



**AAC**  
**CADET INSTRUCTOR'S**  
**HANDBOOK**

**FORMAL MESS DINNERS**

2005

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## PREFACE

### Aim

1. The aim of this publication is to provide Cadets WO's and Senior NCO's with the information to plan and conduct a dining in night.

### Scope

2. This publication is a guide and was correct at the time of publication. The source for this is the Protocol Manual 2001 as amended. The paragraph numbering has remained the same as the original manual for ease of referencing. It consists of extracts as applicable to the AAC. This document was produced by the Training Cell, HQ NT AAC BN.

## AMENDMENTS

The following promulgated amendments have been made to this publication.

<i><b>Amendment List</b></i>		<i><b>Amended By (Print Name and Initials)</b></i>	<i><b>Date of Amending</b></i>
<i><b>Number</b></i>	<i><b>Date</b></i>		

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# **CHAPTER 1**

## **INTRODUCTION**

### **General**

**1.1** This manual provides advice for Officers, Warrant Officers (WO) and Non-commissioned Officers (NCO) on the basic protocol procedures used within the Australian Army. It is particularly relevant to the procedures in both the officers' and sergeants' messes.

**1.2** This manual is directed principally at officers, WO and Senior Non-commissioned Officers (SNCO), however, there are a number of subjects included which will be of benefit to junior non-commissioned officers (JNCO).

### **Courtesy**

**1.3** Officers may occasionally find themselves under instruction by subordinate ranks. They must appreciate the difficulty in which some of these personnel, who may not have very many years experience, are placed, and help them by being considerate.

**1.4** Newly commissioned officers should seek and take advice from WO and SNCO under their command. They should remember that they can learn more about their profession from them than they can ever impart.

**1.5** WO and SNCO should impart their knowledge and experience without being either patronising or indifferent. JNCO should also pass on their knowledge to young officers, remembering that the young officer of today could very well be their commanding officer in the future.

### **Regimental Sergeant Major**

**1.6** The Regimental Sergeant Major (RSM) has a special place within a unit. Invariably the RSM will be a soldier of considerable ability and experience and, as such, officers, WO and NCO can rely upon the RSM to give sound advice. The RSM has direct access to the commanding officer/commander.

**1.7** The title RSM is only to be used for those WO posted to an RSM position.

## **CHAPTER 2**

**RESERVED**

## CHAPTER 3

### FORMS OF ADDRESS

#### Introduction

**3.1** This chapter deals with the various forms of address for both military personnel and civilian dignitaries.

**3.2** There are many and varied methods of addressing members of the Australian Army, however, it must be remembered that junior ranks are **NEVER** to be referred to, at any time, by their family name only.

#### Commissioned officers

**3.3** Officers are addressed as follows:

- a. by their seniors: by their rank and name (eg 'Captain Jones') or their appointment (eg 'QM'); and
- b. by their juniors: 'sir' or 'ma'am'

**3.4** It is acceptable, however, for junior ranked officers to address senior officers by their rank name provided that the word 'sir/ma'am' is attached at the end (eg 'Major Phelps sir').

#### Subalterns

**3.5** Subalterns may be referred to, by senior ranks, as either 'Lieutenant' or 'Mr/Miss' (eg Mr Andrews); married female officers are still, in this context, referred to as Miss.

**3.6** Junior ranks may also address subalterns as 'Mr/Miss', however, unless the situation dictates differently, 'sir/ma'am' is to be added (eg 'Mr West sir').

#### Warrant officers

**3.7** Senior ranks address warrant officers (WO) by their appointment, if they hold one (eg 'RSM', 'BG', or 'CSM') or, if not, by their rank (eg 'Warrant Officer Creek' or 'Warrant Officer'). They are not addressed personally by their class (eg they are not addressed as 'Warrant Officer Class One'), nor are they addressed as 'Mr'.

**3.8** Only WO holding a sergeant-major appointment are addressed as 'Sergeant Major'.

**3.9** WO are addressed by junior ranks as sir/ma'am at all times, however, if they hold an appointment they may be so addressed, providing 'sir/ma'am' is attached (eg 'CSM sir'). Junior ranks never address WO by their appointment alone, nor do they refer to them as 'Sergeant Major'.

**3.10** WO hold a warrant, hence the name; WO are not non-commissioned officers and, therefore, are not to be referred to as such.

#### Senior non-commissioned officers

**3.11** Both senior and junior ranks address Senior Non-commissioned Officers by either their appointment, if they hold one, their rank, or their rank and name (eg 'chief clerk', 'BQMS', 'sergeant', or 'Sergeant Renton'); it is acceptable for certain appointments to be abbreviated (eg 'Chief' or 'BQ').

**3.12** Staff Sergeants are generally referred to as 'Staff'.

#### Junior non-commissioned officers

**3.13** Both senior and junior ranks also address Junior Non-commissioned Officers by their rank, or rank and name (eg 'Corporal' or 'Bombardier Thumpkins').

**3.14** Lance Corporals, and Lance Bombardiers, are normally referred to as either 'Corporal' or 'Bombardier'.

#### **Private soldiers**

**3.15** Private soldiers are referred to by their rank or, their rank and name (eg 'Trooper' or 'Sapper Gough').

#### **Officer cadets**

**3.16** Officer cadets are addressed as 'Cadet'; if they hold an appointment, or have cadet rank, they are addressed by either that appointment or rank (eg 'BSM' or 'Sergeant O'Sullivan').

**3.17** Officer cadets refer to non-commissioned officers and private soldiers by their rank. They address both commissioned officers and WO as 'sir/ma'am' at **ALL** times.

#### **Forms of address by peers**

**3.18** Personnel of the same rank normally address their peers by their first name. However, it is acceptable to use the person's rank or appointment (eg 'RSM' or 'Sergeant').

#### **Christian names and nicknames**

**3.19** It is acceptable, in most cases, for a senior rank to address a junior rank by their first name if they are well known to each other, however, it must only be used at a suitable time and place.

**3.20** It is also acceptable to address a junior rank by a nickname, however, it too must be used at an acceptable time and place, and the name must not be inappropriate or offensive to the person concerned.

#### **Paying of compliments**

**3.21** When saluted by other ranks it is courtesy for commissioned officers to return the salute and verbally acknowledge the soldiers concerned by their rank or appointment; it is unacceptable for officers not to return the salute.

#### **Respect**

**3.22** All personnel, regardless of rank, gender, religion, or race are to be treated with respect.

#### **Dignitaries**

**3.23** Table 3–1 explains the various forms of address to be used for a range of dignitaries and appointments.

**3.24** For personnel, or appointments, that are not covered in the table, see Asher Joel's book 'Australian Protocol and Procedures'.

**3.25** Other introductions are discussed in chapter 9—'Mess Dinner'.

Serial	Personage	Introduced As	Initially Addressed As	Subsequently Addressed As
(a)	(b)	(c)	(d)	(e)
<b>Members of the Royal Family</b>				
1	The Queen	Her Majesty The Queen	Your Majesty	Ma'am
2	The Queen Mother	Her Majesty Queen Elizabeth, The Queen Mother	Your Majesty	Ma'am
3	The Duke of Edinburgh	His Royal Highness Prince Phillip, The Duke of Edinburgh	Your Royal Highness	Sir

Serial	Personage	Introduced As	Initially Addressed As	Subsequently Addressed As
(a)	(b)	(c)	(d)	(e)
4	Prince Charles	His Royal Highness The Prince Charles, Prince of Wales	Your Royal Highness	Sir
5	Other members of the Royal Family	His/Her Royal Highness, The Prince/Princess ...	Your Royal Highness	Sir/Ma'am
<b>The Queen's Representatives</b>				
6	Governor-General <sup>(a)</sup>	The Governor-General, His Excellency, The Right Reverend Dr Peter Hollingworth	Your Excellency	Governor-General
7		Mrs Hollingworth	Your Excellencies	Mrs Hollingworth
8	Governor-Generals of other Commonwealth nations	His/Her Excellency, the Governor-General of ...	Your Excellency	Sir/Ma'am
9	State Governors	His/Her Excellency, the Governor of ... <sup>(b)</sup>	Your Excellency	Sir/Ma'am
10	Spouses of Governors	Lady/Mrs/Mr (family name only)	Lady (surname)/Ma'am/Sir	Lady (family name)/Ma'am/ Sir
<b>Ambassadors</b>				
11	Ambassador or High Commissioner	His/Her Excellency the (country) Ambassador/High Commissioner to Australia	Your Excellency	Sir/Ma'am
<b>Members of Parliament</b>				
12	Prime Minister	The Honourable Mr/Mrs (first and family name), Prime Minister of Australia	Prime Minister	Mr/Mrs/Miss/Ms (family name)
13	State Premiers	The Honourable Mr/Mrs (first and family name), Premier of (state)	Premier	Mr/Mrs/Miss/Ms (family name), or
14	Federal or State Ministers	The Minister for ..., the Honourable (first and family name) <sup>(c)</sup>	Minister	Minister
15	Shadow Ministers	The Shadow Minister for ..., (the Honourable) (first and family name) <sup>(d)</sup> <sup>(e)</sup>	Mr/Mrs/Miss/Ms (family name)	Mr/Mrs/Miss/Ms (family name)
16	Senators	Senator (first and family name) <sup>(c)(d)</sup>	Senator	Senator
<b>Lord Mayors</b>				
17	Lord Mayor (Sydney, Hobart, Brisbane)	The Right Honourable the Lord Mayor of ..., Alderman (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
18	Lord Mayor (Melbourne)	The Right Honourable the Lord Mayor of ....., Councillor (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>

Serial	Personage	Introduced As	Initially Addressed As	Subsequently Addressed As
(a)	(b)	(c)	(d)	(e)
19	Lord Mayor (Adelaide, Perth)	The Right Honourable the Lord Mayor of....., Mr/Mrs/Miss/Ms (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
20	Lord Mayor (Darwin)	The Right Worshipful the Lord Mayor of Darwin, Mr/Mrs/Miss/Ms (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
21	Lord Mayor (Newcastle)	The Right Worshipful the Lord Mayor of Newcastle, Alderman (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
22	Lord Mayor (Wollongong)	The Right Worshipful the Lord Mayor of the City of Wollongong, Alderman (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
<b>Mayors/Shire Presidents</b>				
23	Mayor of Geelong(f)	The Right Worshipful the Mayor of Geelong, Alderman (family name)	Mr/Madam Mayor or, Mayor <sup>(f)(g)</sup>	Mr/Madam Mayor or, Mayor <sup>(f)(g)</sup>
24	Other Mayors	His/Her Worship the Mayor of ..., Alderman/Councillor (h) (family name)	Mr/Madam Mayor or, Mayor <sup>(f)(g)</sup>	Mr/Madam Mayor or, Mayor <sup>(f)(g)</sup>
25	Shire Presidents	the Shire President, Councillor (family name)	Mr/Madam President	Mr/Madam President
<b>Judges</b>				
26	Chief Justice of Australia	The Honourable (first and last name), Chief Justice of Australia	Chief Justice	Chief Justice
27	Justice, High Court of Australia	The Honourable Justice (family name)	Judge	Judge
28	Chief Justice, Federal Court of Australia	The Honourable (first and last name)	Chief Justice	Chief Justice
29	Judge, Federal Court of Australia	The Honourable Justice (family name)	Judge	Judge
30	Chief Justice of the Family Court of Australia	The Honourable (first and last name), Chief Justice of the family Court of Australia	Chief Justice	Chief Justice
31	Chief Justice of a State Supreme Court	The Honourable (first and last name), Chief Justice of the Supreme Court of (state)	Chief Justice	Chief Justice
32	Judges of other superior courts	The Honourable Justice (family name)	Judge	Judge
33	Judges of other courts	His/Her Honour Judge (family name)	Judge	Judge

Serial	Personage	Introduced As	Initially Addressed As	Subsequently Addressed As
(a)	(b)	(c)	(d)	(e)
19	Lord Mayor (Adelaide, Perth)	The Right Honourable the Lord Mayor of....., Mr/Mrs/Miss/Ms (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
20	Lord Mayor (Darwin)	The Right Worshipful the Lord Mayor of Darwin, Mr/Mrs/Miss/Ms (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
21	Lord Mayor (Newcastle)	The Right Worshipful the Lord Mayor of Newcastle, Alderman (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
22	Lord Mayor (Wollongong)	The Right Worshipful the Lord Mayor of the City of Wollongong, Alderman (family name)	Lord Mayor <sup>(f)(g)</sup>	Lord Mayor <sup>(f)(g)</sup>
<b>Mayors/Shire Presidents</b>				
23	Mayor of Geelong(f)	The Right Worshipful the Mayor of Geelong, Alderman (family name)	Mr/Madam Mayor or, Mayor <sup>(f)(g)</sup>	Mr/Madam Mayor or, Mayor <sup>(f)(g)</sup>
24	Other Mayors	His/Her Worship the Mayor of ..., Alderman/Councillor (h) (family name)	Mr/Madam Mayor or, Mayor <sup>(f)(g)</sup>	Mr/Madam Mayor or, Mayor <sup>(f)(g)</sup>
25	Shire Presidents	the Shire President, Councillor (family name)	Mr/Madam President	Mr/Madam President
<b>Judges</b>				
26	Chief Justice of Australia	The Honourable (first and last name), Chief Justice of Australia	Chief Justice	Chief Justice
27	Justice, High Court of Australia	The Honourable Justice (family name)	Judge	Judge
28	Chief Justice, Federal Court of Australia	The Honourable (first and last name)	Chief Justice	Chief Justice
29	Judge, Federal Court of Australia	The Honourable Justice (family name)	Judge	Judge
30	Chief Justice of the Family Court of Australia	The Honourable (first and last name), Chief Justice of the family Court of Australia	Chief Justice	Chief Justice
31	Chief Justice of a State Supreme Court	The Honourable (first and last name), Chief Justice of the Supreme Court of (state)	Chief Justice	Chief Justice
32	Judges of other superior courts	The Honourable Justice (family name)	Judge	Judge
33	Judges of other courts	His/Her Honour Judge (family name)	Judge	Judge



## Notes

- (a) Forms of address may change from Governor-General to Governor-General. For formal invitations etc and inscriptions on plaques the style is: *'His Excellency the Right Reverend Dr Peter Hollingworth, AC, OBE, Governor-General of the Commonwealth of Australia'*.
- (b) A state governor, when outside his/her state is referred to as being the governor of that state, however, the title 'Excellency' is not used (eg within the state the personage would be referred to as 'His Excellency the Governor of South Australia'; outside the state it would be 'Major General Miles, the Governor of South Australia').
- (c) Ministers and shadow ministers who are senators are addressed as 'The Minister for            Senator, (the Honourable) (first and family name)'.
- (d) If the shadow minister has held a portfolio in a former government he/she is addressed as 'The Honourable            '.
- (e) Senators who are shadow ministers are addressed as 'Senator'.
- (f) All mayors, male and female, use the same form of address.
- (g) Mayors' wives are addressed as 'Madam Mayoress' and mayors' husbands are addressed as 'Mr (Dr etc.) (family name)'.
- (h) Check with the appropriate council for the correct term (ie alderman or councillor).
- (i) For written forms of Address see Asher Joel's book 'Australian Protocol and Procedures'.

### Table 3–1: Forms of address

**3.26** When personally introducing one of the above personages an example of the form of address, by the person conducting the introduction, is as follows:

- a. 'Your Excellency (Mrs Hollingworth, minister, Mr ..., Mrs ..) may I present Mr and Mrs .. '.

**3.27** The junior person (in age, rank or position) is introduced to the senior; however, in normal day-to-day situations a gentleman is introduced to a lady (eg ‘... may I present Mr Miles’). (Sir ... may I present LT Brendan Miles who is a Troop Comd with 182 Signal Sqn.)

**3.28 If there is any doubt about the correct form of address for a particular personage it is advisable to contact the appropriate office, embassy etc for confirmation.**

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## CHAPTER 4

### INVITATIONS

#### Introduction

**4.1** This chapter deals with invitations to social and mess functions; other forms of social correspondence are dealt with in chapter 7—‘Social correspondence’.

**4.2** The more relaxed conventions of recent years are not an excuse for poor manners. As a host, a member should issue social invitations in time to give guests at least a fortnight in which to reply and, in consideration of the host, replies to any invitation should be prompt.

#### Writing the invitation

**4.3** Invitations are generally on a plain white card, 150 mm wide, by 115 mm high. The regimental/unit crest is positioned at the top centre of the card and the printing is to be in copperplate, or a similar style type (*see* figure 4–1). Type styles are not to be mixed.

**4.4** The inserts in invitations are to be hand written, not typed.

**4.5** The essential features of every invitation are as follows:

- a. the host;
- b. the guest;
- c. the occasion;
- d. the place;
- e. the time; and
- f. the dress (dress requirements are to be clear on all invitations, however, should the dress not be clear, the guest should check with the host or hostess).

**4.6** Invitations from an officers’ mess are to be in the name of the Commanding Officer or the Commander. Invitations from a sergeants’ mess are to be in the name of the President of the Mess Committee (PMC).

**4.7** Invitations from a composite officers’ mess are to be from the PMC (a composite mess is a mess, other than a brigade or a divisional mess, where more than one unit shares the mess facilities).

**4.8** Invitations from a composite sergeants’ mess are to be from the mess PMC.

**4.9** When addressing an official invitation to attend a mess, unit, social or private function the envelope is addressed to the member.

**4.10** Official invitations to serving personnel are addressed to the member’s unit, whilst invitations to ex-members, or non-serving members, are sent to the guest’s home address.

#### Timings

**4.11** Timings are to be written in a non-military style (eg 7.30 pm, NOT 1930 hours).

**4.12** Mess function timings for members and unofficial guests state the time the mess is to be assembled and the time dinner is to be served, eg ‘7.00 pm for 7.30 pm’ means that everyone is to be in the mess by 7.00 ready to receive the official guests.

**4.13** The first time on an official guest’s invitation (eg ‘7.10 pm’) is the time the official guest is to arrive at the mess.

**4.14** All official guests are expected to arrive at functions at the actual time stated, and should not remain beyond any stipulated finish time. Members and guests do not leave a function until the senior official guest(s) has departed.

<p><i>(Regimental/Unit Crest)</i>  <i>Lieutenant Colonel J. Ryan</i>  <i>and Officers of the</i>  <i>51st Field Regiment RAA</i>  <i>request the pleasure of the company of</i></p> <p>.....(a).....</p> <p><i>at</i>.....(b).....</p> <p><i>to be held in the Regimental Officers' Mess (c)</i></p> <p><i>on</i></p> <p>.....(d).....</p> <p><i>at</i>.....(e).....</p> <p><i>R.S.V.P</i> <span style="float: right;"><i>(f)</i></span>  <i>The Secretary</i></p>	
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#### Notes

- (a) The name of the person(s) to be invited.
- (b) The occasion (eg 'a Regimental Dining-in Night', 'a Cocktail Party'). (c) Location.
- (d) The date (eg 'Tuesday, 19 September 1997').
- (e) The time (eg '7.10 pm for 7.30 pm').
- (f) The dress.

**Table 4.1 – Example of an invitation**

#### Post nominals on invitations

**4.15** With the exception of **VC**, **CV**, **MP**, and **RAN** (see chapter 6, paragraph 6.12), post nominals are **NOT** included on invitations; they are, however, used on the invitation's envelope.

#### Addressing the invitation and the envelope

**4.16** Invitations are addressed to the guests, whilst the envelope is addressed to either the serving member (or ex-member).

**4.17** Below are examples of addressing the invitations:

- a. To a defence member and his wife (Brigadier B.M. Mummery is an Officer of the Order of Australia):

Brigadier and Mrs A.J. Mummery

- b. To a Defence Member and his friend:

Captain B.A. Reading and Miss D. Wilson

- c. To a Defence Member (Warrant Officer Austen is a recipient of the Medal of the Order of Australia):

Warrant Officer Class One T.L. Austen

- d. To a civilian and his wife:

Mr and Mrs R. Orr

### Notes

Brigadier Mummery's and Warrant Officer Austen's post nominals are not used.

All ranks are written in full.

If a guest is invited to bring a partner then every effort is to be made to make known that person's name; no invitation should ever read: '... **and Partner**', or '... **and Guest**'. No invitation is to ever read: '... **and Wife**'.

**4.18** Below are examples of addressing the envelopes for the above four guests:

- a. Brigadier and Mrs A.J. Mummery:

Brigadier A.J. Mummery, AO

- b. Captain B.A. Reading and Miss D. Wilson:

Captain B.A. Reading

- c. Warrant Officer Class One T.L. Austen:

Warrant Officer Class One T.L. Austen, OAM

- d. Mr and Mrs R. Orr:

Mr R. Orr

### Invitations to the Governor-General

**4.19** For invitations to the Governor-General see chapter 5—‘Royal and Vice-Regal occasions’.

### Acceptance and non-acceptance

**4.20** Examples of an acceptance to an invitation and a non-acceptance are shown in figure 4–2 and 4–3 respectively.

**4.21** In both cases the replies are to be hand written.

*Major D. Low  
thanks the  
President and Members  
of the  
Army Officers' Mess  
for their kind invitation to attend  
the Dining-in Night  
at the Mess  
on  
Friday, 14 August 1997  
at  
7.00 pm  
and has much pleasure in accepting.*

*30 July 1997  
Canberra*

**Table 4–2: Example of an acceptance to an invitation**

*Major J. Hill  
thanks the  
President and Members  
of the  
Army Officers' Mess  
for their kind invitation to attend  
the Dining-in Night  
at the Mess  
on  
Friday, 14 August 1997  
at  
7.00 pm  
but regrets that he is unable to accept*

*30 July 1997  
Canberra*

**Table 4–3: Example of a non-acceptance to an invitation**

**4.22** Acceptance to a Royal or Vice-Regal invitation are covered in chapter 5.

#### **Responsibilities for invitations** <sup>423</sup>

**4.23** The responsibilities for the issuing of invitations to Royal, vice-regal personages, senior politicians and officers is laid down in annex A to chapter 3 of the *Ceremonial Manual 1998*.

#### **Thank you letters**

**4.24** It is courteous to send a letter of appreciation to the host of a function after the event. The reply should be handwritten and, if possible, sent off on the day following the occasion.

**CHAPTER 5**  
**ROYAL AND VICE REGAL OCCASIONS**

**RESERVED**



## CHAPTER 6

### POSTNOMINALS

#### Introduction

**6.1** Whilst there are a great range of post-nominals which may be used in the 'wider world', those listed in chapter 30 of *Army Standing Orders for Dress*, 'Orders, Decorations and Medals', are the ones generally accepted and commonly used by Defence Service personnel. However, there are times when it would be appropriate for Service personnel to use other post-nominals (eg civil academic post-nominals) and these are covered in paragraph 6.10.

**6.2** Post-nominals are written without full stops and are separated from the family name by a comma; when several post-nominals occur after a family name, commas are inserted between them.

**6.3** Post-nominal for the Order of St John of Jerusalem are not to be used.

#### Use of post-nominals

**6.4** Post-nominals **ARE** used in the following circumstances:

- a. in address blocks on envelopes;
- b. in address blocks on letters;
- c. in demi-official letter signature blocks;
- d. on signs, such as door signs or display signs (eg honour boards, and on boards notifying visits to a mess or, personnel attending a conference);
- e. in directories; and
- f. on business cards.

**6.5** Post-nominals **ARE NOT** used in the following circumstances:

- a. on place cards;
- b. on invitations, with the exception of RAN (see paragraph 6.14), VC, CV, and MP;
- c. in normal text writing (see paragraph 6.7) and duty rosters;
- d. correspondence intended for distribution within the Defence Organisation (eg minutes, facsimiles).

**6.6** Post-nominals are not normally used in signature blocks, however, they may be used if it is deemed they are necessary on appropriate occasions (see paragraph 6.10).

**6.7** When writing text post-nominals are used sparingly. It may be necessary, for a particular reason, to mention a person's post-nominals but, having mentioned them once they would not be used again when the name appears.

#### Introductions

**6.8** When introducing guests at mess dinners, parades, and other such functions, post-nominals are **NOT** used (eg Colonel King, CSC, would be introduced as '**Colonel King**').

**6.9** Post-nominals are **NOT** used either when talking about a person (eg a presenter would **not** say: 'The RSM is Warrant Officer Class One Austen, OAM').

## **Other post-nominals**

**6.10** A member of the Defence Force, who is a Justice of the Peace, is not entitled to use the post-nominal 'JP' in relation to military documentation.

**6.11** Academic qualifications post-nominals are not normally used by Military personnel, however, they may be used in appropriate circumstances (eg an annual 'Corps Officers List' which includes, for general information, such post-nominals as: jssc, psc). Academic post-nominals (eg BA or PhD) may also be used on appropriate occasions such as academic conferences.

## **Corps abbreviations**

**6.12** Corps abbreviations (eg RAA) are not accepted post-nominals.

## **Honorary aide-de-camp**

**6.13** The post-nominal ADC (aide-de-camp) is used by senior officers who have been listed as an Honorary ADC. Once the officer ceases to hold the appointment the post-nominal is no longer used.

## **Royal Australian Navy post-nominals**

**6.14** Officers of the Royal Australian Navy are permitted to use the post-nominal RAN.

**6.15** For invitations that include an officer's spouse the post-nominal RAN is not used (eg an invitation could read: '**Admiral A. Jones-Smith, AO, RAN, invites Captain C. Hornblower, RAN ...**', or it could read: '**Admiral and Mrs A. Jones-Smith invite Captain and Mrs C. Hornblower ...**')  
**Retired officers**

**6.16** All officers who have been retired from the ARA and Reserve Forces (including inactive reserve and emergency reserves) are, with the approval of the Chief of Army, permitted to use the post-nominal '(Retd)' (note that the abbreviation is contained in parenthesis, eg **Brigadier V. Williams (Retd)**).

**6.17** The abbreviation is also used by retired officers of both the RAN and the RAAF.

## **Annex:**

A. Titled post-nominals

## **TITLED POST-NOMINALS**

**1.** The Australian Army still deals with a number of personages who hold Imperial and Australian titles; below is an abbreviated list of these titles (in order of precedence) and their corresponding post-nominals:

- |    |       |  |
|----|-------|--|
| a. | KG    | Knight of the Order of the Garter;                                     |
| b. | KT    | Knight of the Order of the Thistle;                                    |
| c. | AK/AD | Knight of the Order of Australia/Dame of the Order of Australia;       |
| d. | GCMG  | Knight (or Dame) Grand Cross of the Order of St Michael and St George; |
| e. | GCVO  | Knight (or Dame) Grand Cross of the Royal Victorian Order;             |
| f. | GBE   | Knight (or Dame) Grand Cross of the Order of the British Empire;       |
| g. | KCB   | Knight Commander of the Order of the Bath;                             |
| h. | DCB   | Dame Commander of the Order of the Bath;                               |
| i. | KCMG  | Knight Commander of the Order of St Michael and St George;             |
| j. | DCMG  | Dame Commander of the Order of St Michael and St George;               |
| k. | KCVO  | Knight Commander of the Royal Victorian Order;                         |
| l. | DCVO  | Dame Commander of the Royal Victorian Order;                           |
| m. | KBE   | Knight Commander of the Order of the British Empire;                   |
| n. | DBE   | Dame Commander of the Order of the British Empire; and                 |
| o. |       | Knight Bachelor <sup>(a)</sup> .                                       |

### **Note**

(a) A Knight Bachelor is addressed as 'Sir/Dame ...' (eg 'Sir David'), but has no post-nominal. Any other post-nominals held are shown.

## **CHAPTER 7**

**RESERVED**

## CHAPTER 8

### THE MESS

#### Introduction

**8.1** The officers' and the sergeant' messes are unique institutions developed in the British Army. They are peculiar to Commonwealth Armies and lack exact counterparts in other armies.

**8.2** An officer once retained private servants whose duties included transporting his baggage, tending his horse, preparing his quarters and arranging his meals. There is no record of officers dining together on a regular basis, with a common shared bill of fare, prior to 1740. This is generally recognised as the beginning of the officers' mess and, in time, the sergeants' mess was also established.

**8.3** The mess, in general terms, refers to the buildings and surrounding areas belonging to the mess (eg car park, outdoor drinking facilities and barbecue area, gardens, swimming pool, tennis court etc); it also refers to any detached accommodation buildings.

#### Functions of the mess

**8.4** The mess plays an important part in the life of a corps, regiment, or a unit. The mess is the place in which all members may meet on a more-or-less equal social footing. Although the mess is the home of the officers, and the warrant officers and senior noncommissioned officers, of a corps, regiment, or a unit, it is also very much the home of the living-in members. The conduct of members follows a pattern based on traditional customs and procedures.

#### Mess rules

**8.5** The management of each mess is the responsibility of the members. The constitution and rules for the conduct of messes are laid down in Defence Instruction (Army) ADMIN 46-2—*Constitution and Rules for Officers' and Sergeants' Messes*'. These rules are not unnecessarily restrictive but, they ensure the smooth operation of the mess for the benefit of all the members and their guests.

**8.6** A mess will also have it's own local mess rules pertaining to dress (in line with those laid down in the Chief of Army's *Army Standing Orders for Dress*), dining and bar timings etc. It is the individual responsibility of each member to be familiar with these local rules as soon as possible after being a member.

#### Mess Staff

**8.7** Mess staff are to be treated with courtesy and consideration, without encouraging familiarity. All mess staff are to be addressed by their rank or title. Civilian or contractor's employees are to be referred to as Mr, Mrs, Miss or Ms ... (family name) ... as appropriate. The staff are not to be employed on personal errands.

**8.8** Any complaints on mess matters, or in regard to the way the staff carry out their duties, are to be addressed to the appropriate mess committee member and not to the mess staff.

**8.9** It must be remembered that, in some messes, the staff are regimental soldiers who have not been trained in the jobs that they are performing within the mess; they are to be treated with extra patience and consideration.

#### Entry to the mess

**8.10** Visitors to a mess (both serving members of the Defence Force and civilian personnel), are to ring the door bell and wait at the entrance until either a member of the mess or the staff invites them in.

## Guests

**8.11** Guests to a mess are to be entertained by their host. Hosts are responsible for their guests, including their conduct, and are to ensure that the guests are familiar with the mess customs and procedures. It is also courtesy for guests, military or civilian, to sign the visitor's book when visiting the mess.

**8.12** Guests are to be introduced to the Commanding Officer (CO)/Regimental Sergeant-Major (RSM) and/or the President of the Mess Committee (PMC) as soon as possible on arrival in the mess. If these people are not in the mess when a guest arrives the guest is to be introduced to the senior member present, and as soon as the CO/RSM and/or the PMC arrives the guest is to be introduced.

**8.13** A host is to arrange for guests to say goodbye to the CO/RSM and/or the PMC before they depart and, a host is not to depart from the mess before their guests.

**8.14** A spouse, who is not a member of the mess, is to be treated as a guest at **all** times.

**8.15** Mess members whose spouses are Service members, and whose ranks do not entitle them to mess membership may, with the approval of the CO/RSM or the PMC, be accompanied by their spouses on occasions when mixed functions are held, provided uniform is not worn and normal courtesy is observed to superior ranking officers.

**8.16** Hosts should attend to their guests needs and wellbeing and members should mix freely with guests, making them feel welcome.

## Dress in the Mess

**8.17** Members and their guests are to maintain high standards of dress within the mess. Local mess rules, based on *Army Standing Orders for Dress*, are to stipulate the standard of dress that is acceptable. Members are responsible, at all times, for the standard of dress of their guests.

## Compliments, courtesy and mode of address 8.18

**8.18** The exchange of compliments is an expression of mutual respect and is not to be interpreted as a mark of servility, therefore each senior rank, or office, must be given the appropriate compliment, and a compliment from a subordinate rank must be acknowledged.

**8.19** There are two ways of paying compliments in a mess; rising from a chair or, if standing, coming to attention. Either, depending on the situation, is appropriate.

**8.20** It is courtesy for those who are present to pay compliments to general officers, commanders, commandants and their equivalents, COs, RSMs and PMCs when they enter and depart the mess. Members who enter the mess after these people are to pay their respects as soon as is possible and when a member leaves the mess he/she is to say farewell to the above mentioned personages.

**8.21** Compliments are also paid to civilian women and, in a sergeants' mess, to officers, and functional command and formation RSMs visiting the mess.

**8.22** Officers, warrant officers and non-commissioned officers are to treat their seniors with the courtesy due to their rank and/or position. As a guideline people within a mess are addressed as follows:

- a. persons of equal rank address each other by their first name;
- b. juniors normally address their seniors by either 'sir/ma'am' or their rank and name;
- c. in an officers' mess lieutenants address the unit adjutant as 'sir/ma'am'; and
- d. in a sergeants' mess the RSM and the PMC are addressed as 'sir/ma'am'.

**8.23** In a mess officers or warrant officers, when not on duty, may invite persons junior in rank to address them by their first name.

**8.24** When members introduce non-Service guests to senior Military persons it is natural and acceptable to use the senior person's rank. Senior persons should then, upon being introduced, inform the guests of their first name.

### **Hospitality**

**8.25** A mess is generally judged by the way it's members treat their guests. If a visitor is initially unaccompanied, a mess member should, without hesitation, greet and entertain the visitor until the visitor's host arrives.

**8.26** Visiting Service personnel to the mess should also be made to feel welcome and be introduced to the other members present.

### **Dining-in the mess**

**8.27** Formal meals are under the control of the dining president and are to follow the procedure for a formal mess dinner as laid down in chapter 9.

**8.28** At informal meals members may either enter or leave the dining room within the hours laid down by the mess committee and, with the exception of the CO, RSM and the PMC, there are no reserved seats.

**8.29** Should a member or a guest have a special dietary requirement the member is to inform the dining member in advance.

### **Newspapers and magazines**

**8.30** Newspapers are normally read in either the ante-room or reading room, however, it is acceptable for newspapers and magazines to be read at the breakfast table.

### **Alcohol**

**8.31** There is no custom or tradition that requires mess members to accept an invitation to drink with their fellow members, or to drink alcoholic beverages at all; on the contrary, excessive indulgence is not to be tolerated and is a sign of a lack of self-discipline. No embarrassment is to be caused to those who decline to have an alcoholic drink. Members are only required to pay for their own drinks, or for personal guests. Members and guests are not under any obligation to join a 'shout'.

**8.32** Any ceremony or activity that requires, or encourages, the excessive consumption of alcohol is not permitted.

**8.33** Only in exceptional circumstances, and with the approval of the CO, is alcohol to be consumed during normal duty hours. Alcohol is not to be consumed before or during periods of rostered duty.

**8.34** Where the mess invites official guests to a function all the mess members are to share the costs as determined by the mess committee

### **Attendance at mess functions and meetings**

**8.35** The mess committee may deem certain selected functions (eg dining-in nights) as compulsory attendance by all members. Members wishing to be excused from such functions are to write to the mess secretary seeking exemption, however, such requests should not be assumed as being automatically granted.

**8.36** Mess general meetings are also compulsory.

### **Officers visiting the sergeants' mess**

**8.37** The sergeants' mess is the home of the warrant officers and senior non-commissioned officers and must only be visited by officers as follows:

- a. when invited by the RSM/PMC of the mess, and
- b. with the permission of the PMC of the officers' mess and the CO of the sergeants' mess.

**8.38** When officers have been invited to a sergeants' mess their hosts rightfully expect behaviour of the same standard that the officers expect from their guests. The normal courtesies are to be paid on arrival and departure to the RSM and/or PMC of the sergeants' mess. Members of the sergeants' mess are to be treated with friendly courtesy.

**8.39** The CO, or the senior officer present, may be expected to give the lead when it is time to depart and other officers are to conform so that they do not overstay their welcome.

### **Warrant officers and senior non-commissioned officers visiting the officers' mess**

**8.40** Warrant officers and senior non-commissioned officers are normally only invited to the officers' mess during the annual visit by all members of the sergeants' mess. The CO of a unit may, however, occasionally invite the RSM to the officers' mess for special occasions.

### **Visiting another mess**

**8.41** If staying overnight at another mess it is acceptable to proceed directly to the appropriate mess on arrival at the unit and seek out the mess manager/supervisor (by going to the front door and ringing the bell). Once accommodated the guest should then report to, or get in touch with, either the adjutant or the RSM (whichever is relevant).

**8.42** When departing the unit it is customary to send a letter of thanks to the PMC and/or the CO/RSM.

### **Honorary members**

**8.43** Honorary members of a mess are normally either ex-military personnel or civilians who have been nominated to and accepted by the mess committee. The following personages are also honorary members of all Army messes:

- a. the Governor-General and the Governor-General's personal staff;
- b. state governors and their personal staff; and
- c. administrators of the territories of the Commonwealth and the territories administered by the Commonwealth.

**8.44** Honorary memberships cannot be granted for life and they are to be reviewed annually by the mess committee.



## CHAPTER 9

### MESS DINNER

#### Introduction

**9.1** The Formal Mess Dinner, commonly referred to as the Dining-in Night, is an Army tradition. Over time simple procedures have become established practices and they impart a graciousness to the occasion not often found elsewhere. The Dinner is a regular feature of mess life.

**9.2** These Dinners differ from informal and formal meals, in so far as all members of the mess are required to attend and guests may also be invited. A member may only be excused from a Formal Dinner with the permission of the President of the Mess Committee (PMC).

**9.3** This chapter should be read in conjunction with chapter 8—‘The mess’.

#### Procedure

**9.4** A similar Dinner procedure is to be followed in all messes and minor variations, for no apparent reason, are not to occur. However, customs that have some true regimental/corps basis are encouraged, except where they may contravene Army policy, or military/civil law.

#### Invitations

**9.5** Invitations to a mess dinner are dealt with in chapter 4—‘Invitations’.

#### Dining President

**9.6** The Dinner is under the control of the Dining President who is appointed by the PMC. Any member may be appointed as the Dining President, including the CO, the RSM, or the PMC.

**9.7** Whilst the planning of the Dinner is the responsibility of the PMC and the mess committee, it is the Dining President who is responsible for the actual conduct of the Dinner on the evening in question; the Dining President is to ensure that all the customs and traditions of both the mess and the Dinner are observed.

#### Dining Vice-President

**9.8** The Dining Vice-President is normally a junior member of the mess and is appointed by the PMC to assist the Dining President.

**9.9** The Dining Vice-President may be referred to as ‘**Dining Vice-President**’, however, the term more commonly used is ‘**Mr Vice**’, regardless of gender.

#### Seating plan

**9.10** When male and females are present at a dinner together the following guidelines for the seating arrangements should be observed:

- a. As far as possible men and women should be seated alternately.
- b. Spouses/partners should normally be seated opposite, or diagonally opposite each other. However, if a member is bringing a new partner to the Dinner it is acceptable to have the couple sitting next to each other.
- c. The Dining President is seated at the centre of the main (‘top’) table (if the seating arrangements employ either a T, U, or a multi-leg shaped layout; see annexes A, B and C). If a single table is to be used the President is positioned in the centre of one side of the table with, if possible, the National Flags, or the Colours, behind the President (see annexes D, E and F).

- d. At a 'Members only Dinner' the senior official guest sits to the right of the Dining President and the second senior official guest to the President's left. If possible the CO (RSM), the unit 2IC and the mess secretary should also sit at the 'top' table.
- e. At a 'Mixed' Dinner the senior official guest sits to the right of the Dining President and the guest's wife/husband sits to the President's left; the wife/husband of the President sits to the right of the senior official guest. If possible, the seating should then alternate male-female around the table(s).
- f. The Dining Vice-President is positioned, if the seating arrangements employ either a T, U, or a multi-leg shaped layout, at the end of the left-hand table (looking up towards the 'top' table). If a single table arrangement is set-up the Vice-President is positioned at the end of the table, to the President's right (an experienced and responsible member should be positioned next to, or near, the Vice-President to guide the member through the evening's proceedings).

**9.11** The other official guests may be seated at the 'top' table, or they may be evenly spread around the other tables, intermingled with the mess members

**9.12** There is no requirement for the official guest's personal host to sit with the guest during the Dinner.

### **Order of Ceremony**

**9.13** The Order of Ceremony for a Formal Mess Dinner is as follows:

- a. assembly of the mess members and unofficial guests;
- b. reception of the official guest(s);
- c. move into dinner;
- d. marching-in the Colours;
- e. grace;
- f. the meal;
- g. passing the port;
- h. the toasts;
- i. speeches;
- j. marching-out the Colours;
- k. withdrawal from the table;
- l. coffee (and drinks) in the ante room;
- m. departure of the official guest(s); and
- n. departure of the members and other guests.

### **Assembly**

**9.14** The first timing on an invitation is that time which all the members of the mess are to be assembled in the mess ante room (or any other nominated location) for the receiving of the official guests. The second timing is that expected for moving into the dinner (eg 7.00 for 7.30 means all members are to be assembled by 7 o'clock).

**9.15** The only drinks to be served prior to dinner are sherry or non-alcoholic beverages (normally orange juice).

**9.16** All guests and members are to sign the visitors' book on arrival at the mess.

### **Reception of the official guests**

**9.17** Official guests are given exact times to arrive and it is courtesy that they arrive at the requested time and not earlier, nor later.

**9.18** Members of the mess, nominated by the Dining President, are allocated to each official guest to act as their personal hosts for the evening.

**9.19** If the Dinner is a mixed occasion, and the guest is accompanied, there is to be a host and hostess nominated for each couple.

**9.20** The procedure for receiving official guests is as follows:

- a. the guest is received, if possible, just outside the front door to the mess by the Dining President, assisted by the guest's personal host;
- b. the Dining President introduces the guest to the PMC and the CO/RSM;
- c. the guest is asked to sign the visitors' book;
- d. the guest is provided with a refreshment by the host;
- e. the guest is then introduced to the members and guests by the Dining Vice-President (this is normally carried-out by the Dining Vice-President ringing a bell, when all talking and drinking ceases and the members and guests turn to face the guest); and
- f. the host then escorts the official guest around the room, personally introducing the members and guests (this is carried-out naturally and without fuss; it is not important that the guest gets around the whole mess before dinner).

**9.21** When introducing guests at a mess function (or any other function, including parades) initials and post-nominals are **NOT** used (eg the correct method of introducing Brigadier A.J. Mummery, AO, the Commander of 2nd Brigade is: '**Gentlemen, the Brigade Commander, Brigadier Mummery**' or, '**Ladies and Gentlemen, the Brigade Commander, Brigadier Mummery, and Mrs Mummery**').

**9.22** A Knight would be introduced as '**Sir Richard Reading**' or, '**Sir Richard and Lady Reading**'.

**9.23** If there is more than one official guest to be received the junior guest arrives first with the senior guest arriving last.

### **Move into dinner**

**9.24** Five minutes before moving into dinner members and guests are advised that dinner is about to be served. This may be done verbally, with the Dining Vice-President saying: 'Gentlemen (ladies and gentlemen), five minutes'. However, this may also be announced by means of a bugle call ('Warning for Dinner'); with a large gathering, or with a mixed dinner, it may be advisable to give a 10 minute warning.

**9.25** At the appropriate time, and satisfied that all the guests and members are ready, the Vice-President will announce that dinner is served. This is normally done with the Dining Vice-President asking: '**Gentlemen (ladies and gentlemen) would you please accompany the Dining President and his (her) guests into dinner**' (the verbal announcement may be replaced by the playing of 'Mess Call').

**9.26** The Dining President accompanies the 'top' table official guests to their seats. The other official guests are accompanied to their seats by their personal hosts. It is the responsibility of all personal hosts to be familiar with their guests seating arrangements and ensure that the guests are advised of where their seats are before moving into dinner.

**9.27** At 'mixed' dinners it is the gentlemen's responsibility to check the seating plan and seek out (at least five minutes prior to moving into dinner) the lady who will be sitting to their right.

**9.28** The members and other guests follow on immediately behind the official guests and all members and guests move to a position behind their seats. At 'mixed' dinners the gentlemen escort the ladies who will be sitting to their right by offering the ladies their left arm.

**9.29** The Dining Vice-President ensures that all the guests and members have moved in for dinner and then takes up the appropriate position at the table. When in position the Dining Vice-President reports: **'Sir (ma'm); the Mess is assembled'**.

**9.30** The tables in the dining room are set for the exact number of guests and members, however, if for any reason there is a vacant place the spare table settings and chair are to be removed by the mess stewards and the gap is to be, as best as is possible, closed-up. This should be completed, if possible, before dinner is served.

**9.31** No member or guest is to enter the dining room after the Dining Vice-President.

**9.32** If a piper, or a band is present, the 'Army March', or the appropriate regimental march, may be played as the members and guests make their way to their seats. The piper leads the President and official guests into the dining room and, standing at a suitable position, continues to play. Once everyone is at their seat the piper ceases playing and marches-out of the room.

**9.33** If Colours (etc.) are to be marched-in the Dining President, once the Mess is assembled, orders: **'March-in the Colours'**.

## **Grace**

**9.34** Once the mess is assembled, the Colours (if applicable) are in place and the Colour party has retired, the Dining President asks the chaplain, if present, or one of the members to say grace.

**9.35** Grace should be short and, if the regimental or corps in question has a laid down form of grace, it is to be said.

**9.36** At the conclusion of grace the Dining President is the first to be seated; however, if the President is a gentleman and there is a lady beside him, he should pull-out her chair and assist her to sit before sitting himself. This gesture is also carried-out by the remaining gentlemen for the ladies to their right.

## **Meal**

**9.37** The Dinner may consist of several courses:

- a. an appetiser,
- b. an entree,
- c. sorbet,
- d. the main course, and
- e. dessert.

**9.38** The first course (the appetiser, if on the menu, or the entree) should be, if possible, already served-up on the table before the members and guests enter the dining room.

**9.39** The first person to be served is the Dining President and no one is to commence eating until the President does so. The President does not start eating, however, until all of the 'top' table is served or, at a single table setting, until the entire table is served. The President should commence eating as soon as possible so as to prevent the hot meals from cooling down.

**9.40** The Dining Vice-President is served immediately after the President.

**9.41** There should be one food steward for no more than 10 stations (places) when employing plated service or, six stations if employing silver (or spoon and fork) service. At each station the food is served in a clockwise direction.

**9.42** Beverages are also served in a clockwise direction, again starting with the President and the Dining Vice-President.

**9.43** Diners are to be offered a choice between wines and non-alcoholic beverages and they are both to be served concurrently throughout the dinner.

**9.44** Plates and food are served from the left of the diner and finished plates are also removed from the left; drink is poured from the diner's right.

**9.45** The mess supervisor is to be positioned in a suitable location convenient to the Dining President. The supervisor is to control and supervise the stewards throughout the Dinner and, at the same time, be attentive to both the President and the Dining Vice-President for any instructions.

**9.46** Should the Dining Vice-President be called away from the table, for any reason, a junior officer (sergeant) sitting near to the Dining Vice-President is to stand-in until the Dining Vice-President's return.

**9.47** Normally there is no break during a Dinner, however, there may be some occasions when it would be suitable to do so; in this case the break is conducted between the main meal and dessert. Should a guest have to leave the table during the Dinner the departure should be done quietly and without fuss, and the guest should be accompanied by the person seated to the guest's left

**9.48** If a band is present, unobtrusive music may be played throughout the Dinner.

**9.49** At the completion of the dessert the stewards clear the table(s). The only items to be left are the following:

- a. port glasses;
- b. table centre pieces and trophies;
- c. candelabras;
- d. floral arrangements; and
- e. the President's hammer and gavel.

### **Passing the port**

**9.50** Once the tables are cleared the decanters of port are brought out. One decanter is placed in front of the Dining President and another in front of the Dining Vice-President. If desired, decanters may be placed at other positions too (eg at the top and bottom of each table).

**9.51** When all the decanters have been placed in position, and the excess stewards have withdrawn, the President removes the stopper from the top of the decanter, places it on the table and then pours his (her) own glass; the glass is only **half-filled**. The President then passes the decanter to the left (if a lady guest is to the left of a gentleman President the President **fully** fills her glass before passing the decanter on).

**9.52** The Dining Vice-President removes the stopper from the decanter at the same time as the Dining President and follows the same procedures. Members with other decanters remove the stoppers after the President and Dining Vice-President have done so, however, they fully fill their glasses before passing the decanters on. The glasses of lady guests are filled for them by the gentlemen on their right.

**9.53** The port is always passed to the left and, with the exception of both the President and Dining Vice-President, all members and guests glasses are fully filled.

**9.54** A few stewards are to be on hand to replace any decanters that become empty, to carry decanters across from the end of one table to the start of another and, to serve water to any guest who does not wish to drink port.

**9.55** When the decanters return to both the Dining President and Dining Vice-President they top up their own glasses. The stoppers are not replaced, into the decanter, until it is decided that no more port is to be poured.

**9.56** No one is to drink until such time as the first toast is given. There is no Army tradition about the method of 'passing the port' (other than it is passed to the left), however, it should be done, without rushing, as quickly as possible. Once the port is passed all the mess staff retire from the dining room but, at the direction of the Dining President, the mess supervisor may remain.

## **Toasts**

**9.57** The sequence of toasts is as follows:

- a. the Loyal Toast;
- b. Commonwealth heads of state (not government), in alphabetical order;
- c. other heads of state (not government), in alphabetical order; d. the colonel-in-chief;
- e. the Australian Army;
- f. the corps or regiment; and
- g. if applicable, other toasts (eg at a 'mixed' dinner, 'The Ladies').

**9.58** Toasts are normally called for by the Dining President and proposed by the Dining Vice-President. Guests, however, do NOT call for, nor propose a toast. The Dining Vice-President's proposal is repeated by the members and guests.

**9.59** The methods of proposing toasts are laid-out in the following paragraphs. No other words or phrases (eg 'please be up-standing') are to be used.

## **Loyal Toast**

**9.60** The calling for and the proposing of the Loyal Toast is carried-out as follows:

- a. the Dining President, remaining seated, calls the Dinner to order and says '**Dining Vice-President**' (or '**Mr Vice**');
- b. the Dining Vice-President will stand and say '**Gentlemen** (or '**Ladies and gentlemen**'); all guests and members stand and the glasses remain on the table;
- c. the band, if present, will play the first four and last four bars of the Australian National Anthem;
- d. once the music is completed or, if there is no band, once all the guests and members are standing and quiet, the Dining Vice-President will say '**The Queen**'; all will raise their glasses and say '**The Queen**' (guests and members with their backs to the portrait of Her Majesty are to turn and face it);
- e. once the toast is completed the Dining President sits, followed by the guests and members.

**9.61** The Australian Army does not embellish the Loyal toast.

## Toasts to foreign heads of state

**9.62** When a foreign member or guest is present a toast should be proposed to that person's head of state (NOT to the head of government, unless they are one-and-the-same). **It is suggested that the person, or guest be consulted beforehand for the correct wording of the toast.**

**9.63** As with the Loyal Toast, toasts to foreign heads of state are not embellished. Should there be any problems or doubts about the method, or the order of the toasts, then the idea of toasting foreign heads of state should be abandoned.

**9.64** The method of toasting a foreign head of state is basically as described at paragraph 9.60, however, the Dining President would announce the full title of the personage being toasted (eg **'The President of the United States of America'**) and the Dining Vice-President will propose the toast using an 'abbreviated' form (eg **'Gentlemen, the President'**).

**9.65** If a band is present then it would play the authorised version of the appropriate national anthem, however, if two or more foreign heads of state are to be toasted then they would normally be done so without the playing of the foreign anthems.

## Toasts to Colonels-in-Chief

**9.66** Corps or regiments that have a member of the Royal Family as the colonel-in-chief may include a toast to the colonel-in-chief. The Dining President will call the Dinner to order by saying, for example, **'Dining Vice-President'** or, **'Mr Vice'** (or some other previously nominated member), **'Our Colonel-in-Chief, the Prince of Wales'**. The proposal will be **'Gentlemen (Ladies and Gentlemen), the Prince of Wales'**.

**9.67** The Royal Regiment of Australian Artillery combines the Loyal Toast and the toast to the Captain-General (Colonel-in-Chief). At a Gunner Dinner the Dining President calls the mess to order by saying **'Mr Vice, The Queen, our Captain-General'**. Mr Vice proposes the toast by saying **'Gentlemen (Ladies and gentlemen), the Queen'**.

## Toasts to the Australian Army, corps, or regiments

**9.68** Toasts to the Army, to a corps, or to a regiment, other than the Royal Regiment of Australian Artillery, may have a musical accompaniment of no more than 32 bars (there is no musical accompaniment to a Gunner Toast). The Toast to the Army is called by the Dining President saying **'The Australian Army'**, the response by the Dining Vice-President, and by the members and guests is **'The Army'**.

**9.69** At most dinners when a corps is toasted the President will call the Dinner to order by saying **'Dining Vice-President'** (or another pre-selected person), followed by the full title of the corps (eg **'The Australian Army Band Corps'**); the proposal will normally be **'Gentlemen (Ladies and Gentlemen), The Corps'**; however, some corps standing orders may dictate a different call and response.

**9.70** In the Royal Australian Infantry Corps, when toasting a regiment, the Dining President simply calls for the Dining Vice-President, or another nominated person (eg **'Mr Vice'**); the nominated person stands and proposes the toast by saying **'Gentlemen (Ladies and Gentlemen), The Regiment'**.

**9.71** In the Royal Regiment of Australian Artillery the Dining President calls **'Mr Vice, The Regiment'**, the proposal is **'Gentlemen (Ladies and Gentlemen), The Royal Regiment'**.

## Other toasts

**9.72** At a dinner where there are many foreign guests, representing a number of countries (eg the Chief of Army's Exercise Dinner), the Dining President will call the Dining Vice-President by saying: **'Dining Vice-President, the Heads of State of the Nations of the attending delegates'**. The Vice-President proposes the toast with **'Gentlemen (Ladies and Gentlemen), The Heads of State'**.

## National anthems

**9.73** The Australian National Anthem (as the Host Country) is played AFTER the anthems of other countries. The anthems of other countries are played in an (alphabetical) descending order. **Before the dinner it is wise to advise all the relevant personages, of the countries concerned, of the order so as to ensure that all are satisfied with the selected order.** If there is any doubt or concern then no anthems should be played.

**9.74** At the completion of the toasts the Dining President may invite the senior band member, or piper, as applicable, to the 'top' table; the mess supervisor is to place a chair between the President and the senior official guest. The person concerned is offered a drink (normally a port, or water, however, it is customary to offer whiskey to a piper) and after no more than two drinks the band member, or piper, withdraws and the chair is removed.

**9.75** The port is normally circulated again, as described in paragraphs 9.53 and 9.54, unless the President replaces the stopper into the decanter, in which case no more port is passed or poured.

## After dinner speeches

**9.76** The order for speeches after a dinner is as follows:

- a. the Host, or the Dining President;
- b. the junior ranking official guest; and
- c. the senior ranking guest.

**9.77** In the case where there are co-guests the order is as follows

- a. the Dining President;
- b. the junior Host, or the Host in whose Mess the dinner is being conducted;
- c. the senior Host, or the Host from outside the Mess; and
- d. the official guest (or guests, as described in paragraph 9.76).

**9.78** The Host's speech should always be short and in the style of an introduction to the speakers to follow.

**9.79** When there is more than one official guest to speak it is suggested that the guests concerned be advised of the speaking order beforehand, so as to prevent any embarrassment on the evening.

**9.80** When introducing a speaker initials and post-nominals are **NOT** used.

## Withdrawal from the table

**9.81** At the appropriate time the Dining President will bang the gavel and call for the Dining Vice-President. The Dining Vice-President will stand and call the Dinner to order by saying '**Gentlemen (Ladies and Gentlemen)**'; all members and guests stand. If Colours are present, however, the Dining President will bang the gavel and order '**March-out the Colours**'. All members and guests stand and the Colour party marches-in, recover the Colours, and marches-out

**9.82** The Dining President invites the official guests and the members sitting at the 'top' table to move-out for coffee in the ante room and they then withdraw from the dining room. Official guests, sitting at other tables, and the personal hosts to the official guests, also withdraw.

**9.83** As soon as the President and the guests have left the dining room the Dining Vice-President automatically moves to the 'top' table, taking the Dining President's seat; the remaining guests and members resume their seats. Once in position the Dining Vice-President invites a small number of people to also move to the 'top' table.



**9.84** After a short period of time, allowing for the President and official guests to be served coffee in the ante room, the Dining Vice-President replaces the stopper in the port decanter, if the Dining President has not already done so, stands and invites those remaining to join the Dining President and official guests.

#### **In the Ante Room**

**9.85** All members are to ensure that all guests, both official and unofficial, are looked after and entertained, and that no one is neglected. **It is the responsibility of members to seek out and meet the official guests.**

**9.86** General participation in suitable games is acceptable but, members are not to behave boisterously or cause injury to either persons or property. Games that encourage the consumption of alcohol are not permitted.

#### **Departure of the official guests**

**9.87** Official guests should take care that they do not over stay their welcome, remembering that members and their guests cannot depart until they have gone.

#### **Departure of the members and other guests**

**9.88** Members are not to leave the mess until all the official guests have departed. When members leave they are to pay their respects to the Dining President, the PMC and the CO/RSM.

#### **Other Services' traditions**

**9.89** At RAN dinners grace is said seated.

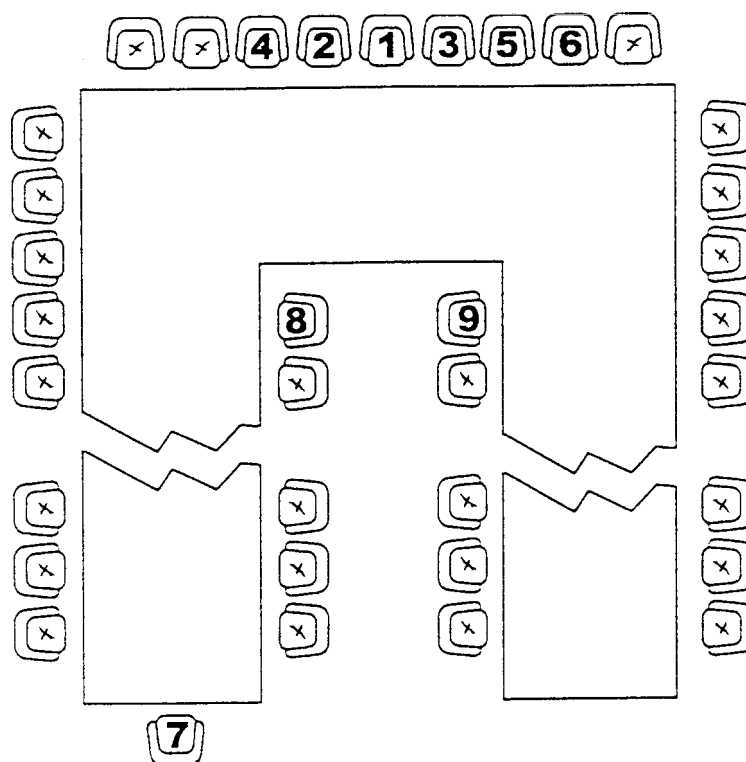
**9.90** The Loyal Toast at RAN dinners is also conducted seated. The port decanter should not, if possible, leave the table (this includes when pouring the port; if this is not possible then the decanter should, if possible, touch the glass with the glass remaining on the table).

**9.91** At RAAF dinners the conversation should be subdued during the passing of the port.

#### **Annexes:**

- A. Mess dinner seating with a multi-leg table arrangement (mixed dinner)
- B. Mess dinner seating with a multi-leg table arrangement (members only dinner)
- C. Mess dinner seating with a multi-leg table arrangement (officers' mess: members only dinner)
- D. Mess dinner seating with a single table arrangement (mixed dinner)
- E. Mess dinner seating with a single table arrangement (members only dinner)
- F. Mess dinner seating with a single table arrangement (officers' mess: members only dinner)

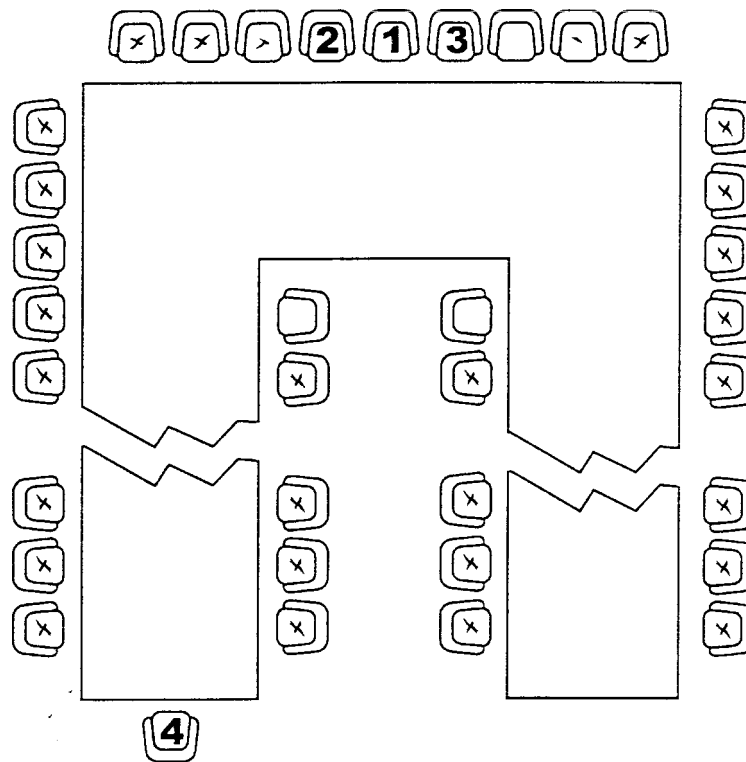
## MESS DINNER SEATING WITH A MULTI-LEG TABLE ARRANGEMENT (MIXED DINNER)



### Notes

2. Dining President/Host.
3. Senior Guest.
4. Senior Guest's partner.
5. Dining President/Host's partner.
6. Second Senior Guest.
7. Second Senior Guest's partner.
8. Dining Vice-President.
9. Aide-de-Camp (if the senior guest is the Governor-General/state governor).
10. Lady-in-Waiting (if the senior guest is the Governor-General/state governor).
11. For a table arrangement with more than two legs the aide-de-camp and the lady-in-waiting would sit either side, at the top, of the centre leg.
12. Other guests may be spread across the 'Top Table', or positioned anywhere else within the seating plan.

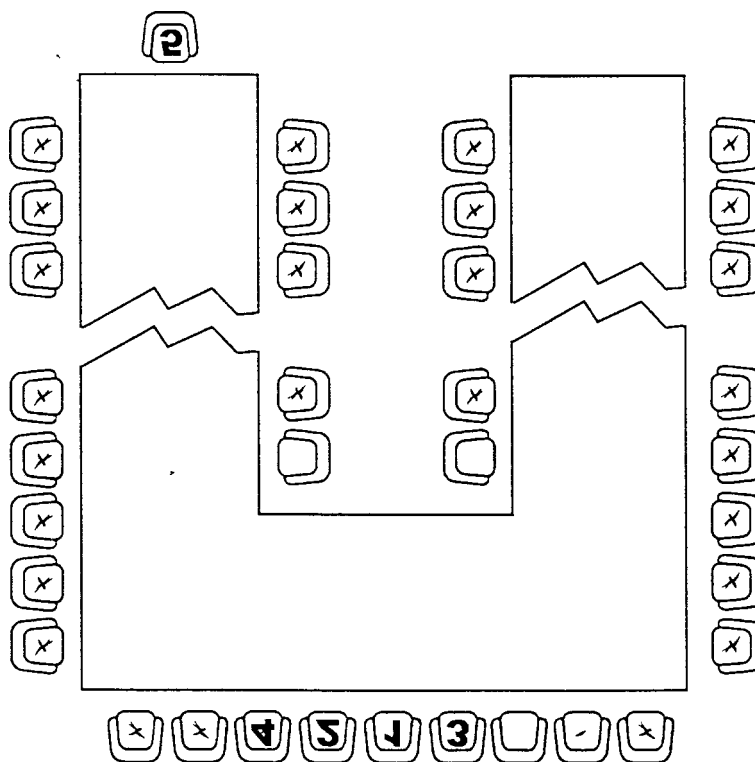
## MESS DINNER SEATING WITH A MULTI-LEG TABLE ARRANGEMENT (MEMBERS ONLY DINNER)



### Notes

1. Dining President/Host.
2. Senior Guest.
3. Second Senior Guest.
4. Dining Vice-President.
5. Other guests may be spread across the 'Top Table', or positioned anywhere else within the seating plan.

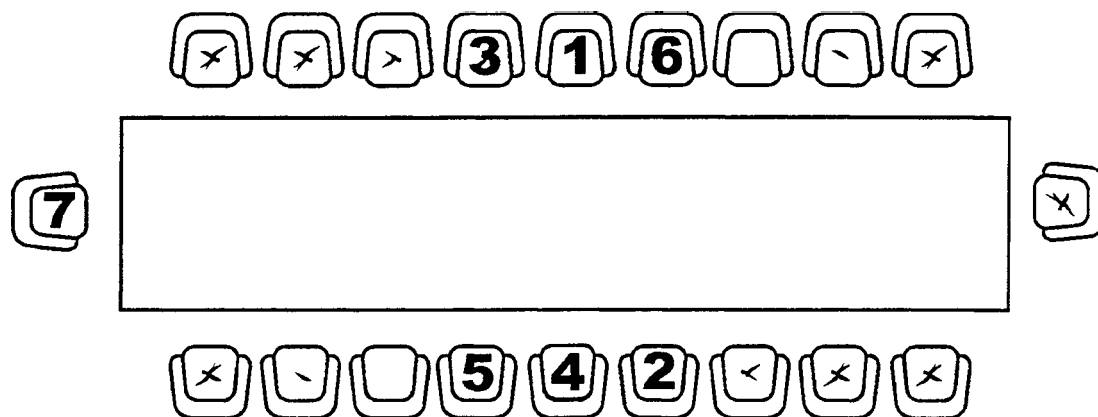
## MESS DINNER SEATING WITH A MULTI-LEG TABLE ARRANGEMENT (OFFICERS' MESS: MEMBERS ONLY DINNER)



### Notes

1. Dining President/Host.
2. Senior Guest.
3. Second Senior Guest.
4. Commander/Commanding Officer.
5. Dining Vice-President.
6. Other guests may be spread across the 'Top Table', or positioned anywhere else within the seating plan.

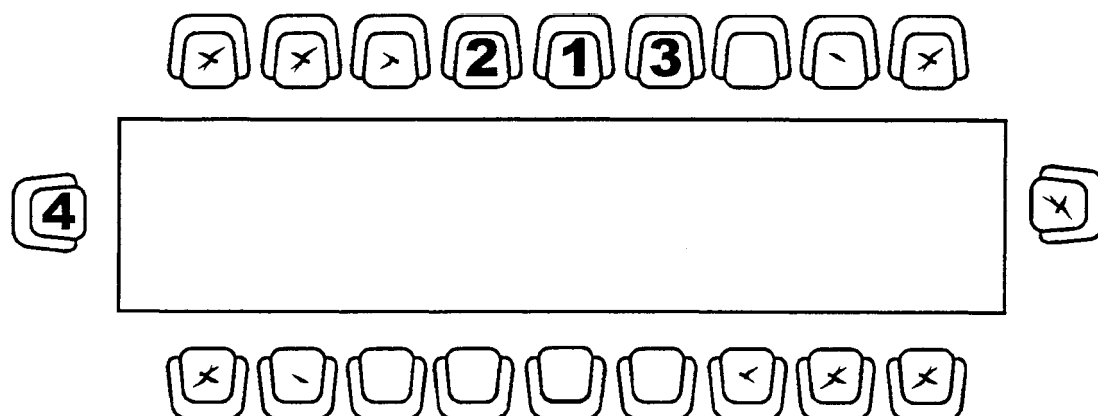
## MESS DINNER SEATING WITH A SINGLE TABLE ARRANGEMENT (MIXED DINNER)



### Notes

1. Dining President/Host.
2. Senior Guest.
3. Senior Guest's partner.
4. Dining President/Host's partner.
5. Second Senior Guest.
6. Second Senior Guest's partner.
7. Dining Vice-President.
8. Other guests may be spread across the 'Top Table', or positioned anywhere else within the seating plan.

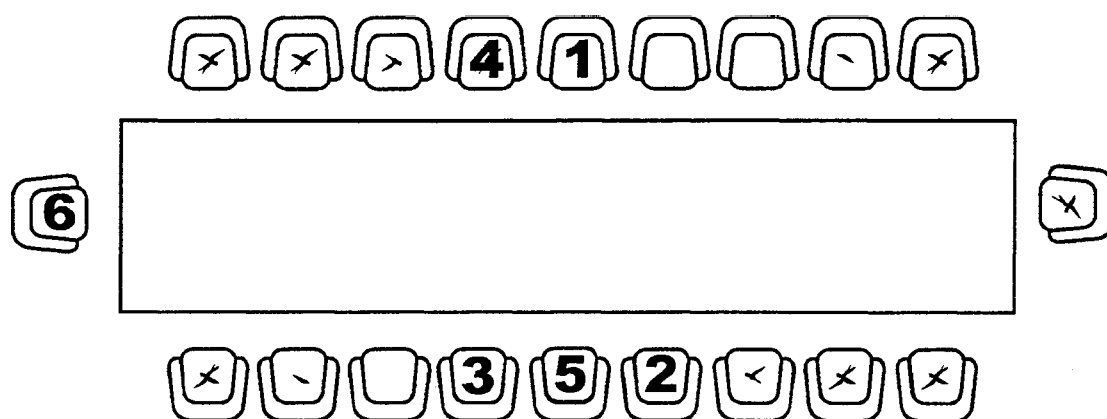
## MESS DINNER SEATING WITH A SINGLE TABLE ARRANGEMENT (MEMBERS ONLY DINNER)



### Notes

1. Dining President/Host.
2. Senior Guest.
3. Second Senior Guest.
4. Dining Vice-President.
5. Other guests may be spread across the 'Top Table' or positioned anywhere else within the seating plan

## MESS DINNER SEATING WITH A SINGLE TABLE ARRANGEMENT (OFFICERS' MESS: MEMBERS ONLY DINNER)



### Notes

1. Dining President/Host.
2. Senior Guest.
3. Second Senior Guest.
4. Third Senior Guest.
5. Commander/Commanding Officer.
6. Dining Vice-President.
7. Other guests may be spread across the 'Top Table', or positioned anywhere else within the seating plan.

## **CHAPTER 10**

### **DRESS**

**RESERVED**



## CHAPTER 11

### OTHER INFORMATION

#### Introduction

11.1 This chapter deals with other information which is relevant to protocol procedures.

#### Receiving personages on parade

11.2 The order for receiving personages on parade, regardless of rank, is always the host, followed by the official guest(s), with the reviewing officer last. It is possible to have a senior official guest who is senior in rank to the reviewing officer, however, the reviewing officer would still be the last personage received by the parade.

#### Car Pennants

11.3 When a senior officer, who flies a car pennant (eg the Chief of Army) is visiting, the ADC or the MA will supply the pennant on arrival. However, it is wise to contact the ADC beforehand for confirmation.

#### Saluting on Royal Australian Navy ships

11.4 When boarding and disembarking a warship it is customary to salute.

11.5 When boarding the ship the salute is given just prior to stepping off the gangway onto the ship and when disembarking the salute is given as the first foot steps up onto the gangway. In both cases the direction of the salute is given, for practical reasons, facing straight ahead.

#### Saluting on United States Navy ships

11.6 The procedure when boarding or disembarking a United States Navy (USN) ship is as described in paragraphs 11.4 and 11.9, however, when saluting it is customary to face the ship's ensign.

#### Royal Australian Navy and Royal Australian Air Force Ensigns

11.7 It is a Service custom to salute both the Royal Australian Navy (RAN) and Royal Australian Air Force (RAAF) Ensigns when they are raised, or broken, in the morning and when they are lowered in the evening.

#### Other information

11.8 A quick reference guide to other useful information is listed in table 11–1.

Serial	Subject	Publication	Reference
(a)	(b)	(c)	(d)
1	Order of precedence for honours and awards	<i>Army Standing Orders for Dress</i> , volume 2	chapter 30
2	The wearing of insignia with civilian attire	<i>Army Standing Orders for Dress</i> , volume 2	chapter 31
3	Commonwealth Table of Precedence	<i>Ceremonial Manual 1998</i>	annex B to chapter 1
4	Seating in vehicles	<i>Ceremonial Manual 1998</i>	appendix 1 to annex C to chapter 3
5	Seating at parades	<i>Ceremonial Manual 1998</i>	annex C to chapter 3
6	The paying of official visits	<i>Ceremonial Manual 1998</i>	annex A to chapter 23
7		<i>Protocol and Visits Manual (POLMAN 1)</i>	annex A to chapter 4

Serial	Subject	Publication	Reference
(a)	(b)	(c)	(d)
8	Visits by the Minister for Defence	<i>Protocol and Visits Manual</i> (POLMAN 1)	chapter 6
9	Flags, star plates and pennants	<i>Ceremonial Manual 1998</i>	chapter 22
10	Visits to defence establishments by, and briefings for, parliamentarians and candidates for election to parliament	Defence Instruction (General) ADMIN 23–3— <i>Visits to Defence Establishments by, and Briefings for, Parliamentarians and Candidates for Election to Parliament</i> (filed as Defence Instruction (Army) (DI(A)) ADMIN 84–7)	
11	Visits	<i>Protocol and Visits Manual</i> (POLMAN 1)	
12	Invitations and brief instructions	<i>Ceremonial Manual 1998</i>	annex A to chapter 3
13	Honorary Colonels/Colonels Commandant/Regimental Colonels	DI(A) PERS 99–1— <i>Honorary Colonels/Colonels Commandant, Regimental Colonels, Chaplain Commandant and Honorary Corps Representatives</i>	
14	RAN customs, traditions and protocol	<i>Naval Protocol and Customs</i>	
15	RAAF customs, traditions and protocol	<i>Customs of the Royal Australian Air Force</i>	
16	Precedence of corps and regiments	<i>Ceremonial Manual 1998</i>	annex A to chapter 1

**Table 11–1: Other useful information**

## Abbreviations

**11.9** The equivalent ranks of the three Services and their abbreviations are listed in table 11–2. It should be understood that the OR structure within the RAN is extremely complicated, as each rank is coupled with a trade or posting (eg the abbreviation for a chief petty officer who is a bosun is CPOB). The RAN OR ranks listed in the table are the basic rank, less the trade/posting.

Serial	Army		RAN		RAAF	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Field Marshal	FM	Admiral of the Fleet	FADM	Marshal of the RAAF	MRAAF
2	General	GEN	Admiral	ADML	Air Chief Marshal	
3	Lieutenant General	LTGEN	Vice Admiral	VADM	Air Marshal	AM
4	Major General	MAJGEN	Rear Admiral	RADM	Air Vice Marshal	AVM
5	Brigadier	BRIG	Commodore	CDRE	Air Commodore	AIRCDRE
6	Colonel	COL	Captain	CAPT	Group Captain	GPCAPT
7	Lieutenant Colonel	LTCOL	Commander	CMDR	Wing Commander	WGCDR

Serial	Army		RAN		RAAF	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
8	Major	MAJ	Lieutenant Commander	LCDR	Squadron Leader	SQNLDR
9	Captain	CAPT	Lieutenant	LEUT	Flight Lieutenant	FLT LT
10	Lieutenant	LT	Sub Lieutenant	SBLT	Flying Officer	FLOFF
11	2nd Lieutenant	2LT	Acting Sub Lieutenant	ASLT	Pilot Officer	PLOFF
12	Staff Cadet/ Officer Cadet	STAFFCDT /OCDT	Midshipman	MIDN	Officer Cadet	OFFCDT
13 14	Warrant Officer Warrant Officer Class One	WO (RSM–A) WO1	Warrant Officer—Navy Warrant Officer	WO-N WO	Warrant Officer of the Air Force Warrant Officer	WORAAF WOFF
15	Warrant Officer Class Two	WO2	Chief Petty Officer	CPO	Flight Sergeant	FSGT
16	Staff Sergeant	SSGT				
17	Sergeant	SGT	Petty Officer	PO	Sergeant	SGT
18	Corporal/ Bombardier	CPL/ BDR	Leading Seaman	LS	Corporal	CPL
19	Lance Corporal/ Lance Bombardier	LCPL/ LBDR				
20			Able Seaman	AB	Leading Aircraftman/ Leading Aircraftwoman	LAC/ LACW
21	Trooper Gunner Sapper Signalman Private Craftsman Musician Patrolman	TPR GNR SPR SIG PTE CFN MUSN PTLMN	Seaman	SMN	Aircraftman/ Aircraftwoman	AC/ ACW
22			Seaman Star (a)	SMN*		
23	Recruit	REC	Recruit	RCT	Aircraftman Recruit/ Aircraftwoman Recruit/ Apprentice	ACR/ ACWR APP
Chaplains						
24	Chaplain Division 5 (Principal Chaplain) (b)	PRINCHAP	Principal Chaplain	PCHA	Principal Chaplain	CHAP (AIRCDRE)

Serial	Army		RAN		RAAF	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
25	Chaplain Division 4 (c)	CHAP4	Chaplain (g)	CHAP	Chaplain Division 4b (b) Chaplain Division 4a (c)	CHAP (AIRCDRE) CHAP (GPCAPT)
26	Chaplain Division 3 (d)	CHAP3			Chaplain Division 3 (d)	CHAP (WGCDR)
27	Chaplain Division 2 (e)	CHAP2			Chaplain Division 2 (e)	CHAP (SQNLDR)
28	Chaplain Division 1 (f)	CHAP1			Chaplain Division 1 (f)	CHAP (FLTTLT)

- (a) The rank of a seaman who, having completed recruit training, is undertaking trade training.
- (b) Equivalent in position to a brigadier/air commodore.
- (c) Equivalent in position to a colonel/group captain.
- (d) Equivalent in position to a lieutenant colonel/wing commander.
- (e) Equivalent in position to a major/squadron leader.
- (f) Equivalent in position to a captain/flight lieutenant.
- (g) Chaplains in the RAN do not wear officer rank.

**Table 11–2: Rank abbreviations**

