or short) sleeves with cuffs fixed with plain grey buttons. Brigade Shoulder Flash to be worn on right sleeve only, 1.27 cm (½ inch) below shoulder seam.

6.2 Tie.

Regulation black, tied in sailor knot, the broad end reaching the top edge of the waist belt buckle. To be secured to the shirt by a regulation tie bar in a position midway between the top and bottom of the pockets.

6.3 Trousers.

As for adult members, black cloth, 2 side pockets, 1 hip pocket, no cuff. Minimum width at bottom 40.6 cm (16 inches). Self supporting with straight band and belt loops.

6.4 Belt.

St. John type.

6.5 Shoes.

Black — well polished, socks plain black.

Nursing Cadets

6.6 Dress.

White Cesarella of regulation style — short sleeves, 5 cm (2 inches) above elbow crease with 3.5 cm (1½ inches) stitched back cuff. Centre front concealed fastening.

Two pockets built into front seam, fastened through frock and pocket with No. 2 button.

Self material epaulettes 5 cm (2 inches) tapering to 3 cm (1¼ inches).

Belt of self material, 5 cm (2 inches) wide and fastened with two No. 2 buttons, 10 cm (4 inches) apart.

Length — maximum 5 cm (2 inches) above crease of back of knee.

Hem to be 7.5 cm (3 inches) wide.

Brigade shoulder flash as for Ambulance Cadets.

6.7 Head-dress.

Indoors — American-type cap, white cambric or organdie. 8 cm (3 inch) turnup hem with 2.5 cm (1 inch) black cross embroidered in the centre. Right side buttons over the left side with No. 2 button.

Black and white hat ribbon with flat bow 10 cm (4 inches) and 5 cm (2 inches) on left side.

Outdoors — Black regulation beret.

6.8 Shoes.

Black, plain, low heels and laced (school type).

6.9 Stockings/Panty Hose.

Plain mist grey with the option of white socks (plain or ribbed, knee length).

6.10 Shoulder Bag.

Black regulation, to be slung from the right shoulder, hanging on the right side. Not carried on Ceremonial Parades.

Contents:

2 triangular bandages

3 Dressings, sterilised standard.

Pencil, notebook and 2 labels.

Adhesive dressings.

6.11 Uniform Options (Summer Period)

- a. A shortened version of the uniform frock may be worn over black slacks (regulation style).

The frock to be thigh length.

No belt to be worn.

No waist darts.

Regulation shoulder flash and badges to be worn.

- b. Uniform shirt, fitted with short sleeves only.

No neck tie to be worn.

Regulation shoulder flash and badges to be worn.

Shirt to be worn tucked into slacks.

6.12 Uniform Options, (Winter Period)

- a. Uniform shirt, fitted with long sleeves only.

Tie: plain black fastened with a tie bar.

Worn with black slacks.

- b. White turtle neck skivvy with regulation badges, worn with black slacks.

6.13 Jewellery.

Nursing Cadets, when on duty, must not wear bright coloured cardigans. Jewellery must not be worn. Long hair must be tied with 2.5 cm (1 inch) black or white ribbon.

SECTION 7

ST. JOHN JUNIORS (8-11 YEARS)

GENERAL

7.1

The same general instructions apply to St. John Juniors as those for Cadets. No Brigade shoulder flashes or buttons are to be worn on St. John Junior uniforms.

7.2

It is to be stressed that no part of a St. John uniform is to be worn with civilian clothing.

Description of Items of Dress — Boys

7.3 Belt.

Black St. John pattern with plain metal buckle.

7.4 Head-dress.

Black regulation beret, with appropriate St. John Junior badge.

7.5 Raincoat.

Black waterproof material, single breasted, belt of same material or safety yellow raincoat.

7.6 Shirt.

Grey or white cotton shirt. Two button opening fixed with two plain grey (or white) buttons. Pleated patch pockets, square flaps fixed with plain grey (or white) button, self shoulder straps fixed with plain grey (or white) button, long sleeves with cuffs fixed with plain grey (or white) button. St. John Junior badges.

7.7 Shoes.

Black — well polished.

7.8 Shorts.

Black flannel.

7.9 Stockings.

Black knitted woollen, with 8.9 cm. (3½ inches) fancy turnover black and white approved pattern.

7.10 Tie.

Regulation black, tied in sailor knot. Tie to be secured to the shirt by a regulation tie bar, in a position midway between the top and bottom of the pockets.

*Description of Dress — Girls***7.11 Dress.**

Nursing Cadet pattern, plain white buttons. St. John Junior badges only.

7.12 Head-dress.

Black regulation beret, with appropriate St. John Junior badge.

7.13 Shoes.

Black, plain, (school type) well polished.

7.14 Stockings.

Plain mist grey or white socks (plain or ribbed) knee length.

SECTION 8

SPECIAL ITEMS OF DRESS

8.1 Optional Duty Jacket.

The optional duty uniform is manufactured by King Gee Ltd. The jacket is of black washable material (Scotch Guard treated); slightly longer than waist length, loose fitting at the waist but with waist adjustment. Zippered front, with two zippered breast pockets. Zipper to be done up level with breast pockets. Brigade flashes and, where appropriate, cloth epaulettes with No. 2 buttons and Officer insignia attached to jacket with Velcro Press Tape Nylon fastener. Miniature Gorget Patches will be worn by those entitled to do so. No other badges are worn on this jacket by Adult personnel.

8.2 Summer Dress/Hot Weather Order.

The following items are approved for Summer Dress/Hot Weather Order:

Shorts: White.

Trousers: Black.

Shirts: White, long or short sleeves (as ordered).

Epaulettes: Metal or embroidered St. John badges on black cloth.

Ties: When ordered.

Tie-bar: Worn with tie.

Head-dress: Regulation Cap, Beret, White Hat (Cricket or Bowling type with at least 8 cm firm brim, Brigade Badge 1582).

Boots/Shoes: Black.

Socks: White knee length when worn with shorts, turned down top. Black, when worn with trousers.

Belt: Authorised pattern.

Waterproof Coat: When ordered.

8.3 Rescue Squad Uniform.

The following special uniform is approved for Rescue and Mobile Squads. It may be varied only with the approval of the Chief Commissioner.

- a. *Overalls*: White with standard Brigade shoulder flashes and with Rescue or Mobile Squad flashes worn 1.27 cm. (½ inch) below Brigade Flashes. Black epaulettes with normal badges of rank.
- b. *Belt*: Black webbing — Army pattern.
- c. *Skivvy*: Black cotton — nylon reinforced. White skivvy to be worn by Control Staff only.

- d. *Winter Jacket*: Optional Duty Jacket (King Gee). Shoulder flashes as for overalls.
- e. *Helmet*: "Protector" Plastic (Approved to Australian Standards). Brigade emblems, plain to the front, reflective to the rear. Chinstrap to be attached.
 - Lime Green:— for Surgeons.
 - White:— for Squad Members.
- f. *Boots*: Black Army service pattern.
- g. *Gaiters*: Black webbing. Army pattern with side straps and strap under instep.
 - Note: Alternative to Boots and Gaiters — Black Army style Combat Boots.
- h. *Water bottles*. Black covered army pattern to clip on webbing belt.
- i. *Insignia*: As worn on normal Brigade uniform, see a. above.

8.4 Mess Dress — Officers. (Male)

The following items are approved for Mess Dress for Officers:

Jacket: Army style (summer dress), plain white.

Shirt: Plain white dress.

Epaulettes: Black, chromed badges according to rank.

Brigade buttons.

Cummerbund: Black. (Dull cherry optional for medical officers)

Trousers: Black.

Shoes: Black.

Socks: Black.

Miniatures.

Lapel Badges: Badges No. 73 or 74 will be worn on both lapels by officers entitled to wear them on cap. All other Officers will wear badge No. 104.

SECTION 9

ORDERS, DECORATIONS AND MEDALS

9.1 Medal Ribbons.

Medal ribbons, if awarded are to be worn.

9.2

Medal ribbons are worn on uniform jackets but not on greatcoats or waterproof coats.

9.3

If summer uniform is authorised, medal ribbons are to be worn on the shirt under the same conditions as set out in these Regulations.

In summer uniform, medal ribbons shall be worn on shirts affixed by means of a brooch pin.

9.4

When worn without decorations, medal ribbons are to be in rows, running from right to left, as worn and by rows from top to bottom centrally placed over the left breast pocket or, if there is no pocket, in a corresponding position.

9.5

Ribbons are to be 1 cm ($\frac{3}{8}$ inch) in depth. The first row to be 0.32 cm ($\frac{1}{8}$ inch) above the flap of the pocket, and if more than one row, to be 0.32 cm ($\frac{1}{8}$ inch) between rows.

9.6

Except as provided in para 9.3 above, medal ribbons must not be worn mounted on a brooch pin. Ribbons are best stretched over pelmet canvas stiffeners and then stitched to the uniform, adjoining each other without intervals. Ribbons must not be covered by plastic or any similar material.

9.7

The bottom row, of not more than four ribbons is to be completed first. Second and successive rows must not comprise more than four ribbons. If fewer than four, the row is to be placed with its centre above the centre of the bottom row. No row is to project under the lapel or beyond the edge of the sleeve seam. A new row is not to be commenced until the lower row has been completed.

9.8 Decorations and Medals.

Decorations and Medals if awarded, are to be worn when ordered. They are worn on the left breast covering medal ribbons. Life Saving Medals (Albert Medal excepted) are worn on the right breast.

9.9

When worn, they are to be suspended from a single bar brooch, no part of which is to be seen, or they may be worn "Court Style", i.e., stitched on a frame covered with black cloth.

9.10

They are to be so placed as to show the Sovereign's head. The first earned clasp is to be worn next to the medal.

9.11

When there are more medals than can normally be accommodated side by side in a single line, they will be overlapped, the first (Senior) medal on the right of the bar being full faced, overlapping the second and so on. On no account is a second line to be worn.

9.12

Neck Badges (Commanders of Orders of Knighthood, etc.) are worn as follows:

- a. The senior (or only) badge is worn with the ribbon under the collar, the badge being placed over the tie.
- b. The second badge is suspended from a ribbon emerging 1.9 cm. ($\frac{3}{4}$ inch) below the top button hole, fastened by a hook attached to an eye, stitched inside the jacket.

9.13

Stars of Orders of Knighthood are worn on the left breast below medals. When two stars are worn, the senior star is placed directly above the other.

9.14

In evening dress, ladies may wear Orders, Decorations or Insignia in miniature on occasions when insignia are worn.

9.15 Sequence of wearing Orders, Decorations and Medals

The correct sequence of wearing Orders, Decorations and Medals may be found in the appropriate Australian Government Gazette and in "Who's Who in Australia."

SECTION 10

Authorised Orders of Dress

10.1 OFFICERS AND SERGEANTS-MAJOR — MALE

Item of Uniform	Specification Para. No.	Public Duty Order	Ceremonial Order	Summer Dress	Mess Dress (e)
Uniform Jacket	3.3	Yes	Yes	No	No
Medal Ribbons	9	Yes	(a)	Yes	No
Medals	9.8	(b)	Yes	(c)	No
Medals, Min.	8.4	No	No	No	Yes
Mess Jacket	8.4	No	No	No	Yes
Gorget Patches	3.10	Yes	Yes	No	No
Badges	12	Yes	Yes	Yes	No
Trousers	3.4	Yes	Yes	Yes	Yes
Head-dress	3.18	Yes	Yes	Yes	Yes
Shirt	3.5	Yes	Yes	Yes	Yes
Neck Tie	3.7	Yes	Yes	(d)	Yes (Bow)
Tie Bar	3.8	Yes	Yes	(d)	No
Gloves	3.12	Yes	Yes	(c)	No
Boots/Shoes	3.1	Yes	Yes	Yes	Yes
Greatcoat	3.11	(b)	(b)	No	No
Waterbottle	3.17	(b)	No	(b)	No
First Aid Kit	3.13	(b)	No	(b)	No
Waterproof Coat	3.11	(b)	(b)	(b)	No
Cane	3.16	(b)	(b)	(c)	No
Cummerbund	8.4	No	No	No	Yes

NOTES:

- (a) Normally covered by Medals (when worn).
- (b) Only when ordered.
- (c) Only when Summer Dress Order for Reviews, etc.
- (d) May be removed when ordered.
- (e) Does not apply to Sergeants-Major.

10.2 N.C.O.'s AND OTHER RANKS — MALE

Item of Uniform	Specification Para. No.	Public Duty Order	Ceremonial Order	Summer Dress
Uniform Jacket	3.3	Yes	Yes	No
Medal Ribbons	9	Yes	(a)	Yes
Medals	9.8	(b)	Yes	(c)
Badges	12	Yes	Yes	Yes
Trousers	3.4	Yes	Yes	Yes
Head Dress	3.18	Yes	Yes	Yes
Shirt	3.5	Yes	Yes	Yes
Neck Tie	3.7	Yes	Yes	(d)
Tie Bar	3.8	Yes	Yes	(d)
Gloves	3.12	Yes	Yes	(c)
Boots/Shoes	3.1	Yes	Yes	Yes
Greatcoat	3.11	(b)	(b)	No
Waterbottle	3.17	(b)	No	(b)
First Aid Kit	3.13	(b)	No	(b)
Waterproof Coat	3.11	(b)	(b)	(b)

NOTES:

- (a) Normally covered by Medals (when worn).
- (b) Only when ordered.
- (c) Only when Summer Dress Order for Reviews etc.
- (d) May be removed when ordered.

10.3 OFFICERS AND SERGEANTS-MAJOR — FEMALE

Item of Uniform	Specification Para. No.	Public Duty Order	Ceremonial Order	Summer Dress
Uniform Suit	4.4	Yes	Yes	No
Medal Ribbons	9	Yes	(a)	Yes
Medals	9.8	(b)	Yes	(c)
Gorget Patches	3.10	Yes	Yes	No
Badges	12	Yes	Yes	Yes
Head-Dress	4.3	Yes	Yes	Yes
Shirt	4.5	Yes	Yes	Yes
Neck Tie	4.6	Yes	Yes	(d)
Tie Bar	3.8	Yes	Yes	(d)
Slacks	4.16	Yes	Yes	Yes
Frock	4.12	Yes	Yes	Yes
Frock (Shortened)	4.15	Yes	(b)	Yes
Jacket (Optional Duty)	8.1	Yes	Yes	No
Overcoat	4.2	(b)	(b)	No
Shoes	4.9	Yes	Yes	Yes
Gloves	4.7	Yes	Yes	(c)
Waterproof Coat	4.10	(b)	(b)	(b)
First Aid Kit	4.1	(b)	No	(b)

NOTES:

- (a) Normally covered by Medals (when worn).
- (b) Only when ordered.
- (c) Only when Summer Dress Order for Reviews etc.
- (d) May be removed when ordered.

10.4 N.C.O.'s and OTHER RANKS — FEMALE

Item of Uniform	Specification Para No.	Public Duty Order	Ceremonial Order	Summer Dress
Uniform Suit	4.4	No	No	No
Medal Ribbons	9	Yes	(a)	Yes
Medals	9.8	(b)	Yes	(c)
Badges	12	Yes	Yes	Yes
Head-dress	4.3	Yes	Yes	Yes
Shirt	4.5	Yes	Yes	Yes
Neck Tie	4.6	Yes	Yes	(d)
Tie Bar	3.8	Yes	Yes	(d)
Slacks	4.16	Yes	Yes	Yes
Frock	4.12	Yes	Yes	Yes
Frock (Shortened)	4.15	Yes	(b)	Yes
Jacket (Optional Duty)	8.1	Yes	Yes	No
Overcoat	4.2	(b)	(b)	No
Shoes	4.9	Yes	Yes	Yes
Gloves	4.7	Yes	Yes	(c)
Waterproof Coat	4.10	(b)	(b)	(b)
First Aid Kit	4.1	(b)	No	(b)

NOTES:

- (a) Normally covered by Medals (when worn).
- (b) Only when ordered.
- (c) Only when Summer Dress Order for Reviews, etc.
- (d) May be removed when ordered.

SECTION 11

BADGES OF RANK

OFFICERS

All badges are made of chromed metal and are to be the same size for jackets and overcoats.

The following illustrations of Badges of Rank have been compiled to show the Rank Markings, Gorget Patches, Cap Badges and Peaks and are to be read in conjunction with Brigade General Regulation No. 4.13.

BRIGADE HEADQUARTERS



Chief
Commissioner



Deputy Chief Commissioner
Chief Surgeon
Chief Superintendent
(Administrative)



Chief Officer
for Cadets
Chief Nursing Officer



T/H



Badge No. 73

Grey cloth gorget patch of approved design and shade, silver wire embroidered St. John's Wort, edged with 0.32 cm (1/8 in.) wide silver wire braid. Brigade button No 3 at top.



STAFF OFFICERS (BRIGADE HEADQUARTERS)



T/H



Badge No. 74



T/D (grey background)



Badge No. 102

A Grade 1 Staff Officer attached to Brigade Headquarters will wear the T/H gorget patch. Other Staff Officers attached to Brigade Headquarters (Grades II-IV) will wear the T/D gorget patch on grey background and the appropriate rank markings and Cap Peaks for the grade.

BADGES OF RANK

DISTRICT HEADQUARTERS



Commissioner



T/C



Badge No. 73



Deputy
Commissioner



T/C



Badge No. 74



District Surgeon



T/D



Badge No. 74

Black cloth gorget patch of approved design. Silver wire embroidered St John's Wort in centre, edged with 0.32 cm ($\frac{1}{8}$ in.) wide silver wire braid. Brigade button No. 3 at top.

Badge No. 73
Crown and Cross
in enamel
Badge No. 74
as Badge No. 73
but in plain metal

BADGES OF RANK



District Superintendent
(Administrative)



TD/S



Badge No. 74

TD/S Black cloth gorget patch silver wire embroidered two 0.32 cm (1/8 in.) silver wire braid down centre 0.32 cm (1/8 in.) apart with St. John Cross in centre, edged with 0.32 cm (1/8 in.) wide silver wire braid. Brigade button No. 3 at top.



District Staff Officer
Grade II



T/D



Badge No. 102

T/D Black cloth gorget patch of approved design. Two 0.32 cm (1/8 in.) wide silver wire braid down centre 0.32 cm (1/8 in.) apart. Edged with 0.32 cm (1/8 in.) wide silver wire braid. Brigade button No. 3 at top.



Corps Superintendent
Staff Officer Grade III
Corps Surgeon



Badge No. 102

BADGES OF RANK



Staff Officer
Grade IV



Staff Officer
Grade V



Staff Officer
Grade VI

Staff Officers:
All District Staff Officers will wear gorget
patch T/D



Badge No. 102



Divisional Superintendent
Divisional Surgeon



Badge No. 102



BADGES OF RANK



Divisional Officers



Badge No. 102



Probationary Divisional/Section Officer



Badge No. 102



BADGES OF RANK



Probationary Divisional Surgeon
(See Dress Regulation 2.5)



Badge No. 102



Probationary Divisional Surgeon
(See Dress Regulation 2.5)



Badge No. 102



Presidents' Badges



P.
District President

P.
Gorget patch of approved design made of
white ribbon edged black 0.32 cm ($\frac{1}{8}$ in.).
Brigade button No. 14 at top.



P.
Corps President

Badge No. 73
Crown and Cross
in enamel



P.
Divisional President

Badge No. 74
As Badge No. 73
but in plain metal



Badge No. 73



Badge No. 74



Badge No. 74

Vice-Presidents' Badges



P.
District Vice-President



Badge No. 77

P.
Gorget patch of approved design made of
white ribbon edged black 0.32 cm (1/8 in.).
Brigade button No. 14 at top.



P.
Corps Vice-President



Badge No. 78

Badge No. 77
Cross in enamel



P.
Divisional Vice-President

Badge No. 78
in plain metal



Badge No. 78

**BADGES OF RANK
SERGEANTS-MAJOR AND NON-COMMISSIONED OFFICERS**

SERGEANTS-MAJOR

These are worn on both arms and are the same size on jackets and overcoats



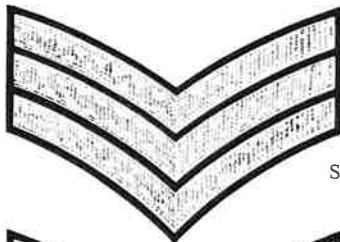
District Sergeant-Major

These badges are of chromed metal



Corps Sergeant-Major

NON-COMMISSIONED OFFICERS



Badge 102 4.8 cm (1 $\frac{7}{8}$ inch) white lace of approved pattern.

Chevrons are of 1.27 cm ($\frac{1}{2}$ inch) white lace of approved pattern.

Sergeant



The measurement from the bottom point of the lower chevron to the outer edge is 9.5 cm (3 $\frac{3}{4}$ ins.).

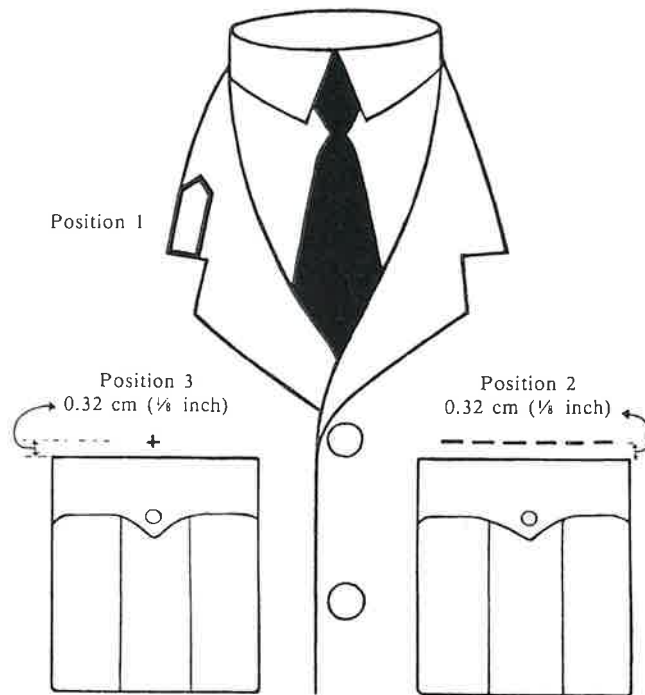
Corporal

Section 12

POSITIONING OF BADGES (MALE AND FEMALE)

POSITIONING OF GORGET PATCHES, MEDAL RIBBONS AND MEDALS. (MALE & FEMALE)

Position 1 — Gorget patches.
The outer edge of the patch lies along the outer edge of the lapel.



Position 2 — Medal Ribbons and Medals.
Position 3 — Approved Medals and Ribbons of other organisations.
Position 3 — Duke of Edinburgh's Award.
Position 3 — Name Plates.
Position 3 — Meritorious Service Certificate Bar.
Worn by Officers and Members holding the award of the Meritorious Service Certificate.



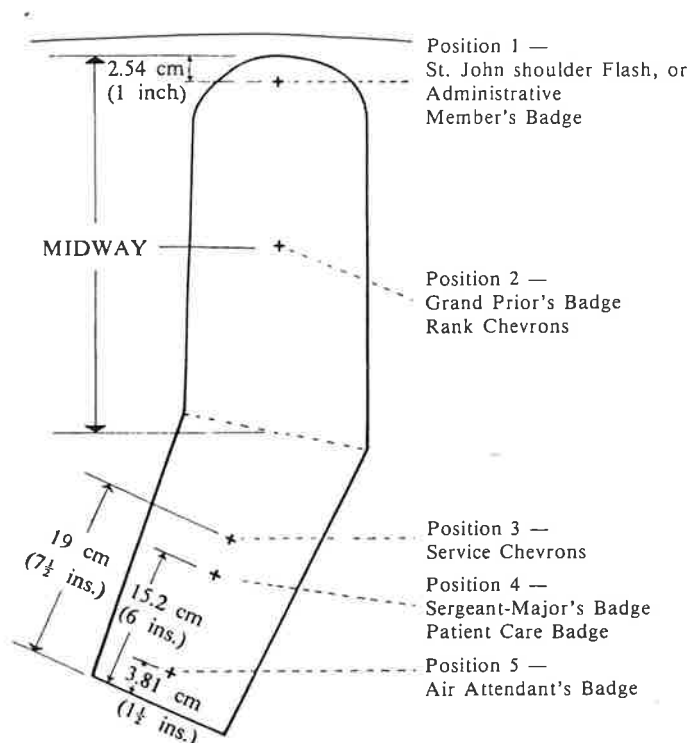
Chromium plated

Not on Greatcoat.
If worn with other badges listed for Position 3, the Meritorious Service Certificate Bar will be worn on the left.

POSITIONING OF BADGES ON JACKETS, SHIRTS, DRESSES (LONG SLEEVE) AND GREATCOATS (LEFT ARM)

For positioning, the overall area of any badge is the area occupied by the embroidery — not the backing.

All measurements are to the centre of each badge, except for shoulder flashes in Position 1, which are to the top of the flash.



ST. JOHN SHOULDER FLASH

Position 1 — Both Arms
All Officers, Members, Presidents
and Vice-Presidents

POSITIONING OF BADGES ON JACKETS, SHIRTS, DRESSES (LONG SLEEVE)
AND GREATCOATS (LEFT ARM)



Administrative Officers and Members
Position 1 — Both Arms



GRAND PRIOR'S BADGE
Position 2 — Left Arm only
Above N.C.O.'s chevrons (if any)
Not on greatcoat

All Grand Prior's Badge holders.
Cloth Version on Cadet uniforms.
Wire-woven version optional for
adult uniforms only.

Wire Thread
or Woven



AIR ATTENDANT'S BADGE
Position 5 — Left arm only
Air Attendants

Woven

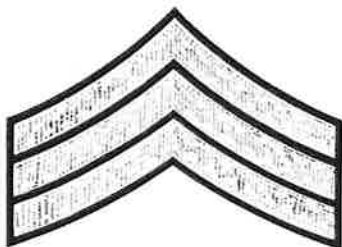


Position 4 — Left Arm Only
Not on greatcoat

Holders of current Patient Care
Certificate (Officers and other ranks)

Woven or Silver Metal

**POSITIONING OF BADGES ON JACKETS, SHIRTS, DRESSES (LONG SLEEVE)
AND GREATCOATS (LEFT ARM)**



SERVICE CHEVRONS

Position 3 — Left Arm only

Not on greatcoat

Worn by Privates prior to award of Service Medal. One Chevron for each three years of efficient service up to and including nine years. Remove when Service Medal awarded.



White crosses embroidered
on black ribbon

1939-45 War Service Crosses

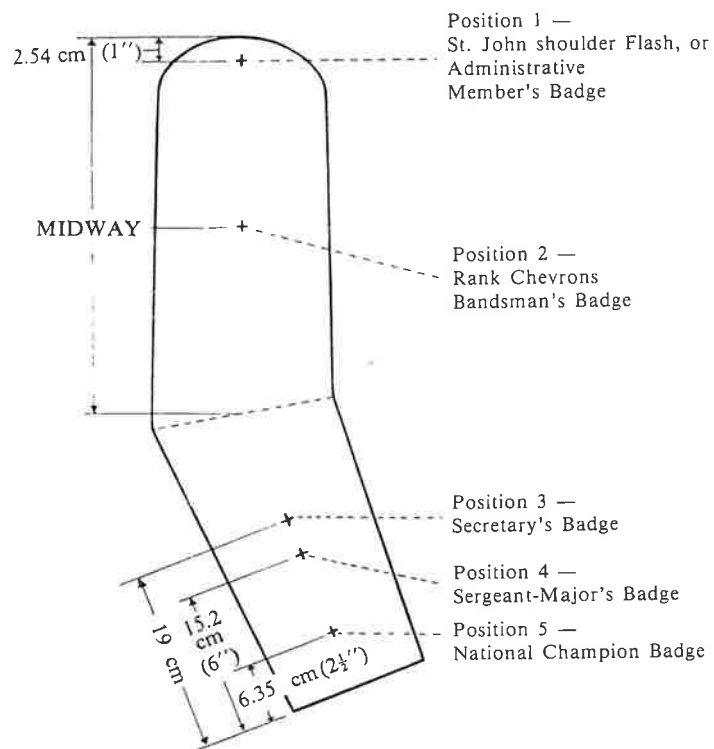
Position 4 — Left Arm only

Worn by Officers and Members who qualified during the War. One cross for each year of War Service.

POSITIONING OF BADGES ON JACKETS, SHIRTS, DRESSES (LONG SLEEVE) AND GREATCOATS (RIGHT ARM)

For positioning, the overall area of any badge is the area occupied by the embroidery — not the backing.

All measurements are to the centre of each badge, except for shoulder flashes in Position 1 which are to the top of the flash.



Bandsmen
Position 2 — Right Arm only
Below N.C.O.'s chevrons (if any)

POSITIONING OF BADGES ON JACKETS, SHIRTS, DRESSES (LONG SLEEVE)
AND GREATCOATS (RIGHT ARM)



WOVEN

Position 3 — Right Arm only
Corps/Divisional Secretaries
Other than Officers
(Gen. Reg. 4.6)



WOVEN

NATIONAL CHAMPION BADGE

Position 5 — Right Arm only
Not on greatcoat



SERGEANTS-MAJOR
Position 4 — Both Arms

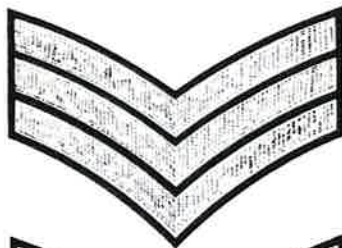
District Sergeant-Major



Corps Sergeant-Major

**POSITIONING OF BADGES ON JACKETS, SHIRTS, DRESSES (LONG SLEEVE)
AND GREATCOATS**

RANK CHEVRONS
Position 2 — Both Arms
Greatcoat and Jacket



Sergeant — 3 stripes of 1.27 cm (½ inch)
white lace of approved pattern.



Corporal — 2 stripes of 1.27 cm (½ inch)
white lace of approved pattern.

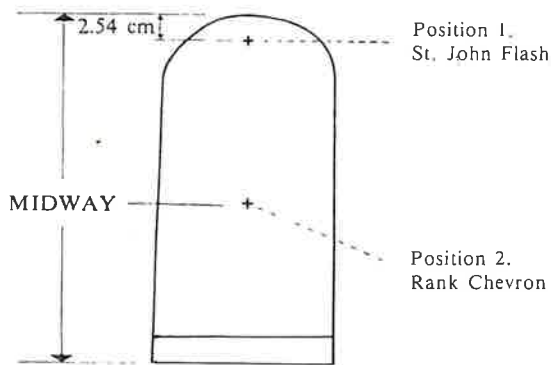


MEMBERS BADGE NO. 1582
Worn on right breast pocket of jacket and
overall of Transport Drivers.

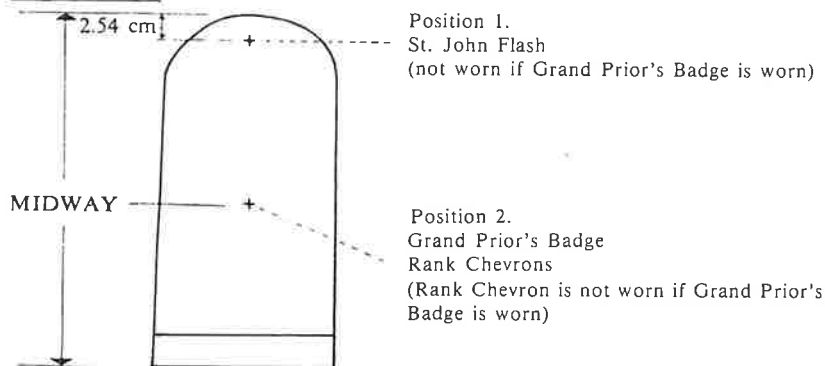
WOVEN

POSITIONING OF BADGES ON SHORT SLEEVE SHIRTS AND DRESSES

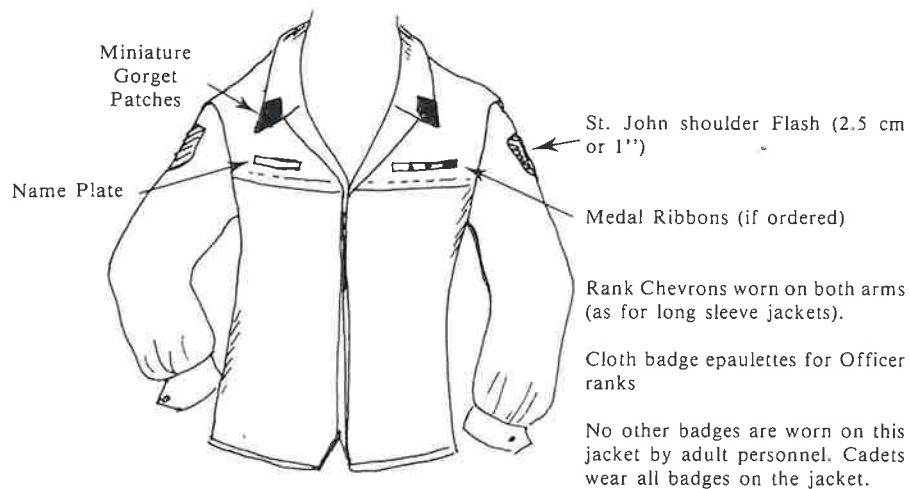
RIGHT ARM



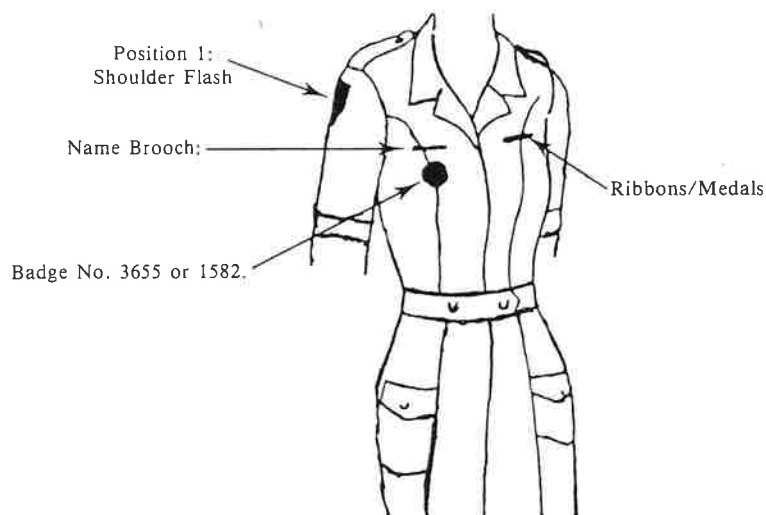
LEFT ARM



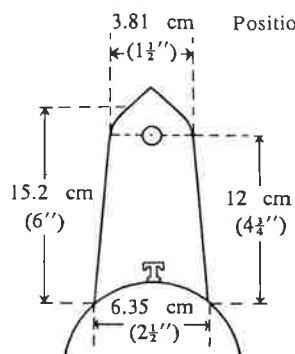
POSITIONING OF BADGES ON OPTIONAL DUTY JACKET (KING GEE PATTERN)



POSITIONING OF BADGES ON DRESSES



POSITIONING OF BARS AND LETTERS ON SHOULDER STRAPS



Position 1 — (both shoulder straps)

T

Transport Officers and N.C.O.s

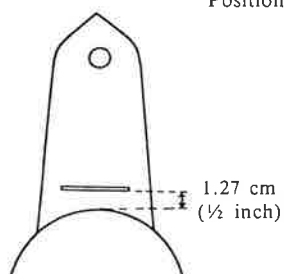
R

Retired Officers and Members

C

Those holding Cadet appointments.

Position 2 — (both shoulder straps)



Red: All Registered Nurses

Yellow: All full-time members of State or Territory Ambulance Authority.

Green: All Enrolled Nurses.

Silver: Corps Officers — if qualified for any other bar, it is worn 0.64 cm (1/4 inch) below the Silver Corps bar.

**POSITIONING OF BADGES ON SQUAD UNIFORM AND
JACKET**



RESCUE SQUAD FLASH

Worn by Members of Rescue Squads on special uniform. Both arms.

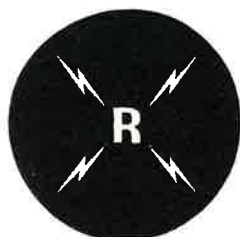
1.27 cm (½ inch) below Brigade Shoulder Flash



MOBILE SQUAD FLASH

Worn by Members of Mobile Squads on special uniform. Both arms.

1.27 cm (½ inch) below Brigade Shoulder Flash



COMMUNICATIONS BADGE

Worn by qualified members of Rescue or Mobile Squads on both arms.

0.64 cm (¼ inch) below Rescue Mobile Squad Flash



SQUAD HELMETS

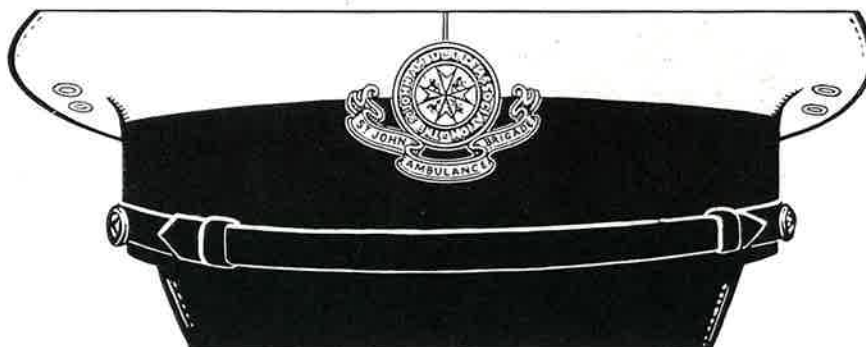
Reflective Brigade transfers (back and front)

Helmet colours:

Surgeons — Lime Green

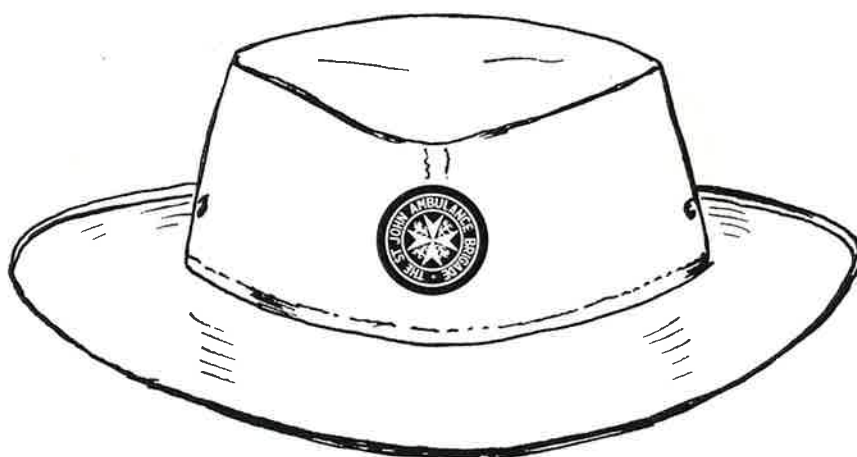
Members — White

POSITIONING OF BADGES ON HEAD-DRESS



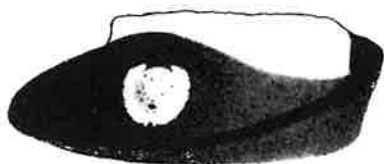
CAP: Positioning of Badge No. 102 on 4.42 cm (1 1/4") Hat Band. Centre of cross level with top of band.

OPTIONAL HOT WEATHER HEAD-DRESS:



WHITE HAT: (Cricket or Bowling type) with a firm brim at least 8 cm wide. Brigade Badge 1582 fixed on front centre.

REGULATION HAT



Badge as indicated in Dress Regulations paragraph 4.3

President/Vice-President Badge
(Appropriate Appointments.)

OFFICERS' BADGE 3655



Wire thread or Woven

Overcoat, Jacket and Dress.
The base of badge to be in line with the sleeve armpit seam.

BERET

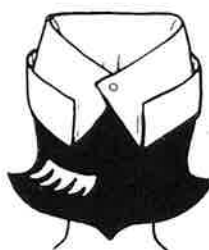


On the regulation beret, the appropriate badge, as indicated in Dress Regulations 4.3, will be worn above the outer corner of the left eye.

Air Attendants:—
Double wing badge when on Air Attendant's duty, beside Badge 3655 or 1582.

Presidents and Vice-Presidents:—
Badge appropriate to their appointment

INDOOR CAPS Officers and Members



DESCRIPTION OF BLAZER AND BADGE

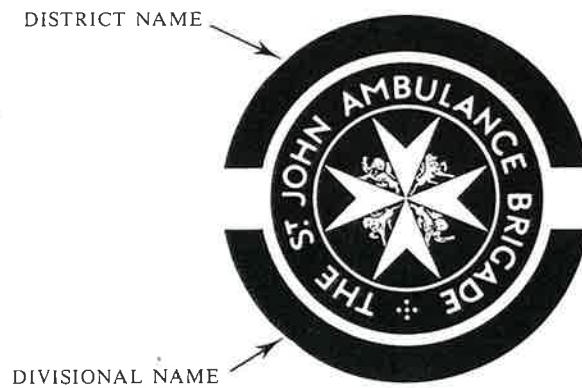


Illustration shown is half actual size.

When not on duty, nor in uniform, members are permitted to wear a blazer.

The blazer shall be of black woollen material, and have the Brigade device embroidered on the pocket.

The District and Divisional names are to be woven in a curve to suit the design of the Brigade badge.

The District name is to be placed above and the Divisional name below the Brigade badge.

All lettering is to be white. No white or multi-coloured braid trimmings are to be used.

The words "Ambulance" and "Nursing" are not to appear in the Divisional name.

BRIGADE TIE BAR



OTHER ST. JOHN BADGES



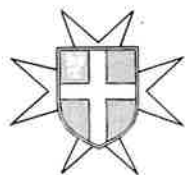
AIR ATTENDANTS
BERET BADGE



THE ORDER BADGE
(Brooch or buttonhole stud).
May be worn by members of The Order on
civilian dress, not on uniform.



AUXILIARIES OF ST. JOHN BADGE
(Brooch or buttonhole stud).
Worn by enrolled Auxiliaries on civilian dress.

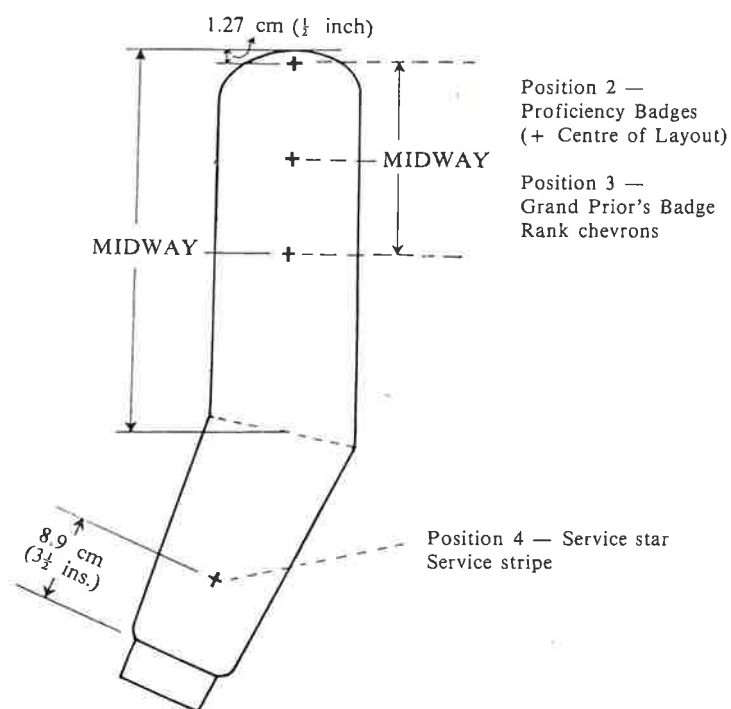


HONORARY MEMBER'S BADGE
(Clutch-back or brooch fastening)
Metal, red-enamelled centre.
Worn only by those appointed by Chief
Commissioner as Honorary Members.

**POSITIONING OF BADGES ON CADET JACKETS, SHIRTS AND DRESSES
(LONG SLEEVE) — LEFT ARM**

For positioning, the overall area of any badge is the area occupied by the embroidery — not the backing.

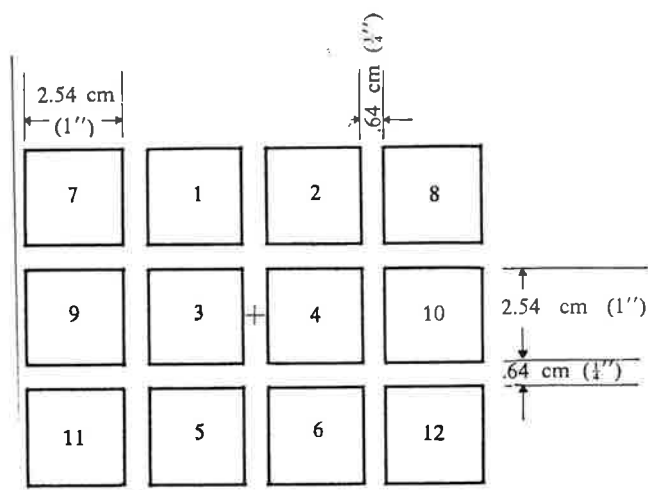
All measurements are to the centre of each badge, except for shoulder flashes in Position 1, which are to the top of the flash.



GRAND PRIOR'S BADGE
Position 3 — Left Arm only
Above N.C.O.'s Chevrons (if any)
Not on greatcoat
All Grand Prior's Badge holders

**POSITIONING OF BADGES ON CADET JACKETS, SHIRTS AND DRESSES
(LONG SLEEVE) — LEFT ARM**

PROFICIENCY BADGES



Position 2 — Left Arm only
(Shirt and Jacket)
Not worn after award of Grand Prior's
Badge
Proficiency Badges are to be worn in three
rows of four badges.
Badges (to a maximum of 12) shall be
positioned as per diagram.

SERVICE STRIPES AND STARS



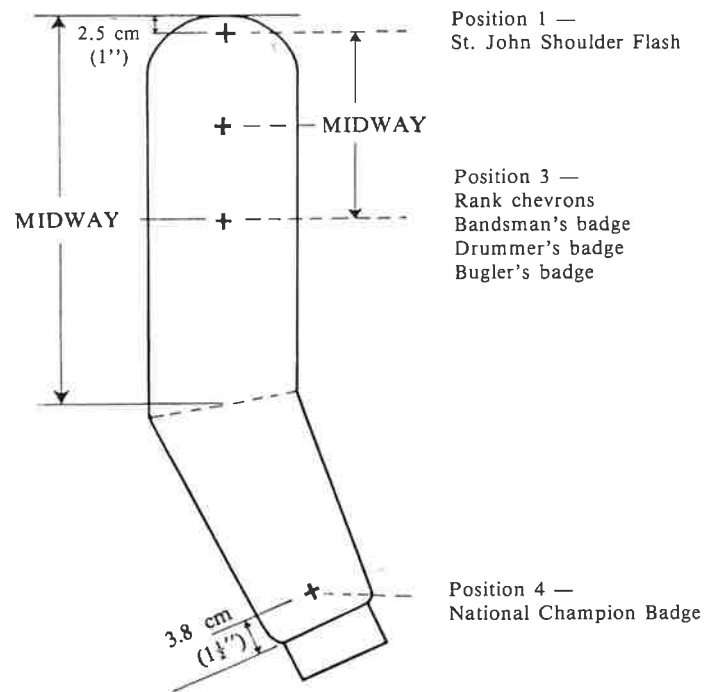
Position 4 —
Service stripe
(point to front)



Position 4 —
Service Star

- 1st Year — one strip of herringbone braid 3.81 cm (1½ inches) long, worn horizontally with point to front, 8.9 cm (3½ inches) from bottom of sleeve.
- 2nd year — two stripes of herringbone braid 3.81 cm (1½ inches) long, the second above and touching first.
- 3rd year — one star with centre of star 8.9 cm (3½ inches) from bottom of left sleeve.
- 4th year — one star and one 3.81 cm (1½ inch) stripe directly above star.
- 5th year — two stars, one directly above the other.
- 6th year — two stars and one 3.81 cm (1½ inch) stripe directly above star.
- 7th year — three stars, directly above each other.

**POSITIONING OF BADGES ON CADET JACKETS SHIRTS AND DRESSES
(LONG SLEEVE) — RIGHT ARM**

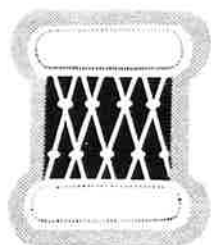


Position 3 — Both Arms
Rank chevrons (Sergeants)
Rank chevrons (Corporals)

**POSITIONING OF BADGES ON CADET JACKETS SHIRTS AND DRESSES
(LONG SLEEVE) — RIGHT ARM**



Position 3 — Bandsman's Badge
(Right Arm only)
Below N.C.O's chevrons (if any)



Position 3 — Drummer's Badge
(Right Arm only)
Below N.C.O's chevrons (if any)

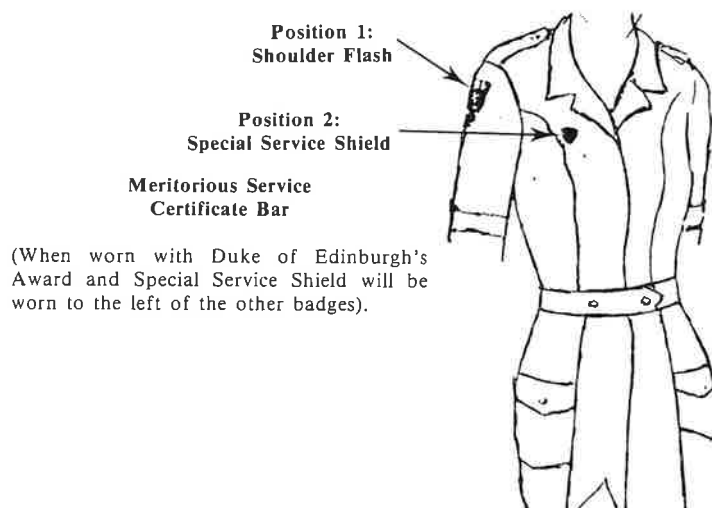
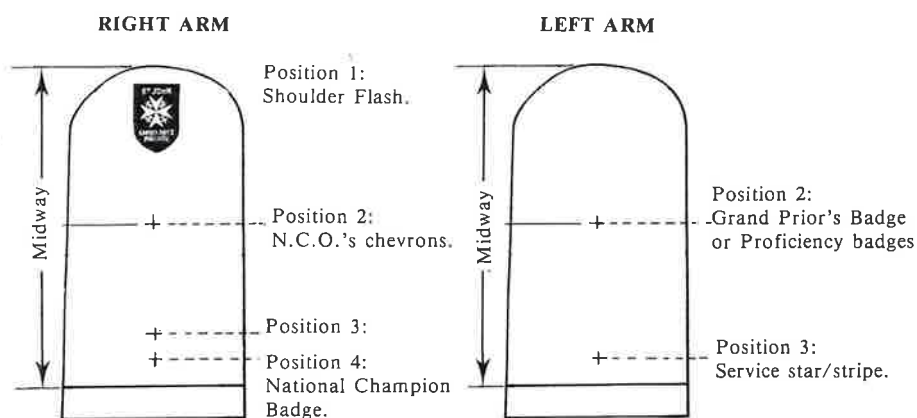


Position 3 — Bugler's Badge
(Right Arm only)
Below N.C.O's chevrons (if any)



Position 4 —
National Champion Badge

POSITIONING OF BADGES ON CADET SHIRTS AND DRESSES (SHORT SLEEVE)



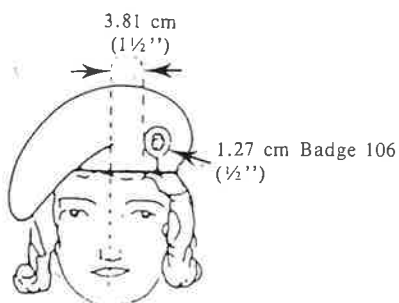
Note: Duke of Edinburgh's Award (AC and NC)

Duke of Edinburgh's Award, if worn with Special Service Shield, will be in line and to the right of the Shield. If worn without the Special Service Shield, it will be centred on the right side, base of badge in line with right armpit.

POSITIONING OF OTHER BADGES FOR CADETS



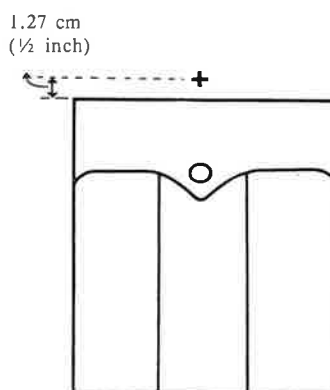
Badge 106



Badge 106
(worn on beret only by both Ambulance and Nursing Cadets)



SPECIAL
SERVICE
SHIELD



POCKET: SHIRT

SPECIAL SERVICE SHEILD
(200 Hours) (RED)
SUBSEQUENT AWARDS DENOTED BY
FOLLOWING COLOURED SHIELDS —
500 Hours — GREEN
800 Hours — BLUE
1000 — YELLOW

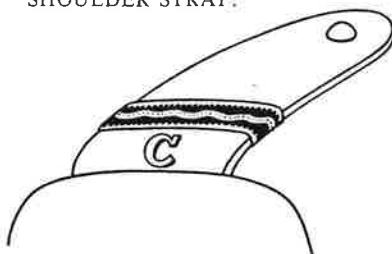
POSITIONING OF BADGES FOR CADET LEADERS



CADET LEADER'S STRIPES

Position — both shoulders.
At bottom of shoulder straps as shown in sketch.

SHOULDER STRAP:



"C" Badge to be worn below Cadet Leader's Stripes.

POSITIONING OF ARMLET FOR PROBATIONARY CADETS



Probationary Cadet Armlet

Position — To be worn on the left arm only, above the elbow

**POSITIONING OF BADGES FOR ST. JOHN JUNIORS FOR JACKETS, SHIRTS
AND DRESSES**



ST. JOHN JUNIOR SHOULDER FLASH
(right arm only)



(Metal)

ST. JOHN JUNIOR BERET BADGE

Third grade, yellow
Second grade, red
First grade, black
(positioned as for Cadet Beret)



(Cloth)

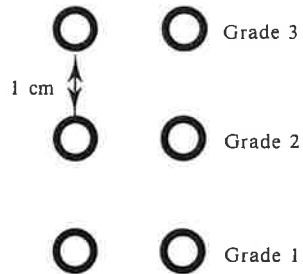
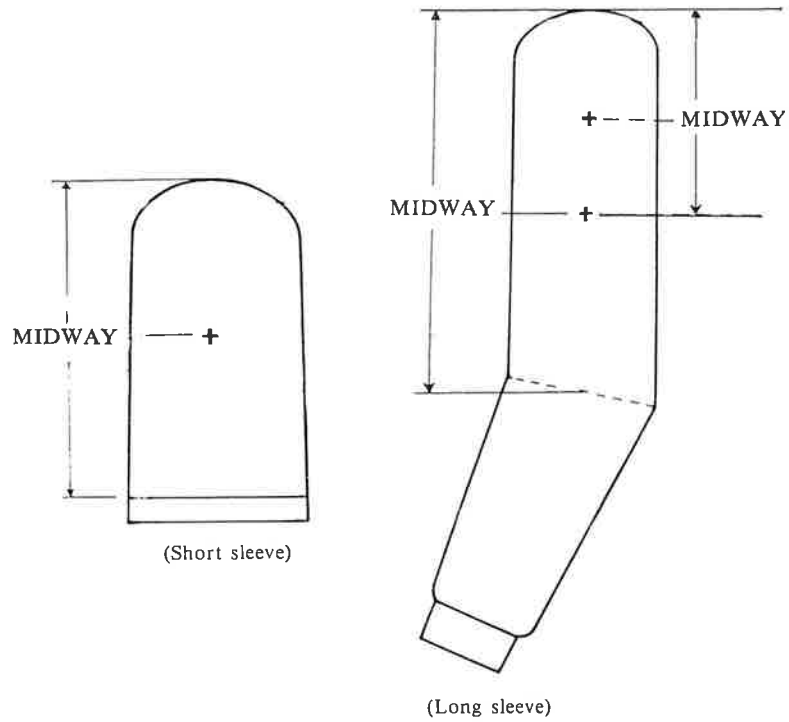
ST. JOHN JUNIOR EFFICIENCY BADGE

Third grade, yellow
Second grade, red
First grade, black
Worn centered over right breast or right
shirt pocket. Also worn on jacket.

ST. JOHN JUNIOR INTEREST BADGES Juniors qualifying for Interest Badges may wear the appropriate Junior Interest Badge.

Worn on the left arm, as shown. Also worn on jacket.

St. John Junior interest badges are to be worn in rows of two, according to grade.



St. John Junior Badges are removed when the St. John Junior becomes a Cadet.