

CHAPTER 1

GENERAL INSTRUCTIONS

Introduction

1.1 This manual deals with the drills, formations and procedures applicable to normal ceremonial occasions and provides as far as possible for all dismounted and mounted parades.

1.2 When units of different arms are parading together certain modifications may be necessary to adapt procedures to suit the conditions. Formations and units for which details are not specifically laid down are to follow the sequence of movements given in this manual for the most similar unit or formation, making such modifications as are necessary to suit their strength and organisation or to incorporate corps or regimental custom. In principle, however, the procedures are to be the same for all dismounted units irrespective of their arm or service. For convenience an **infantry battalion** structure has generally been used in the manual when referring to the movements of dismounted troops.

1.3 The adoption of procedures not contained in this manual or based on established regimental customs are to be referred to Ceremonial Cell Director-General Personnel—Army (DGPERS–A) for consideration.

1.4 This chapter includes general information which is not specific to a particular ceremonial activity and includes customary and traditional aspects of ceremonial activities.

Precedence of corps

1.5 The precedence of units on parade is the precedence of their corps in the order given in Army Military Regulation (AMR) 68 (1). Units of the same corps take precedence on parade in accordance with the provisions of AMR 68 (2). The precedence of corps is detailed in [annex A](#).

Table of Precedence for the Commonwealth of Australia

1.6 The Table of Precedence for the Commonwealth of Australia is the authority for determining the precedence of appointments. Particular note is to be taken of the relative precedence of State and Territory appointments within their State or Territory and when in other places. Details of dates of appointment and other factors determining precedence are to be confirmed with Ceremonial Cell DGPERS–A. The Table of precedence for the Commonwealth of Australia is detailed in [annex B](#).

1.7 There are different orders of precedence within the States and Territories. Functions conducted by the Australian Defence Force are considered to be Commonwealth functions for the purposes of determining precedence. Units may, however, be involved with regional civic functions where the State precedence lists may apply. Details of State lists may be obtained from the Ceremonial Cell DGPERS–A.

1.8 When the Federal Government is in 'Caretaker mode' pending a Federal election the Commonwealth Table of Precedence continues to apply until such time as the Governor-General appoints a new Prime Minister.

Protocol

1.9 An essential aspect which must be considered at all times, but particularly during ceremonial activities, is that of protocol. Failure to observe correct protocols may result in embarrassment to VIP personages and guests, thereby reflecting badly on the unit.

1.10 In general terms, the protocols accorded to personages are determined by the Commonwealth Table of Precedence. Protocols for some particular personages are shown in [annex C](#).

Annexes:

- A. [Precedence of corps](#)
- B. [Table of Precedence for the Commonwealth of Australia](#)
- C. [Protocols to be observed for Very Important Personage guests](#)

CHAPTER 2

CEREMONIAL PARADE PROCEDURES

PART 1—GENERAL

Types of ceremonial parades

2.1 There are many activities which are classed as ceremonial parades. These include:

- a. the unit regimental parade;
- b. trooping the Colour;
- c. presentation of Colours;
- d. laying up of Colours;
- e. guards of honour;
- f. quarter, house and altar guards;
- g. beating retreat;
- h. granting and exercise of freedom of entry;
- i. military funerals; and
- j. united drumhead services.

2.2 The procedures for these ceremonies are detailed in separate chapters of this manual.

Parade procedures

2.3 Those procedures which are relevant to all types of ceremonial parade are described in part 2 of this chapter.

Parade administration

2.4 Information on parade administration is provided in [chapter 3—‘Administration of ceremonial activities’](#).

Parade preparation and conduct

2.5 A sequence for planning and conduct of a typical unit ceremonial parade is detailed in [chapter 6—‘Ceremonial parade’](#).

PART 2—CEREMONIAL PARADE PROCEDURES

Introduction

2.6 This part describes the basic ceremonial parade procedures which are pertinent to most types of ceremonial parade. These include elements such as receiving and farewelling guests, receiving Colours on parade, inspections, dressing, march past and advance in review order.

General

2.7 For ceremonial purpose, units are to parade as a whole except where the ceremony requires lesser numbers. On these occasions the sub-units are to be equalised and sized. The parade is to be in three ranks unless otherwise stated in this manual. The headquarters of the formation concerned may issue instructions for warrant officers, staff sergeants, and sergeants not required as guides to form a supernumerary rank in the rear of their units. Non-commissioned officers (NCO) below the rank of sergeant normally parade in the ranks.

2.8 The personal weapon to be carried by all troops on parade is to be standardised by units.

2.9 Flags/Colours are to be paraded in accordance with the occasions listed in [chapter 5—'Flags, Standards, Guidons, Colours and Banners'](#).

2.10 When the band is on parade it is normally formed up nine to 15 paces centre rear of the troops on parade. If space does not permit, the band should be formed up at a convenient position on the parade ground.

2.11 Detachments and individual personnel of one corps permanently attached to a unit of another corps, may parade with the unit to which they are attached, and if possible they should form an individual body in the senior company of that unit. Alternatively such detachments and individuals may be required by formation headquarters to parade with a major unit of their own Corps taking part in the parade.

Words of command

2.12 Normally verbal words of command (orders) are given. To ensure that parade elements work simultaneously on command it may be necessary to use a public address system for large parades. Alternatively, any of the following procedures may be used to signal the executive command:

- a. drum beats;
- b. a 'G' sounded on the bugle; or
- c. a prearranged signal such as the raising or lowering of a flag.

2.13 If it is possible that the orders of the parade commander will not be acted on simultaneously, even by use of the alternative methods listed above, unit commanders are to repeat the orders to their own units, giving both the cautionary and executive words of command. Orders are to be given in rotation from the right or simultaneously, depending on the nature of the movement to be performed.

Dressing by the drum

2.14 Dressing by the drum may be used for a ceremonial parade to save time and ensure that all parties work together.

2.15 The procedure for dressing by the drum is as follows:

- a. The parade commander gives the order parade/regiment/battalion ... left/right/inwards;
- b. The drummer gives one beat of the drum. The troops on parade execute the first movement of the dressing; officers carry out the first movement of the about turn.
- c. After a regulation pause the drums sound a roll; on the roll, which will commence with an accented beat, officers complete the about turn, bringing swords to the recover, if carried, and turn their head inwards. During the roll of the drums the parade is to move into correct alignment.
- d. When all movement has ceased the drum roll will become softer, then stop. A drum beat command will be given on which troops on parade are to carry out the movement commensurate with eyes front bring head and eyes to the front and adopt the attention position. Officers are to execute the first movement of the about turn. On a second drum beat officers are to complete the second movement of the about turn and bring their swords to the carry position.

Telling off a unit

2.16 When the unit has been sized in accordance with [Land Warfare Publication—General 7-7-5—Drill](#), it is to be numbered from right to left and told off into platoons, or their equivalent, which are then numbered within the unit. When the number of files is not divisible by three the outer platoons are to be stronger. A unit is to be told off into platoons by calling out the number of the left-hand soldiers (eg 'number 15', on which command number 15 is to prove. Then follows the command 'number 15 ... left of number 1 Platoon'. Number 15 is then to cut the forearm to the side. 'Number 29 ... left of number 2 Platoon' etc). Ranks are then marched into platoon formation. The unit is now equalised.

Special Instructions for parade commanders

2.17 The following points are to be carried out by the parade commander when on ceremonial parades:

- a. The sword (if worn) is to be drawn before marching onto the parade ground.
- b. After the unit has initially marched past and saluted, the parade commander is to detach from the head of the parade and halt at a position on the right of the dais level with the reviewing officer, remaining there until the parade has passed. During this period, the second-in-command assumes command. The commander rejoins the parade as it reforms on the inspection line.
- c. If wearing a sword, the parade commander is to remain at the carry position while on the saluting base or in company with the reviewing officer.
- d. A unit or formation commander who is not in command of the whole parade falls out only when ordered.

Special instructions for other officers

2.18 If officers are to march on parade with the unit, swords, if worn, are to be drawn in the assembly area before the unit marches off to the location of the parade. If officers are to take post on the parade ground used for review, they are to draw swords immediately before taking post.

2.19 Swords, when drawn, are to be at the carry position throughout the parade, except when the parade is standing at ease or easy positions. Swords may be carried at the slope by officers who are marching with armed troops to or from a parade ground (but clear of it).

Handing over command

2.20 When command of a parade is passed to an officer of the rank of major and above the troops on parade are to be at the attention position. For junior officers, warrant officers and NCO the troops are to be standing at ease.

Formation parades

2.21 Command parades (eg division or brigade parades) may be laid out in any formation suitable to the occasion and the parade area.

2.22 Formations and units within the parade form up from the right/front to rear in seniority by formations, and by corps within formations (eg 1st Brigade would form up complete senior to 3rd Brigade; within the brigades units are in seniority by corps).

Rehearsals

2.23 The Australian National Anthem, foreign national anthems and the 'Last Post' should not be played during parade rehearsals, however, if they are, all personnel are to pay the appropriate compliments.

Other parade procedures

2.24 Other parade procedures are detailed in annexes to this chapter.

Annexes:

- A. [Parade ground layout](#)
- B. [Setting the parade](#)
- C. [Inspection](#)
- D. [March past and advance in review order](#)
- E. [Address and presentation of medals and awards](#)
- F. [Parade conclusion](#)
- G. [Escorts for personages](#)

CHAPTER 3

ADMINISTRATION OF CEREMONIAL ACTIVITIES

General

3.1 Ceremonial activities reflect the esprit de corps and standard of training of a unit. The success of a ceremonial activity and the image of the organisation conducting the activity depend directly on the standard of planning and administration conducted prior to the activity. The observation of correct protocols, the timely issue of invitations and the provision of all necessary detailed information to guests is equally as important as the activity itself.

3.2 This chapter addresses those administrative aspects which must be considered in the planning and conduct of a ceremonial activity.

Aim

3.3 The aim of this chapter is to provide directions to formations and units in the administration of major ceremonial activities.

Definitions

3.4 Major ceremonial activities. Major ceremonial activities are official functions to which official guests are invited or which may be open to the public, some examples are:

- a. trooping the Colour;
- b. beating retreat;
- c. laying up of Colours and presentation of new Colours;
- d. anniversary parades and commemorative celebrations;
- e. memorial services;
- f. opening of new buildings, barracks or facilities;
- g. public marches, eg freedom of entry ceremonies;
- h. graduation ceremonies;
- i. participation of formed bodies of troops in other Service ceremonies; and
- j. Army concerts/Army balls.

3.5 Complimentary invitations. Complimentary invitations are those invitations required, either by protocol or by direction, to be extended to persons as a result of an invitation being extended to someone else. (Eg an invitation to the Minister for Defence requires complimentary invitations to the Minister Assisting the Minister for Defence and the Chief of the Defence Force.)

3.6 Host. At a ceremonial parade the host is the person, usually senior to the parade commander, who greets and farewells the reviewing officer and principal official guests. The host is the first to be formally received by the parade and the last to be formally farewelled.

3.7 Guests. The four classifications of guests, are:

- a. **Reviewing officer or service guest.** The reviewing officer is the person invited to review a parade. At activities which are not reviewed, the guest who arrives last on the timed arrivals is the service guest. Only in exceptional circumstances will the reviewing officer/service guest not be the most senior person invited to the activity.

- b. **Principal official guest.** Principal official guests are those invited guests who arrive on a timed program and who are seated in order of precedence. At a ceremonial parade they are usually formally received by the parade, however, it is normal to only formally receive one such guest. Others are welcomed at a point near the Very Important Person (VIP) area and escorted to their seat. Exceptions to this practice are detailed in chapter 2, [annex B](#).
- c. **Official guests.** Official guests are those invited guests, or their official representatives, who are listed on the Commonwealth Table of Precedence, senior officers and those people to whom it is desired to give precedence. Official guests will normally be seated in order of precedence or seniority and are included on a seating plan. At a ceremonial parade, official guests are not formally received by the parade.
- d. **Guests.** Guests are those persons attending by specific or open invitation for whom seats and/or areas may be set aside but for whom a seating plan is not provided.

Approvals

3.8 Formal approval to conduct ceremonial activities is only required when such activities involve:

- a. direct expenditure of public funds, eg printing, hire of equipment or transport;
- b. parading in a public place; or
- c. invitations to persons outside the immediate formation.

3.9 Approval for units to conduct ceremonial activities is to be sought from and given by the next superior formation headquarters or Army Headquarters (AHQ).

Responsibilities and approving authorities

3.10 Superior headquarters/functional commands are responsible for the following ceremonial matters:

- a. approving and conduct of activities as necessary;
- b. clearing briefs for VIP guests;
- c. consultation with Ceremonial Cell Director-General Personnel—Army (DGPERS—A), of major forthcoming ceremonial activities;
- d. liaison with appropriate agencies eg Defence Support Group or local Government authorities;
- e. coordinating the provision of guards of honour, artillery salutes, bands, bodies of troops and representation by Army; and
- f. issuing invitation as required in [annex A](#).

3.11 Because of their involvement with civilian authorities and organisations, state based Joint Operations Support Service (JOSS) is best suited to provide comment, advice and staff assistance to units and formation headquarters on local matters of ceremony and protocol. Before requesting approval to hold major ceremonial events, units and formations are to notify the state based JOSS of the proposed activities and, when necessary, are to obtain advice on local protocol aspects of the guest list and format for such occasions.

3.12 AHQ agencies, including Office of the Chief of Army (CA), and Ceremonial Cell DGPERS—A are responsible for the following:

- a. issuing invitations to VIP guests listed in annex A, [appendix 1](#);
- b. clearing and the forwarding on of briefs to VIP guests; and
- c. coordinating the annual forecast of ceremonial activities for CA concurrence.

Submission for approval

3.13 Requests for approval for major ceremonial activities are to be submitted to the approving authorities detailed at [paragraph 3.9](#) and are to contain the following information:

- a. an outline of the activity, its purpose and benefits to be obtained, location, date, time and duration;
- b. proposed reviewing officer/service guest and lists of principal official guests, with an indication that the approving authority has agreed to the local protocol aspects of guest lists and format;
- c. number of personnel and vehicles involved;
- d. as appropriate, direct costs involved by appropriation item, which may include:
 - (1) casual employees and overtime;
 - (2) for Reserve units:
 - (a) whether a voluntary or paid activity;
 - (b) the number of training days, including training and rehearsals necessary to meet the commitment; and
 - (c) whether the activity has been forecast on the unit parade card;
 - (3) printing;
 - (4) fuel;
 - (5) stores and equipment acquired and/or consumed specifically on, or for the activity;
 - (6) any special travel and accommodation requirements;
 - (7) allowances;
 - (8) rent or hire charges;
 - (9) repairs and maintenance to buildings and grounds directly attributed to the activity;
 - (10) freight and cartage;
 - (11) entertainment; and
 - (12) rations.
- e. an indication that funds are available, if costs are involved.

Planning, preparation and conduct

3.14 Precedence of Guests. Any activity organised by the Army is to be regarded as a Commonwealth function and, irrespective of where it is conducted, the Commonwealth Table of Precedence is to be followed.

3.15 Host. At a unit parade commanded by the Commanding Officer (CO) the host is usually the higher formation commander or the honorary colonel/colonel commandant. At other ceremonial activities the host is usually the unit CO.

3.16 Reviewing officer/service guest. The selection of a reviewing officer/service guest requires careful consideration to ensure a personage appropriate to the occasion is invited. The following points must be taken into consideration:

- a. **Royal personage.** Invitation proposals, through the normal chain of command, should only be made in regard to exceptional occasions and are to be approved by CA prior to an invitation being extended by CA, through Federal Government agencies. The maximum possible lead time for requests is necessary and AHQ advice should be sought at the earliest opportunity regarding availability. **Note lead time requirements shown in annex A, [appendix 1](#).**
- b. **Vice-Regal personages.** To ensure that excessive calls on the Governor-General's time do not occur, invitations should be extended only to major ceremonial activities of special significance as detailed in annex A, [appendix 2](#). All invitations to Vice-Regal personages are to be forwarded to the SO3 Ceremonial AHQ for CA approval prior to submission to MINDEF, as detailed in annex A, [appendix 1](#).
- c. **Parliamentarians.** Due to the lead times required for administration connected with military ceremonial occasions, it may be more practical for parliamentarians to be invited to attend as the principal official guest, rather than as the reviewing officer.

Note

Under no circumstances are units to make direct contact with personages listed above before invitations are issued by the appropriate authority ([paragraph 3.19](#)).

Forecast of ceremonial activities

3.17 By the 30 November each year functional commands are to be forward to AHQ through SO3 Ceremonial a forecast of their subordinate formations/units activities to which it is proposed that CA extend invitations for the succeeding period of 01 June–31 May. Returns are to include:

- a. activity;
- b. date (for the presentation of Colours three suggested dates are to be provided);
- c. locations;
- d. proposed reviewing officer;
- e. alternative reviewing officer(s); and
- f. remarks as applicable.

3.18 It should be noted that only CA can extend invitations to those personages listed in annex A, [appendix 1](#).

3.19 Units are not to approach any person in any capacity prior to CA approval. This will be advised by AHQ along with any requirements to extend complimentary invitations or to furnish further details. **The act of forecasting does not absolve units from submitting formal requests for extending invitations to reviewing officers and principal guests.**

3.20 Where for unavoidable reasons, it has not been possible to forecast proposed reviewing officers for major ceremonial activities in accordance with [paragraph 3.17](#), supplementary bids may be submitted. Requests are to be made through command channels. Only in the most exceptional circumstances will invitations outside the time parameters detailed in annex A, [appendix 1](#) be considered. Supplementary bids are to contain the information listed in [paragraph 3.17](#) and also include:

- a. time of commencement;
- b. requirement, eg review the parade, present certificates etc;
- c. whether accompanied or not;

- d. associated activities, eg luncheon; and
- e. if complimentary invitations are appropriate, reasons are to be provided if it is intended that they not be extended.

Principal official guests and official guests

3.21 Guest lists are to be prepared in consultation with the appropriate JOSS staff who are able to provide guidance on local protocol requirements not readily available to formations. Except as otherwise detailed, approval of the proposed guest list rests with the appropriate formation headquarters.

Invitations

3.22 Special instructions relating to invitations are contained in [annex A](#).

Briefs

3.23 Briefs are to be prepared in the format shown in [annex B](#).

Parade briefs

3.24 The requirement for parade briefs is covered in [annex B](#).

Seating

3.25 The seating of guests at ceremonial functions is to be in accordance with the Commonwealth Table of Precedence as listed in this chapter 1, [annex B](#). The suggested layout of a seating plan for a ceremonial parade is shown in [annex C](#).

Printing

3.26 Printing invitation cards, brochures and other items for ceremonial activities are often both necessary and desirable. Printing at public expense is normally restricted to major activities such as Presentation of Colours, Freedom of Entry, or unique ceremonies involving the presence of Vice-Regal or similar personages.

3.27 In respect of printing for Army concerts or other activities where an admission fee is charged and it is proposed to donate all or part of the proceeds to charity, printing costs are not to be met from public funds, but are to be offset against the proceeds of the function before the donation is made. Where proceeds are to be paid to the Commonwealth Public Account (Defence Revenue), costs of printing may be borne from public funds.

3.28 When units and formations consider that the proposed activity warrants the provision of printing at public expense they are to submit an application, with indents and drafts, through the next superior formation to the functional command. Cards should conform with the example given in the [Army Protocol Manual](#) (2001).

Activities involving local authorities/bodies

3.29 From time-to-time units may become involved in local activities organised in full or in part by local authorities or local bodies. Without presuming to dictate arrangements which should apply, the responsible staff officers are to draw the attention of local authorities to the protocol requirements of this chapter.

3.30 Where a unit becomes involved in any activity to which personages of higher precedence (on the Commonwealth Table of Precedence) than CA are invited by civil authorities the appropriate command is to be advised, with the Ceremonial Cell DGPERs–A as information addressees as soon as possible.

Security

3.31 Consideration is to be taken of any potential security problems which could occur during a ceremonial activity. A threat assessment is to be sought from the Formation Security Officer.

Annexes:

- A. [Invitations](#)
- B. [Briefs for ceremonial parades](#)
- C. [Seating at ceremonial events](#)
- D. [Example parade commentary](#)

CHAPTER 4

PARADE FORMATIONS

Parade formations

4.1 Each chapter deals with the parade formations required for that particular parade, however, other formations which may be used are shown in this chapter. Definitions for formations can be found in [Land Warfare Procedures—General \(LWP-G\) 7-7-5—Drill](#).

4.2 The headquarters of the formation concerned may issue instructions for Warrant Officers Class One and Two and Senior Non-commissioned Officers not required as guide to form a supernumerary rank in the rear of their units.

4.3 Where practicable, Mascots should be positioned behind the Regimental Sergeant Major during the parade.

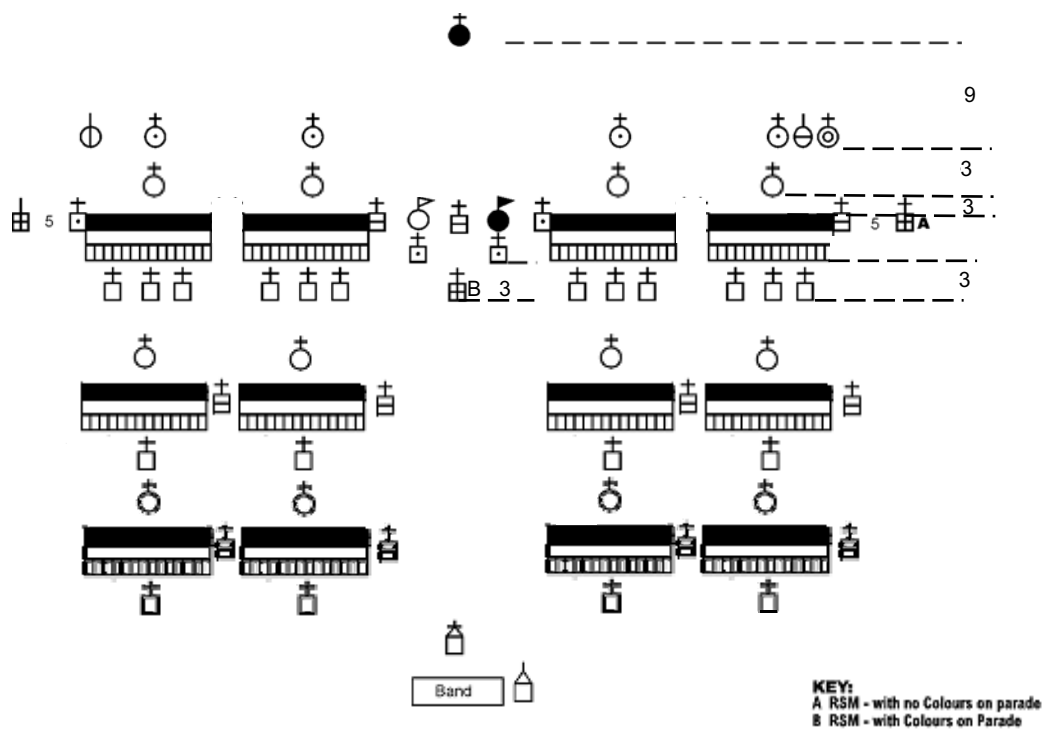


Figure 4-1: Battalion in Mass

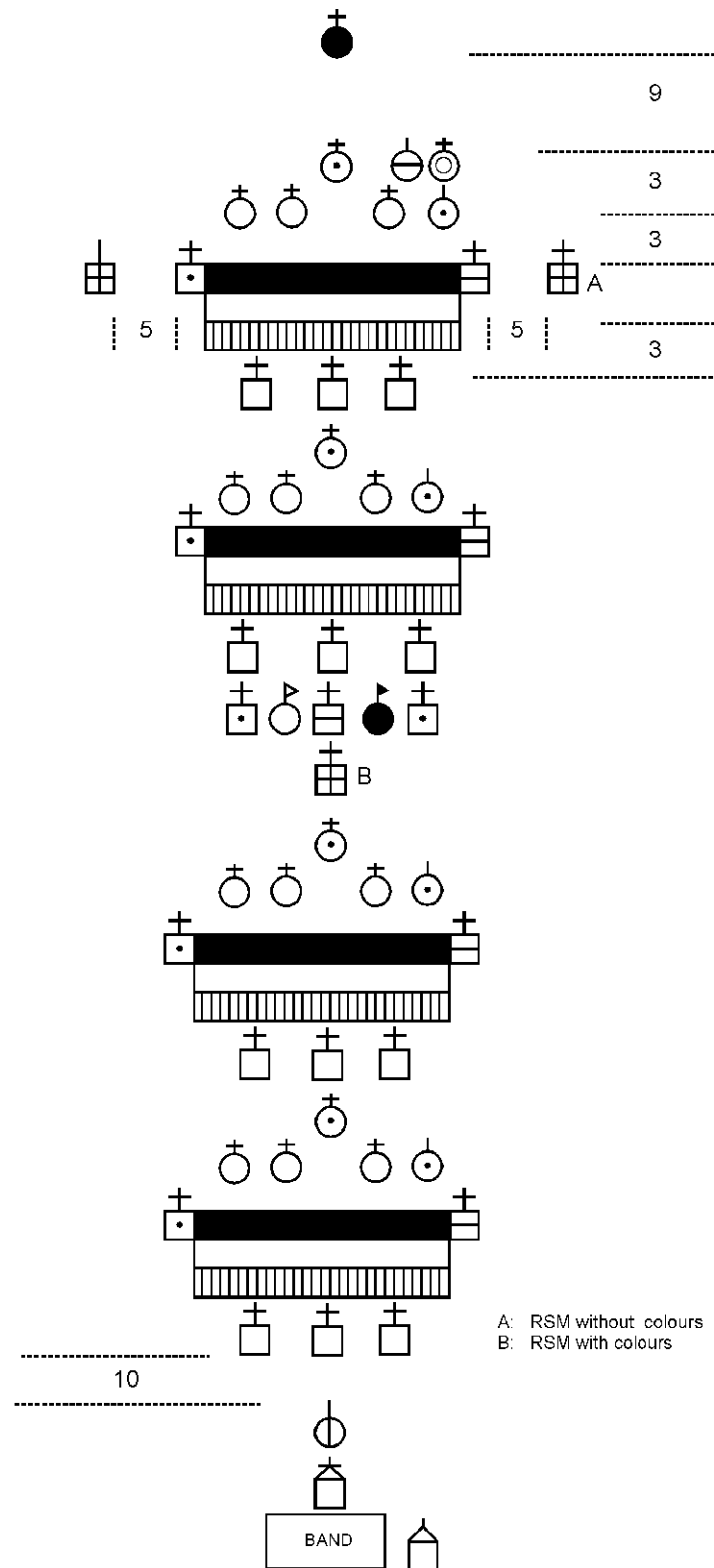
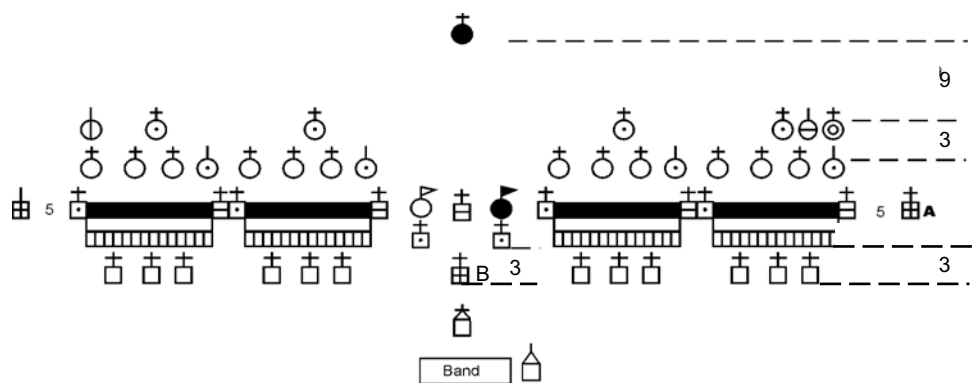


Figure 4-2: Battalion in Close Column



KEY:
A RSM - with no Colours on parade
B RSM - with Colours on Parade

NOTE: there is no gap between the centre companies, if Colours are not on parade

Figure 4-3: Battalion in Line

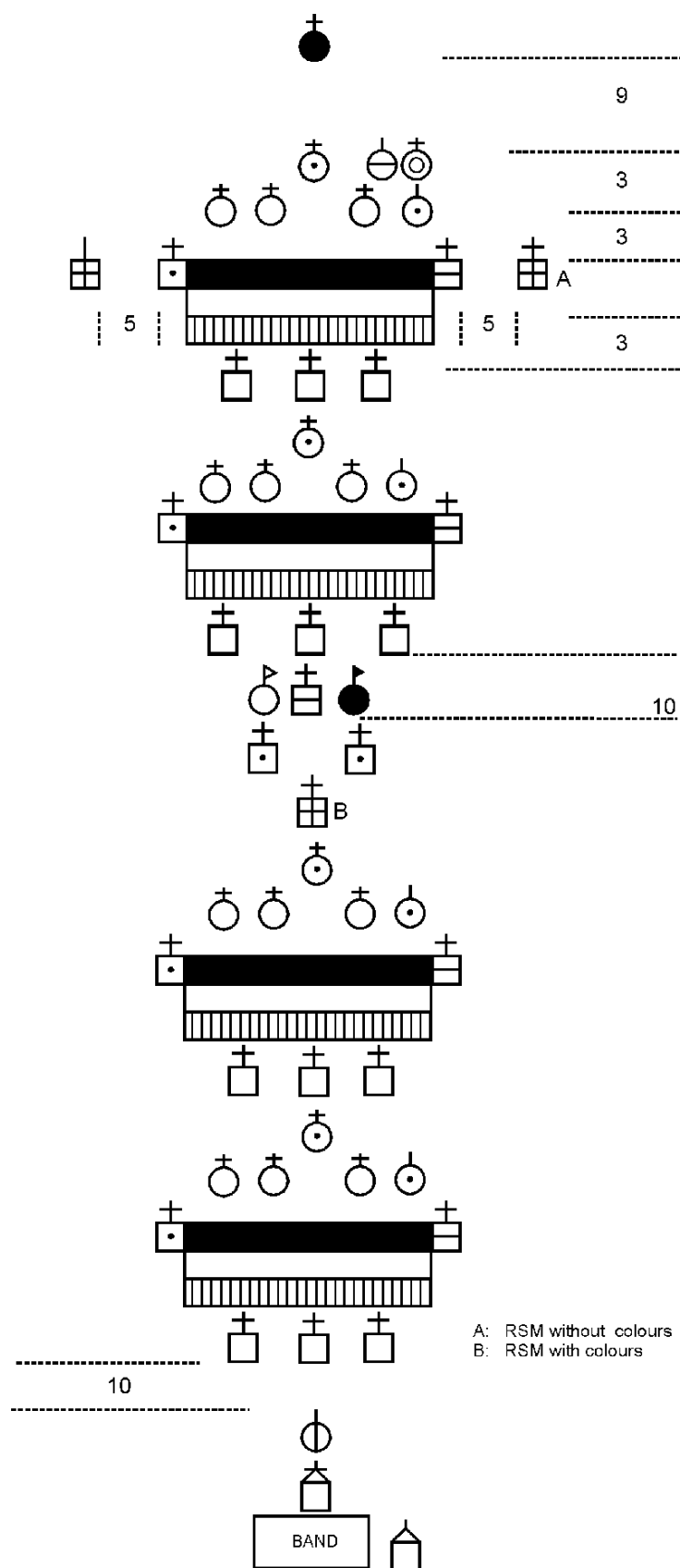


Figure 4-4: Battalion in Line of Companies

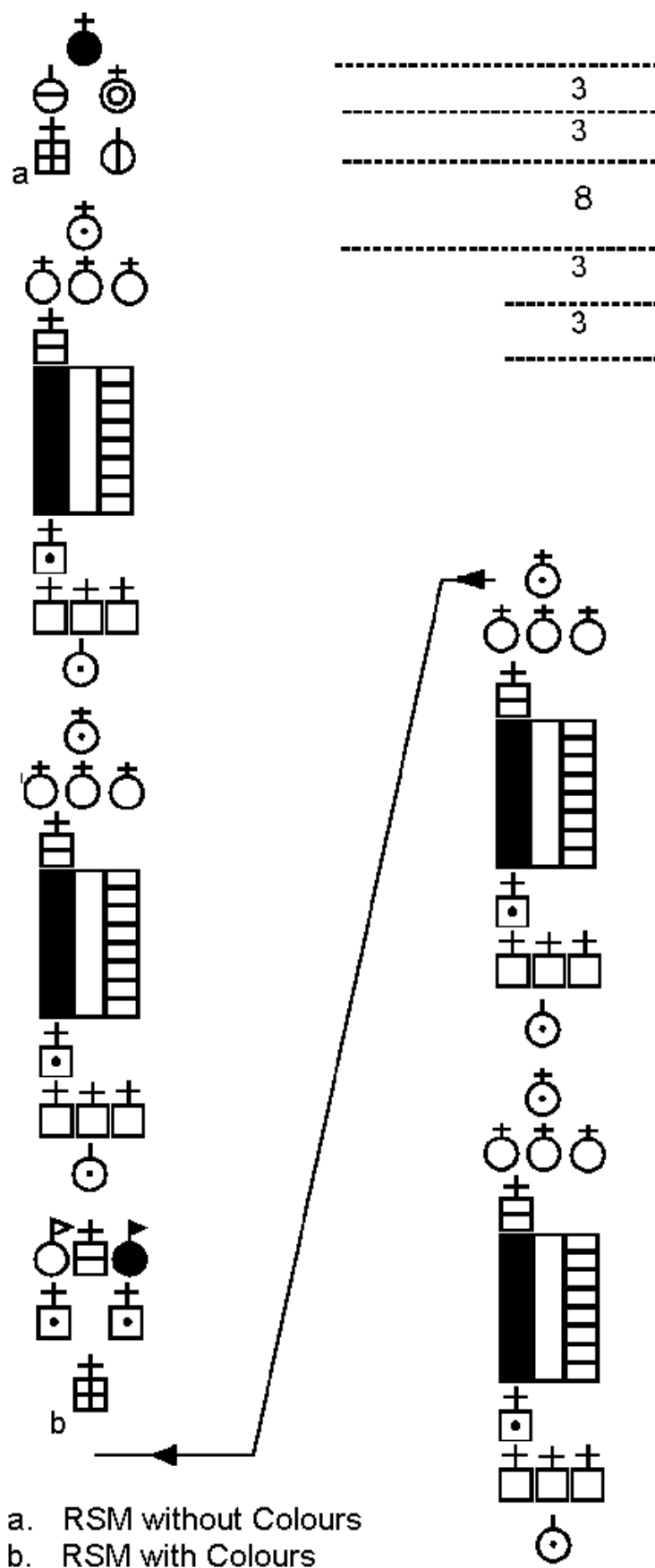


Figure 4–5: Battalion in Column of Route

CHAPTER 5

FLAGS, STANDARDS, GUIDONS, COLOURS AND BANNERS

Introduction

5.1 This manual refers to Standards, Guidons, Colours and Banners, as 'Colours' except where otherwise indicated. The guns are the Colours of The Royal Regiment of Australian Artillery.

History and significance of flags and Colours

5.2 The practice of carrying symbols into battle has existed for centuries, the Eagle Standards of the Roman legions being perhaps the best known.

5.3 During the thirteenth century the nobility went into battle with their entire body and most of their horse hidden by defensive armour, thus increasing the difficulty of quick identification. This was overcome by the use of distinctive badges or crests on their equipment, including pennants or banners. It is from these banners carrying ensigns of heraldry that Regimental Colours are directly derived.

5.4 A Standard was the largest of the numerous flags flown in armies in the Middle Ages. As its name implies, it was a flag made to stand, as opposed to being carried. Regiments of Household Cavalry had always carried Standards, which are practically square in shape. Hence today, in the British Army, Household Cavalry and Dragoon Guards carry Standards, while the junior arm, Dragoons, carry Guidons.

5.5 The term 'Guidon' is derived from the old French guydhomme, the flag carried by the leader of Horse. It has always been swallow-tailed and regarded as being junior to a Standard.

5.6 Colours were used in the British Army originally as a means of identifying the location of the headquarters of Regiments in battle. In time the Colours became a focal point of Regimental esprit de corps and there are many stories of exploits of great heroism by soldiers defending the Colours from loss. When battle honours were added to Colours they became a record of the military achievements of a Regiment and were held in even higher esteem by members of the Regiment. The consecration of Colours was seen to add religious significance to them, and through the Colours, to the Regiment and its duties.

5.7 Colours were carried only by the infantry and cavalry Regiments. Other Regiments which were responsible for skirmishing ahead of the major formations did not carry Colours because they did not always wish their location to be known and also because of the greater risk of loss of any Colours to the enemy.

5.8 After 1881 Colours were no longer carried in battle because of the improving technology of weapons and the greater distances involved in warfare. However, they remained a strong focal point for a Regiment and continued to be held in great esteem and accorded great respect.

5.9 In the Australian Army, Standards or Guidons are carried by Armoured units or Regiments. Queen's and Regimental Colours are carried by the Royal Military College, Duntroon, Infantry Battalions and University Regiments. Banners are carried by those Corps or Units that have had them presented by Royal or Vice-Regal personages. The Army Banner is the Senior Device of the Australian Army and can be Paraded by all Army units.

5.10 Flags have a common history with Colours in that they originated in the identifying banners of individual organisations. As these gradually grouped to form nations, flags were adopted as national symbols. Some flags have been modified over time to reflect the changing history of the nation, for example the British Union Flag incorporated at various stages the symbols of the separate elements of Great Britain—England, Scotland, Wales and Ireland. This chapter deals with the carriage of flags on parades and activities such as memorial services, dinners, association functions etc [chapter 23—'Standards, flags, ensigns, pennants, star plates, corps and unit flags'](#) provides details on other aspects relating to flags.

5.11 The Australian National Flag (ANF) may be carried by all units who do not have Standards, Guidons, Colours or Banners. The procedures for carrying the ANF on parade are the same as for Colours. The protocols to be observed when parading the ANF are detailed in [chapter 23](#). The ANF is not to be paraded with Standards, Guidons, Colours or Banners. This is because of difficulties with precedence (the ANF takes precedence over Colours) and musical salutes (ANF is saluted with the first four and last four bars of the National Anthem; Colours are saluted with 'Point of War').

5.12 The general practice by a linked unit, if in possession of the Standards, Guidons or Colours of parent units is to parade them together, however, they may be paraded separately at activities specific to one of the former units, for example memorial days.

Precedence

5.13 National flags have precedence over all others, including State Flags, Service Ensigns and Colours. [chapter 23](#) details the protocols to be observed with more than one national flag.

5.14 When on parade together the precedence of the Army Banner, Standards, Guidons, Colours and Banners is in that order. At all times the position of seniority is from the right of the parade to the left in descending order. In all cases the Sovereign's Colour is senior to a Regimental Colour.

5.15 Within the Royal Australian Armoured Corps (RAAC) the seniority of Standards and Guidons is by the order of units as laid down in chapter 1, [annex A](#).

5.16 The seniority of Colours is as follows:

- a. Corps of Staff Cadets;
- b. Royal Australian Infantry Corps (within the Corps the order of seniority is by Regiments, as listed in chapter 1, [annex A](#), and within the Regiments by Battalions in numerical order); and
- c. University Regiments, by order of seniority as listed in chapter 1, [annex A](#).

5.17 The order of precedence for Banners is as follows:

- a. The Army Banner;
- b. The Banner of Queen Elizabeth II (by order of seniority of Corps as listed in chapter 1, [annex A](#);
- c. the Banner of Queen Elizabeth, The Queen Mother;
- d. the Banner of the Duke of Edinburgh (Prince Phillip);
- e. the Banner of the Princess Anne;
- f. the Banner of the Princess Alice; and
- g. the Banner of the Governor-General (by order of Service, Corps and, within units, by date of presentation).

5.18 When the Army Banner is paraded with existing Unit/Corps Standards, Guidons, Colours and Banners, the Army Banner is to be paraded in the centre front of the Colour party.

5.19 When the Colours (including the guns of The Royal Regiment of Australian Artillery) and Banner of a Corps appear together on a parade, the Banner is marched on and off the parade with the unit and is positioned within the centre of the front rank of the senior guard/sub-unit.

Description of flags and Colours

5.20 The descriptions of the ANF and the various Colours as they are carried on parade are as follows:

- a. **ANF.** The ANF when carried is made of lustrous nylon. The dimensions are 68 cm on the pike and 137 cm on the fly exclusive of the pike pocket. The ANF does not have a fringe.
- b. **Standard.** A Standard is made of crimson silk damask (Exeter pattern). The dimensions are 65 cm on the pike and 74 cm on the fly, exclusive of the 5 cm gold fringe and the pike pocket.
- c. **Guidon.** A Guidon is made of crimson silk damask (Exeter pattern) and is swallow tail in shape. The dimensions are 68 cm on the pike and 103 cm on the fly to the end of the swallow tail which are rounded off 30 cm from the ends. The point of the slit is 78 cm from the pike. The dimensions are exclusive of the 4 cm gold fringe and the pike pocket.
- d. **Colours.** Colours are made of silk. A Queen's Colour is in the basic design and Colours of the ANF. A Regimental Colour of Regiments or units with the title Royal are dark blue. Other Regimental Colours are dark green. The dimensions are 91.4 cm on the pike and 114.3 cm on the fly, exclusive of the 5 cm gold fringe and the pike pocket.
- e. **Banners.** The Army Banner is manufactured from Red English Silk. A Sovereign's Banner or a Banner of a Corps which has Her Majesty the Queen as its Colonel-in-Chief is made of dark blue silk. Other Banners are of crimson silk. The usual dimensions are 68 cm on the pike and 88 cm on the fly, exclusive of the 5 cm gold fringe. An exception is the banner of the Australian Cadet Corps which is 55 cm on the pike and 68 cm on the fly, exclusive of the fringe. Eligibility to Banners is as follows:
 - (1) **Sovereign's Banner.** Any Corps or unit including those who hold Standards, Guidons or Colours, may receive a Sovereign's Banner.
 - (2) **Banner.** Corps, other than Armour and Infantry (which have an entitlement to Standards, Guidons, or Colours), may receive a Banner from a member of the Royal Family other than the Sovereign, or the Governor-General. Training establishments which do not have an entitlement to Colours may receive a Governor-General's Banner.

5.21 Diagrams of examples of Standards, Guidons, Colours and Banners are shown in [figure 5-1](#).

Colours register

5.22 A register of the current Colours of the Army and registers of laid up Colours by State are included in the *Ceremonial Manual*, volume 2, [chapter 3—'Register of Standards, Colours, Guidons, Banners and other Honourable Insignia'](#).

Battle honours

5.23 RAAC and the Royal Australian Infantry Corps (RA Inf) may emblazon upon their Standards, Guidons and Regimental Colours those Battle Honours, (which include Theatre Honours), as prescribed by the authorising document. The approved Battle Honours of the Australian Army are listed in the *Ceremonial Manual*, volume 2, [chapter 2—'Battle Honours of the Australian Army'](#). Those honours which are emblazoned are identified in this list. Battle Honours emblazoned on the Army Banner include, South Africa, World War I and II, Korea, Malaya/Borneo, South Vietnam and Peacekeeping.

Notes

Battle Honours are normally emblazoned on the Regimental Colour, however, with approval of the Chief of Army (CA) they may be emblazoned on the Queen's Colour if insufficient space is available on the Regimental Colour.

Guidance on the positioning of Battle Honours on Colours may be obtained from the Ceremonial Cell Director-General Personnel—Army (DGPERS-A).



Army Banner



Guidon



Standard



Queen's Colour



Regimental Colour



Corps Banner



Figure 5-1: Examples of Standards, Guidons, Colours and Banners

Distinguished Unit Citation Streamers

5.24 There are two categories of Unit Citations. They are:

- a. Australian awards:
 - (1) Unit Citations for Gallantry.
 - (2) Meritorious Unit Citation.
- b. Foreign awards:
 - (1) United States (US) Presidential Unit Citation (Army).
 - (2) US Meritorious Unit Commendation (Army).
 - (3) Vietnamese Cross of Gallantry with Palm Unit Citation Emblem.

5.25 The Unit Citation is awarded with a Streamer. The Streamer of a distinguished Unit Citation, when approved by Army Headquarters is awarded to a Unit and, is to be attached to the Guidon or Regimental Colours of the entitled unit at all times. When new Colours are presented they are done so with a new streamer.

5.26 If the Unit receiving a Streamer has no Guidon or Regimental Colour the Streamer may be presented on the Army Banner or for those units that have a single Corps identity the Streamer may be presented on their Corps banner. Once presented, the Streamer is removed from the Banner and displayed within an appropriate location within the unit. On subsequent parading of the Streamer, it is to be attached and detached from the Banner as part of the ceremonial parade. Further guidance should be obtained from Ceremonial Cell DGPERs-A.

Unit Citations Awarded to Task Force and Task Group

5.27 Where the Unit Citation is awarded to a Task Force/Group or Element the Citation Streamer and Warrant are to be held by the Brigade Headquarters that contributed the majority of personnel to the Task Force/Group or Element. The Brigade Headquarters is to display the Streamer and Warrant in a secure location where it can be easily viewed. The Brigade Headquarters is to distribute a framed copy of the Warrant to eligible units.

5.28 Eligible units are those that contributed a section size element of at least six personnel. These units are permitted to parade the Streamer on the Guidon or Regimental Colours. Units that do not have Colours, but are eligible to parade the Streamer, can request the use of the Army Banner by emailing a request to the Ceremonial Cell—Army at army.ceremonial@defence.gov.au. The Brigade Headquarters is responsible for managing the use of the Streamer.

5.29 Approved citations are detailed below:

Unit	Operations/Area	Approved Date	Qualifying Dates
Unit Citation for Gallantry			
Iraq			
1 SQN SASR	FALCONER/Iraq	27 November 2003	19 March 2003 to 30 April 2003
Afghanistan			
Combat Elements of TF637, SASR, 4 RAR (Cdo)	SLIPPER/Afghanistan	22 November 2006	25 August 2005 to 02 September 2006
Vietnam			
D Coy 6 RAR	Battle of Long Tan/Vietnam	31 March 2010	18 August 1966

Unit	Operations/Area	Approved Date	Qualifying Dates
Meritorious Unit Citation			
Gulf War 1900–1991			
HMAS BRISBANE	Persian Gulf-Kuwait	04 November 1991	27 January 1991 to 11 May 1991
HMAS SYDNEY	Persian Gulf-Kuwait	04 November 1991	27 January 1991 to 11 May 1991
Clearance Diving Team 3	Kuwait	04 November 1991	27 January 1991 to 11 May 1991
East Timor			
Task Unit 645.1.1 (HMA Ships Brunei, Balikpapan, Betano, Labuan, Tarakan)	STABILISE/ East Timor	25 March 2000	18 September 1999 to 23 February 2000
2AFDS	WARDEN–STABILISE/ East Timor	25 March 2000	18 September 1999 to 23 February 2000
3 SQN—SASR	WARDEN/East Timor	25 March 2000	20 September 1999 to 20 December 1999
10FSB	INTERFET/East Timor UNTAET/East Timor	26 January 2000	20 September 1999 to 20 February 2000 23 February 2000 to 30 June 2000
3 SQN RNZAF		15 November 2002	15 September 1999 to 12 September 2002
5 Aviation Regiment	WARDEN, TANGER/ East Timor	CAG S241 of 27 November 2007	WARDEN—16 September 1999 to 10 April 2000 TANAGER—20 February 2000 to 19 May 2002
Afghanistan			
MTF1	SLIPPER/Afghanistan	09 June 2011	20 January 2010 to 30 October 2010
84WG— Detachment Manastan	SLIPPER/Afghanis	29 September 2002	March 2002 to September 2002
84WG— Detachment Manas	SLIPPER/Afghanistan	29 September 2002	March 2002 to September 2002
SASR	SLIPPER/Afghanistan	19 December 2002	02 December 2001 to 04 December 2002
SOTG (TF 637)	SLIPPER/Afghanistan	22 November 2006	25 August 2005 to 02 September 2006
5 Aviation Regiment	SLIPPER/Afghanistan	CAG S241 of 27 November 2007	01 March 2006 to 26 April 2007
Iraq			
Clearance Diving Team 3	FALCONER/Iraq	27 November 2003	24 March 2003 to 13 May 2003
HMAS ANZAC	FALCONER/Iraq	27 November 2003	18 March 2003 to 27 April 2003
HMAS KANIMBLA	FALCONER/Iraq	27 November 2003	18 March 2003 to 14 June 2003
75 SQN	FALCONER/Iraq	27 November 2003	18 March 2003 to 22 July 2003
1 CCS	BASTILLE– FALCONER/Iraq	27 November 2003	18 March 2003 to 19 August 2004

Unit	Operations/Area	Approved Date	Qualifying Dates
Task Group 633.4.2	FALCONER/ CATALYST (ATC)	14 September 2004	29 April 2003 to 19 August 2004
Aust Med Detach-Balad	OP CATALYST	26 June 2006	04 May 2005 to 28 September 2005
Aust Med Detach-Balad	OP CATALYST	26 June 2007	01 September 2004 to 03 May 2005 and 29 September 2005 to 21 December 2005
HMAS PARRAMATTA	OP CATAYLST	26 June 2007	01 November 2005 to 25 March 2006

Note

- (a) A single award of the Meritorious Unit Commendation to 5 Aviation Regiment recognised service in both East Timor and Afghanistan.

Table 5-1: Australian Unit Citations awarded to date**Associated equipment**

5.30 The following paragraphs describe the equipment used with Colours.

5.31 Pikes. There are two patterns of pikes as follows:

- ANF, Standards, Guidons and Banners: 225 cm in length without the Royal Crest or spear point, and fitted with a brass shoe.
- Colours are 245 cm in length, without the Royal Crest, and fitted with a brass shoe.
- The pikes are selected ash wood stained and French polished. They can either be a two-piece pike joined in the centre or one single length. The Army Banner pike is unique due to its three piece configuration. Only the Army Banner is to be paraded using a three piece pike. These items are relatively expensive and of limited availability. They are not to be altered in any way from the manufacturer's design. Pikes are to be laid up with their respective Colours.

5.32 Royal Crest. A gilt Royal Crest 15 cm in height is attached to the top of the pike and is detachable. This crest is standard for both pikes. The Royal Crest is used only on pikes used to carry Colours, it is not used with the ANF.

5.33 Spear point. A spear point 20 cm in height is attached to the top of the pike and is detachable. The spear point is to be used on pikes carrying the ANF or flags and ensigns other than Colours.

5.34 Cord and tassels. The cord and tassels of the ANF are of a white nylon braided cord, seven mm in diameter and 140 cm long, each end finished with a Turks knot. For Standards, Guidons, Colours and Banners cords and tassels of crimson silk and gold thread mixed are used to affix the insignia to the pike. The tassel head is made of turned wood core covered with crimson silk fabric in the same Colour as the banner. It is embellished with gold-knotted netting. A fancy bullion twisted cord is wrapped around three times at the point where the skirt is attached to the netting. The skirt is made of looped gold fringing wrapped around looped crimson fringing and contains five or six large gold bullion hangers. The length of the skirt is 71 mm. The gold fringing with the large bullion hangers are gathered together at the bottom of the tassels.



Figure 5-2: Example of cord and tassels



Figure 5-3: Cord with Turks Knot

5.35 Affixing the Colour, cord and tassels to the pike. The method of affixing the Colour, cord and tassels to the pike is as follows:

- a. Unscrew the crest from the head of the pike and insert the pike through the pike pocket until the rings are clear, screw the crest on the pike. Rotate the pike until the tail of the lion is towards the fly.
- b. Pass the double loop of the cord through the left side ring (from top to bottom), behind the pike and through the right ring (from back to front); through the eyelet in the colour, pass tassels through double loop and tighten up. Place the running keeper midway between the top of the pike and tassels.

- c. The position of the Colour on the pike may be lowered **slightly** to suit the height of the Ensign.

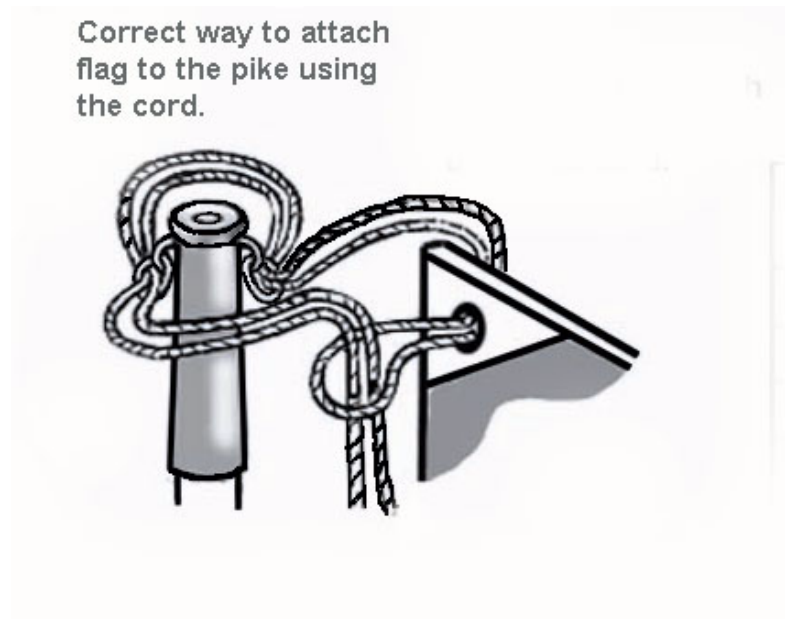


Figure 5-4: Affixing the Colour, cord and tassels to the pike

5.36 Colour belts. Colour belts are made with wool broad cloth (Blue for Regiments, Rifle Green for University Regiments and Scarlet on special requests) and backed with black leather. Gold lace is not used on either side of the badges and battle honours on the front of the belt (see [figure 5-6](#)). Gold lace is curved up above the Royal Cipher and curved down under the last badge or battle honour.

5.37 All embroidery is raised hand embroidery with two per cent gold bullion wire and coloured silk threads. The colour of the velvet on the scrolls and battle honours is to match the velvet in the crown of the Royal Cipher. All badges and battle honours are spaced in this area in an aesthetically balanced way. Sometimes battle honours are set out in two columns. The area under the bottom curve is reserved for any citations awarded to the unit (in the past this area was used for affixing a plaque honouring those who donated the belt).

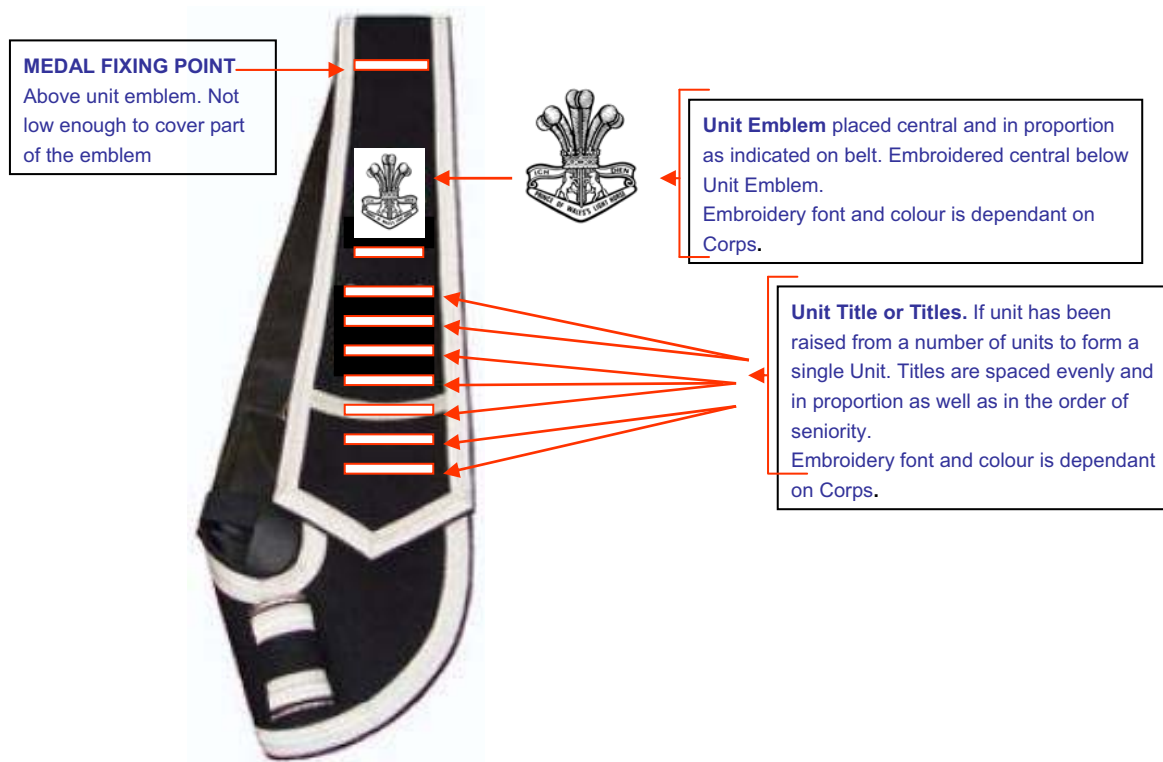


Figure 5-5: Parts of Banner/Colour Belt



Figure 5-6: Standard Banner/Colour Belt

5.38 On new belts, if loops for the wearing of medals are required they are fitted below the Royal Cipher and above the unit name. The space to be allowed is 90 mm. On existing belts these medal loops are to be placed 90 mm above the crown of the Royal Cipher. All colour belts consist of two pieces and are adjustable at the front and at the back with hidden leather straps and buckles. The pike pocket is made from brass and is covered with the same coloured broadcloth with two rows of gold ribbon sewn at the edges to match the rest of the belt.

5.39 The Army Banner Belt has been specially developed for the Army Centenary Banner and is a one off design. Two parallel rows of 12 mm metallised Gold lace go all the way around the belt (see [figure 5-7](#)).



Figure 5-7: Army Banner Belt

ADMINISTRATION OF COLOURS

Entitlement for New Colours

5.40 The Entitlement for Colours is laid down in [annex A](#). There is no specified life span for Colours, however, it is expected that they should last for a minimum of 25 years. Colours are to be maintained and stored in accordance with this document.

Repair/Replacement of Colours

5.41 When Colours are identified by the Unit as being in need of repair/replacement a request for repair/replacement of Colours is to be instigated by the Unit. The Unit Regimental Sergeant Major (RSM) will in the first instance forward correspondence to the Fleet Manager Accoutrements (Land Division Systems, Victoria Barracks, Melbourne) with 'colour' photos showing the damage to the Colour and a written document requesting repair and detailing the repair requirements. If the Colour is able to be repaired the Fleet Manager Accoutrements will arrange with the Unit for the repair of the colour. If it is determined that the Colour is beyond repair and requires replacement the Fleet Manager Accoutrements will supply the Unit a Survey of Unrepairable Equipment for the Colour. The Unit is then required to submit a request for a replacement Colour through the chain-of-command to the Ceremonial Cell DGPERS-A. The request is to be accompanied by the 'Survey of Unrepairable Equipment'.

5.42 A minimum lead time of two years is required for the replacement of a Colour from the date the request is submitted to the planned date of presentation.

Linked units

5.43 The entitlements listed in [annex A](#) for linked infantry battalions apply whilst the current Colours are serviceable. When one or more of the Colours require replacing they are to be replaced by a single set of Colours bearing the units' linked title.

5.44 Should a linked battalion separate the units concerned are to revert to individual sets of Colours.

Cleaning

5.45 Colours may require cleaning to assist in maintaining the through life span of the Colour. When a Unit identifies that the Colour requires cleaning contact is to be made with the Fleet Manager Accountrements (Land Division Systems, Victoria Barracks, Melbourne) detailing the units requirement and to arrange for the Colour to be cleaned. Units are not to arrange for cleaning through local arrangements.

Presentation of Colours

5.46 Standards, Guidons, Colours and Banners are presented by the Sovereign, a member of the Royal Family, the Governor-General or by a personage nominated to act on their behalf. A unit's Queen's Colour and Regimental Colour are to be, except for exceptional circumstances, presented together. In order that appropriate arrangements may be made, requests for personages to make the presentation **MUST state three dates, the location of the parade and proposed time**. The provisions of chapter 3, [annex A](#) are applicable. The ceremonial procedure for presentation of new Colours is contained in [chapter 8—'Consecration and presentation of new Colours'](#).

Lodging of Colours

5.47 When not being paraded by units, the Army Banner is lodged in the foyer of the Office of the CA. When not in use, Colours should be lodged in the officers' mess or at another suitable location (eg Regimental Headquarters). A unit that has more than one set of Colours may lodge a set of Colours in the Sergeants' Mess and units with one set of Colours may lodge one Colour in the Officers' Mess and the other Colour in the Sergeants' Mess (rotating them between the messes).

5.48 Colours should be located against the wall in a Colour stand or placed in a display case on the wall. If lighting is used to highlight the Colours, care should be taken to ensure low voltage lighting is used. Advice on lighting can be sought through Land System Division, Victoria Barracks, Melbourne. When the Queen's and Regimental Colours are displayed together, the Queen's Colour is to be positioned in the senior position (ie on the left as viewed by the person facing the Colours) [figure 5-8](#). If the Colours are crossed beneath a portrait of Her Majesty, The Queen's Colour is placed so that the pike crosses in front of the pike of the Regimental Colour, the Queen's Colour is to be on Her Majesty's right, (ie on the left as viewed by the person facing the Colours).



Figure 5-8: Displaying a Set of Colours

5.49 When a number of sets of Colours are displayed around a portrait of Her Majesty they are positioned with all the Queen's Colours on the left of the portrait and all the Regimental Colours on the right. The Colours are positioned with the senior unit/regiment on the left, as viewed by the person facing the Colours ([figure 5-9](#)).

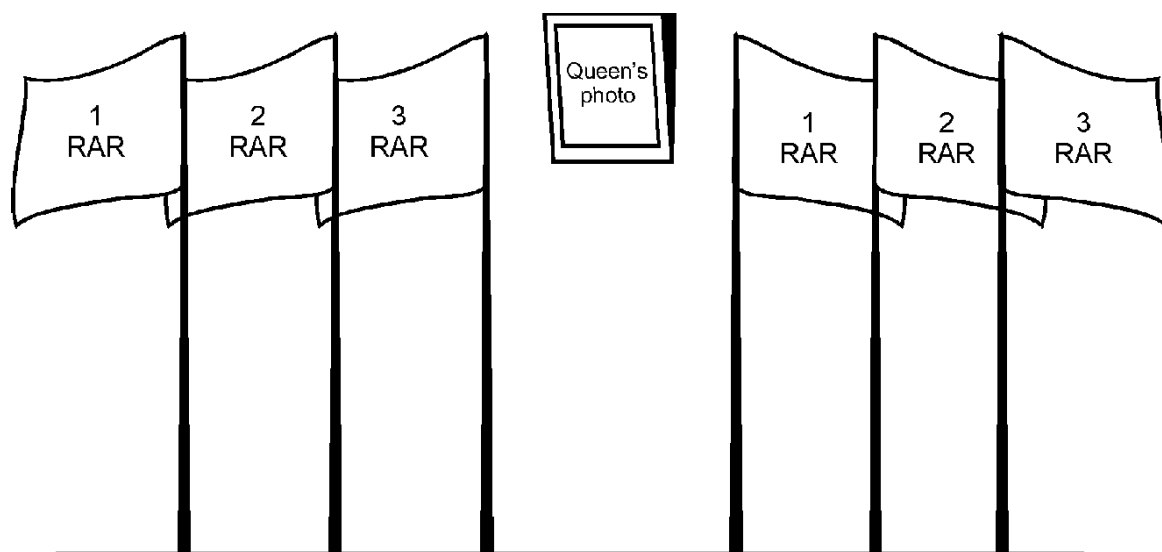


Figure 5-9: Displaying more than one Set of Colours

5.50 When a single Standard, Guidon, Colour or Banner is displayed it is positioned so as to show the obverse side; that is, with the banner to the right of the pike (see [figure 5-10](#)).

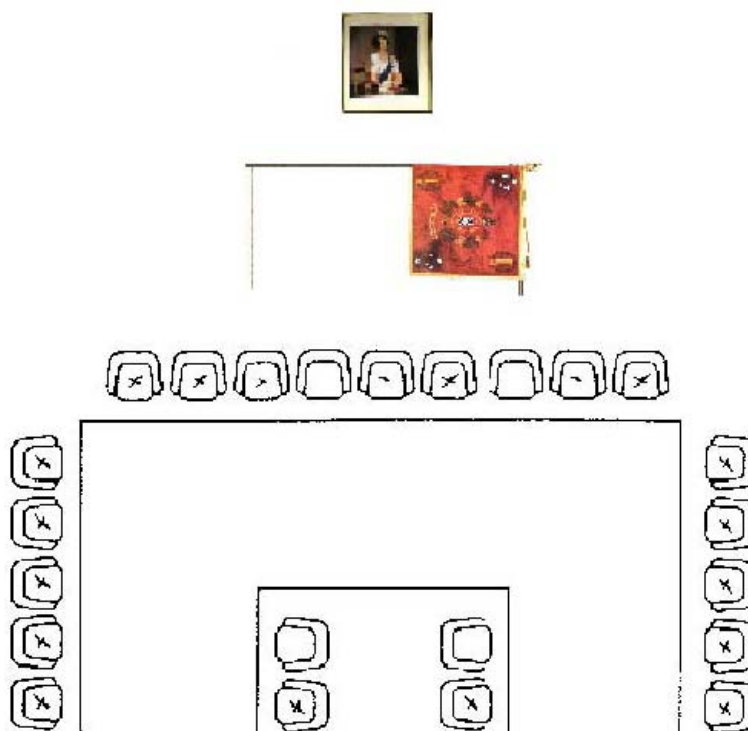


Figure 5-10: Displaying a single Banner during a Regimental Dining in night

Laying-up of Colours

5.51 All Standards, Guidons, Colours and Banners are to be laid up in accordance with [chapter 10—'Laying up of Colours'](#).

Overseas service

5.52 Standards, Guidons, Colours and Banners are not to be taken overseas unless the unit has been ordered for garrison duty in a non-operational or non-active service area in peacetime. The Standard, Guidon, Colour or Banner of a unit ordered overseas for operational or active service are to be placed in an ordnance depot in Australia for 'safe keeping'. If a unit is placed on operational or active service whilst overseas its Standards, Guidons, Colours or Banner are to be returned to Australia.

5.53 On the declaration of a 'State of War' all Standards, Guidons, Colours or Banners in the possession of units are to be placed in an ordnance depot, or with a suitable sister unit for 'Safe Keeping'.

Movement of Colours

5.54 Consecrated Standards, Guidons, Colours and Banners are to be escorted at all times, usually by the normal Colour Party. When this is not practical, such as over long distances (interstate/overseas) the Colours are to be transported while cased, by safe hand.

5.55 It is permissible for Standards, Guidons, Colours or Banners, when being transported over long distances to be secured in a lockable container separate from the pikes. Utmost care is to be taken in packaging to ensure no damage is incurred.

Colours or Guidons held in trust

5.56 Where as a consequence of reorganisation a RAAC Regiment or a RA Inf Battalion is reduced to a squadron or company sized unit, such units are to retain in trust, and be custodians, of the Colours or Guidons of their parent units.

5.57 Australian Regular Army Units holding Colours or Guidons in trust **are not permitted to parade them** but they may uncasing them at formal dining in nights. Army Reserve (ARES) Units may parade their Colours or Guidons in accordance with [paragraph 5.56](#), [5.57](#), [5.60](#) and [5.72](#) of this manual.

5.58 In exceptional circumstances approval may be granted by the Ceremonial Cell DGPERS-A, for Colours or Guidons held in trust by independent sub-units, which are in a serviceable condition, to be paraded. Separate approval is required for each occasion. On such occasions Colours or Guidons will normally be paraded as part of a Regimental, formation or Corps Colour Party. As Colours or Guidons held in trust will not be replaced in any circumstances, extraordinary efforts are to be taken by trustee sub-units to preserve them.

Handling of Colours

5.59 All personnel are to wear gloves when handling Colours at all times. This includes presentation of new Colours. Chaplains are either to wear gloves for the consecration of Colours or, if ungloved, bless the Colours with their hands poised above the Colours. Chaplains need not wear gloves when handling Colours within a church or chapel.

PROCEDURES FOR CARRYING/PARADING COLOURS ON CEREMONIAL PARADES

Occasions on which Colours are carried

5.60 Entitled units are to carry Standards, Guidons, Colours or Banners, as appropriate, on all ceremonial parades. A Standard, Guidon, Queen's Colour or Banner is to be carried by a Guard of Honour or escort provided by an entitled unit when mounted for any of the following personages:

- a. the Sovereign;
- b. a member of the Royal Family titled HRH;
- c. a Governor-General or a Governor, Lieutenant Governor or officer administering the Government in the capacity of Her Majesty's representative within the area of their jurisdiction; (State Governors are only entitled to this honour in their own State);
- d. a foreign sovereign;

- e. the head of state of a foreign nation; and
- f. a member of a reigning foreign imperial or royal family.

5.61 A Standard, Guidon, Queen's Colour or a Banner presented by either a member of the Royal Family or the Governor-General, may be carried by a Royal Guard of Honour. Only a Regimental Colour or a Banner presented by a personage other than a member of the Royal Family may be carried on a half guard of honour.

5.62 Units not entitled to carry Standards, Guidons, Colours or Banners may carry the Australian National Flag on either royal or half guards.

5.63 Standards, Guidons, Colours and Banners of disbanded units are not to be paraded, except during the laying up ceremony.

Trooping the Standard, Guidons, Queen's, Regimental Colours and Banners

5.64 The Standard, Guidon or Queen's Colour may be trooped in the case of a parade mounted:

- a. for The Sovereign;
- b. for a member of the Royal Family;
- c. for the Governor-General and a governor, lieutenant governor or officer administering the Government in the capacity of Her Majesty's representative within the area of their jurisdiction;
- d. to replace the Colours; and
- e. to celebrate the Sovereign's birthday.

5.65 The Regimental Colour and Banners may be trooped:

- a. on the occasion of a parade held to replace the Regimental Colour or Banner;
- b. on the birthday of the Regiment or unit;
- c. for a review by a personage other than those mentioned in [paragraph 5.60](#); and
- d. for any ceremonial occasion ordered by the Commanding Officer.

5.66 The Colours or Banners of disbanded units are not to be trooped.

Standard/Guidon Party

5.67 RAAC. A Standard or Guidon Party comprises a warrant officer class 2 (WO2) as the Standard/Guidon Ensign and two Senior Non-commissioned Officer (SNCO) escorts. The WO2 must be a member of the RAAC who currently holds the appointment of Squadron Sergeant Major or equivalent. The WO carrying the Standards or Guidons does not carry a personal weapon.

5.68 If a Standard or Guidon is to be mounted three suitable vehicles are required. One vehicle carries the Standard or Guidon, the other two carry the escorts. The drill and procedure for a mounted Standard or Guidon is to follow as closely as possible the drill and procedure for a dismounted parade.

5.69 Australian Army Aviation (AAAvn). An AAAvn Guidon party comprises a subaltern as the Guidon Ensign and two SNCO escorts. The subaltern must hold the position of an AAAvn pilot. The subaltern carrying the Guidon does not carry a personal weapon.

5.70 The drill for Standards and Guidons is to follow as far as practicable the drill for Colours.

Colour/Banner party

5.71 Colours are to be carried by subalterns for ceremonial parades, except that at the Royal Military College of Australia (RMC) they are carried by under officers. When Colours are to be marched into a Sergeants' Mess for Regimental dinners they should be carried by subalterns, however, this will be dictated by Regimental/Corps customs and traditions as laid down in the appropriate standing orders. Banners are normally carried by subalterns, but may be carried by WO2, except that the Duke of Edinburgh's Banner of the Australian Army Cadet Corps is to be carried by a cadet under officer. The Queen Elizabeth II Banner of The Royal Regiment of Australian Artillery is to be carried by a subaltern only.

5.72 The Queen's Colour is carried on the right by the senior ensign, who is to command the Colour party.

5.73 The armed Colour escort is to normally consist of a WO2 (the senior escort) and two sergeants. At RMC, Staff Cadet Colour Sergeants and or sergeants are to be used in lieu. If no SNCOs are available junior non-commissioned officers may be employed as escorts. The escorts are to have chrome bayonets fitted to their rifles.

5.74 The armed escort for a Banner is to consist of two personnel of the rank of sergeant. At RMC Cadet Colour sergeants and or sergeants are to be used.

5.75 The senior escort of the armed Colours escort is to be posted between and one pace distance from, each Colour ensign, however, when two sets of Colours are being paraded the senior escort is to be positioned between the junior Queen's Colour and the senior Regimental Colour. Each Colour is to be covered by an armed Colour escort two paces to the rear. When only one Colour or Banner is carried the armed Colour escorts are to be posted one pace either side of, and in line with, the Colour or Banner.

5.76 Once the Colour party is posted on parade (at the completion of the 'Musical' salute) the RSM takes up a position two paces centre rear of the escorts and becomes a part of the party. When the Colour party marches off the parade the RSM remains in position with the troops. Once the party has left the parade ground/area, and the troops on parade have completed the salute, the RSM remains in position.

Special instructions for the Colour party

5.77 The Colour party may only adopt the 'stand at ease' position on the command 'stand easy' and is to adopt the 'attention' (Ensign at the Order) position on the command 'parade'.

5.78 Bayonets are to be fitted to the weapons of armed escorts, and must be fixed irrespective of whether the Colours are cased or uncased. The bayonets are to be temporarily fitted with a metal or plastic tip, or have smooth rounded tips to avoid damage to the Colours.

Escort to Colours

5.79 An escort to the Colours, if provided, is to consist of a formed body of troops (of company equivalent size) under the command of an officer, and must not be confused with the armed Colour escorts within a Colour party.

Parading Colours

5.80 When Colours are paraded, on occasions other than the mounting of an honour guard, there is to be no less than the following personnel (less the Colour party):

- a. parade commander (of the rank of captain);
- b. two guides (WO2 and sergeant); and
- c. 64 other ranks.

Australian National Flag Party

5.81 The Flag Party used to carry the ANF is to be the same as that used for a single Colour or Banner and is subject to the same conditions, drills and procedures, however, the escorts are referred to as 'Flag Escorts'. The Flag to be carried is silk polyester 137 x 68 cm in size and is attached to a 225 cm length pike with cords and tassels. The Royal Crest is not to be mounted on top of the pike and the flag does not have a gold fringe.

5.82 The Flag bearer for the ANF is to be a commissioned officer and minimum rank of the escorts is to be sergeant. However, on occasions such as church services, opening of conferences and training etc, the Flag bearer for the ANF may be the minimum rank of corporal. In these instances escorts to the ANF can be of equivalent rank or lower than that of the Flag bearer.

Detailed procedures

5.83 The detailed procedures for the aspects listed below are included in annexes to this chapter:

- a. uncasing, dressing, and casing Colours;
- b. positions of the Colour party/Banner party on parade;
- c. marching Colours on and off parade;
- d. honours accorded by Standards, Guidons, Colours and Banners;
- e. marching Colours into and out of guards;
- f. marching Colours into and out of a church;
- g. marching Colours into and out of a mess dinner; and
- h. lodging the Colours.

RULES FOR CARRYING AND LOWERING FLAGS, STANDARDS, GUIDONS, COLOURS AND BANNERS

Position of uncased Standards or Guidons

5.84 At the Halt. Uncased Standards or Guidons are to be held at the stand at ease (order position) according to whether troops are standing at ease or at attention. During an inspection with uncased Standards or Guidons the Standards or Guidons are to be at the attention (carry). Uncased Standards or Guidons are also to be at the attention (carry) on the following occasions:

- a. firing the Feu-de-Joie;
- b. firing of volleys;
- c. when three cheers are given on the occasion of the Sovereign's Birthday; and
- d. guard mounting except that the Standard or Guidon may be brought to the attention position during the posting of sentries.

5.85 When mounted and on the march. Uncased Standards or Guidons are to be at the carry position when:

- a. marching or driving to the parade ground from the place of lodgement and return;
- b. marching or driving onto and off the parade ground;
- c. being received;
- d. marching or driving in slow time (all occasions);
- e. passing through the ranks during trooping; and
- f. advancing in review order.

5.86 At all other times uncased Standards or Guidons are to be brought automatically to the slope, on the command quick march and returned to the attention position when the Standard or Guidon party halts. However, if the Standard or Guidon is mounted the construction of the vehicle usually prevents the Standard or Guidon from being held at the slope position.

Lowering of the Standard or Guidons

5.87 Standards or Guidons are lowered when marching or driving past in slow time, but are not to be lowered when marching or driving past in quick time.

Position of uncased Colours

5.88 At the Halt. Uncased Colours are to be carried as follows:

- a. uncased Colours are to be held at the stand at ease position (order), according to whether the troops are at the attention, stand at ease or stand easy position; and
- b. during the inspection the Colours are to be at the attention (carry) position.

5.89 Colours are to be at the carry position during the ceremonies listed below:

- a. guard mounting and at the attention (carry) position during inspections;
- b. firing the Feu-de-Joie;
- c. firing of volleys; and
- d. when three cheers are given on the occasion of the Sovereign's Birthday.

5.90 On the March. Uncased Colours are to be at the carry when:

- a. marching to the parade ground from the place of lodgement and return;
- b. marching onto and off the parade ground;
- c. on the parade ground; and
- d. marching in slow time (all occasions).

5.91 At other times uncased Colours are to be carried at the slope. On such occasions the Colours are brought to the slope automatically on the order quick march and returned to the order position when the Colour party halts.

Position of cased Colours

5.92 Cased Colours are carried as follows:

- a. on the march they are carried at the slope;
- b. at the halt they are to remain at the order position; and
- c. due to its intricate design, the Army Banner cannot be folded as per a normal device. It is therefore never to be transported or moved in a cased state.

Lowering of Colours and the Australian National Flag

5.93 The Colours are never lowered when marching past in quick time.

5.94 The ANF is not to be lowered at any time as this signifies subordination of the Nation. It is to fly free at all times, it is never to be held.

5.95 Unlike other devices, the Army Banner is not lowered on the Royal Salute, unless for the Sovereign. The Army Banner is also not lowered when on parade with the Sovereign's Banner(s) unless for the Sovereign. The Army Banner is to be lowered during the Royal Salute when the Governor-General of Australia is in attendance on all other occasions. If lowered for the Royal Salute, the Banner is not draped across the ground. The normal drill for 'wet and muddy conditions' is to be used at all times.

Precedence of the Queen's Colour

5.96 When the Colour party is in line the Queen's Colour is to be on the right. When the Colour party is in file the Queen's Colour is to lead (the Queen's Colour is considered to be still on the right when the Colour party is in the retired position).

COMPLIMENTS TO FLAGS, STANDARDS, GUIDONS, COLOURS AND BANNERS

General

5.97 Compliments are to be paid to the ANF and uncased Standards, Guidons, Colours and Banners when carried by a Flag/Colour party, and to the guns of The Royal Regiment of Australian Artillery, when on parade as detailed in these instructions. Compliments are not paid to cased Standards, Guidons, Colours and Banners. During an inspection of the front rank the inspecting officer, if wearing uniform, is to salute with the hand when passing the ANF/Colours. If the Army Banner is on parade, compliments are to be paid to the Banner. Other members of the inspection party, who are wearing uniform, are to also pay compliments to the Colours. Civilian personnel are to pay compliments by turning their head and eyes in acknowledgement, and gentlemen wearing headdress remove their hats. The parade commander is to give similar compliments by bringing the sword to the recover and turning the head and eyes towards the Colours. This procedure is not repeated during the inspection of the remaining ranks. During a funeral at which Colours are present compliments are paid to the deceased only.

5.98 When Colours are to be received on parade spectators are to stand on the senior ensign's command 'Colour party, quick march' and remain standing until the Colour party is in position, within the parade, until the completion of the 'Musical' salute. Spectators in uniform are to salute only for the playing of the 'Musical' salute.

5.99 When Colours are marched off parade, spectators are to stand on the command 'march off the Colours' and those in uniform are to salute only while the band plays the 'Musical' salute. At the completion of 'Point of War' spectators complete the salute, however, they remain standing until the Colours have cleared the parade ground and the parade returns to the attention position.

5.100 The Colours are not saluted as they pass by spectators during the march on and march off.

5.101 When the ANF is received on parade and marched off parade the same procedure is followed, except that the salute played is the first four and last four bars of the National Anthem, 'Advance Australia Fair'.

Compliments during the march-past

5.102 The reviewing officer and all others on the dais salute all Standards, Guidons, Colours and Banners, and the ANF, as they march past the saluting base.

5.103 Spectators are to stand and salute as the ANF, a Standard, Guidon, Colour or Banner pass to their immediate front. Once the party has passed by the salute is completed and they resume their seats.

Compliments paid by Colour parties and escorts

5.104 When Standards Guidons, Colours and Banners are uncased, Colour parties and escorts are to pay compliments only to persons entitled to the compliments of having the Colours lowered or 'Let Fly'. Two units both carrying uncased Colours, are to give the order eyes right to each other as they pass. When Standards Guidons, Colours and Banners are cased, Colour parties and escorts are to pay such compliments as would be appropriate if no Colours were present.

Honours accorded by Standards, Guidons, Colours and Banners

5.105 Honours accorded by Standards, Guidons, Colours and Banners are detailed in [annex C](#).

Parts of a Colour

5.106 The named parts of a Colour are described in [figure 5-11](#).

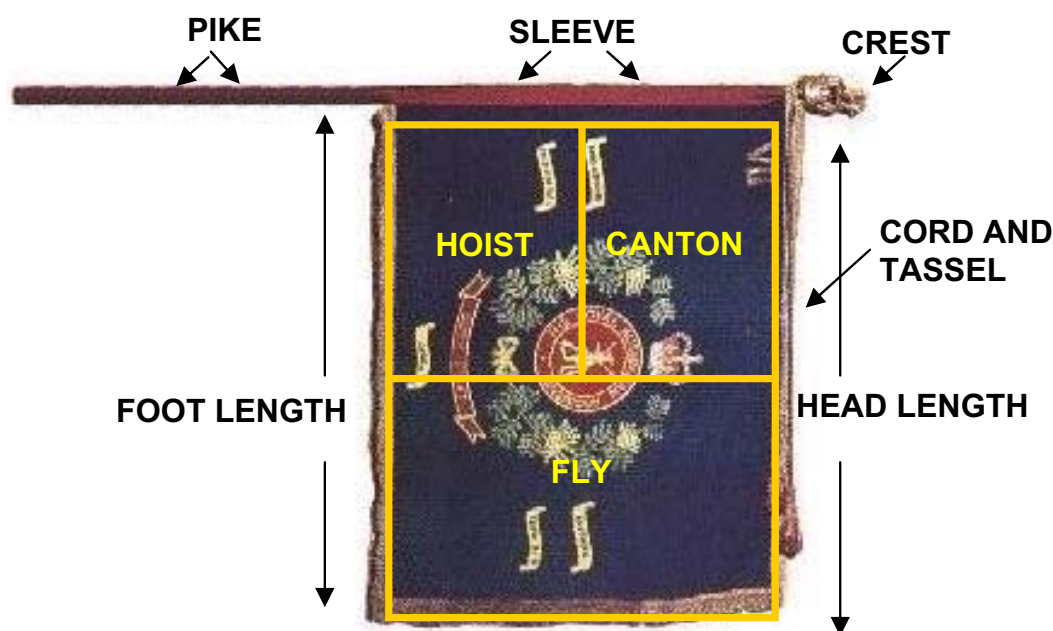


Figure 5-11: Parts of a Colour

Colours at funerals

5.107 Standards, Guidons, Colours, or Banners are not to be carried at funerals for service members below the rank of colonel. They may, however, be carried for officers of the rank of lieutenant colonel, who died in service whilst in command of a unit which has a Standard, a Guidon, Colours, or whose Corps has a Banner.

5.108 A unit which is entitled to carry a Standard, Guidon, Colours or a Banner may do so regardless of whether or not the unit makes up all or, a part of the escort party.

5.109 A Standard, Guidon, Colours, or a Banner at a funeral are paraded in the centre of the escort party. They are draped with black crepe material (7.5–10 cm in width) which is to be tied in a large bow at the head of the pike, just below the Crest, with the loose ends trailing to be level with the lower edge of the Colour. Drapes on Standards, Guidons, Colours or Banners are to be removed as soon as possible after the body has been interred.

5.110 When Standards, Guidons, Colours, or Banners are paraded with an escort party at a funeral no compliments are to be paid to them by a unit, party, or individual (military or civil) who are parading as a part of the military funeral until the unit, party, or individual ceases to be in charge of, or in attendance to the coffin, casket (or urn) which contains the remains of the deceased.

5.111 The Army Banner can be carried at funerals. It is restricted to the funerals of past and present Chief and Deputy Chief of the Army, past Chiefs of the General Staff and past and present RSM of the Army.

5.112 When carried at funerals, the Army Banner is to be draped in black crepe. The black crepe is to be fixed to the banner in accordance with [paragraph 5.97](#).

COLOURS IN CHURCH

General

5.113 During a church parade or other appropriate service the Standard, Guidon, Colour or Banner may be deposited in the church. This is not to be confused with the 'Laying Up of Colours' or a 'United Drumhead Service'.

5.114 The procedure for placing Colours in a church is as shown in [annex E](#) to this chapter.

5.115 All drill movements are to be carried out in the church with dignity, reverence and with minimum of noise. Honours are not to be paid to the Colours in the church by personnel, other than by the congregation standing, when the Colours are marched into and out of the church.

5.116 Colour escort are to be provided for Colours paraded at a church service. In circumstances where church authorities refuse the entry of an Colour escort, the local senior commander or the commander of a functional command or formation may order an alternative site, or an alternative ceremonial procedure (such as having the Colour escorts remain on guard outside the church).

5.117 Colours are to be marched into and out of a church in slow time. Arms are to be carried, bayonets are to be fixed and headdress is to be worn by the Colour party.

Annexes:

- A. [Entitlement for Standards, Guidons, Colours, Banners and associated ceremonial equipment](#)
- B. [Detailed procedures for Colours on ceremonial parades](#)
- C. [Marching Colours on and off a parade](#)
- D. [Marching Colours on and off a Guard of Honour](#)
- E. [Colour Drill for churches](#)
- F. [Colour Drill for mess dinners](#)

CHAPTER 6

CEREMONIAL PARADE

Format of the basic ceremonial parade

6.1 The basic format followed by most unit ceremonial parades includes the components listed in the sequence shown:

- a. unit assembles in the assembly area;
- b. vehicles or troops holding ground are posted;
- c. markers are posted;
- d. unit is marched on from the assembly area;
- e. unit is dressed;
- f. officers fall in;
- g. Flag/Colours are marched on;
- h. host, distinguished guests and reviewing officer are received;
- i. inspection;
- j. march past;
- k. advance in review order;
- l. address and presentation of awards;
- m. reviewing officer, distinguished guests and host are farewelled;
- n. Flag/Colours are marched off;
- o. officers are fallen out;
- p. unit marches off;
- q. vehicles or troops holding ground are dismissed; and
- r. unit disperses.

6.2 An example of the basic format applied to a unit parade, with Colours, is shown in [annex A](#). This example includes all commands and details any additional information necessary to conduct the parade. This format is a useful basis for planning any unit parade and can be modified for larger formations and different requirements. The layout of this example is recommended for developing detailed instructions for any ceremonial activity.

6.3 This type of parade is normally used for a battalion or regiment size unit, however, it can be used by units or sub-units with smaller numbers, with or without the Australian National Flag or Colours.

Annexes:

- A. [Suggested format for a ceremonial parade](#)
- B. [Parade preparation and conduct](#)

CHAPTER 7

TROOPING THE COLOUR

Introduction

7.1 Trooping the Colour is derived from the Roman custom of parading the Eagle each night on coming into camp. The origin of the ceremony of Trooping was concerned with the lodging of the Colour, and as early as the 16th Century at least one company's Colour was always placed in safe keeping in the ensign's quarters, or some other safe place, at the conclusion of a days parade or, when on active service, after a days fighting. By the 17th Century the ceremony consisted of the Colour being displayed from the ensign's quarters and the battalion would march past so as the men would know, in case of alarm, the place of their rallying point.

History

7.2 The ceremony of Trooping the Colour, which in its present form originated in 1755, derives its name from the musical troop, or tune, which was played during the ceremony of the lodging of the Colour, and hence the name changed from 'lodging' to 'trooping'. The Colour was then marched along the lines of troops in slow time with the same aim, 'to impress it upon the soldiers' memories, that they might always recognise it in battle and so know their place and rallying point.

7.3 Colours are not carried on parade by an other rank, however, this ceremony starts with the Colour in the charge of a sergeant (Colour bearer) with two sentries guarding the Colour from harm. Later a subaltern assumes command of the right hand guard of the parade (a tribute to youth and a symbol of the responsibility which youth is expected to assume) and another subaltern takes over the role as Colour ensign.

7.4 The Colour, once received from the Colour bearer, is to be carried by a subaltern. At The Royal Military College the Colour ensign is to be an under officer (cadet) and the person performing the role of the sergeant Colour bearer is also to be an under officer (cadet).

Colour to be trooped

7.5 On a Trooping the Colour ceremony the Queen's Colour, Standard, Guidon, or Sovereign's Banner is carried on the Queen's Birthday Parade, or a parade attended by either Her Majesty or the Governor-General. At all other times a Regimental Colour, Standard, Guidon, or Banner is carried.

Organisation

7.6 Normally not less than four, or more than eight guards are mounted. All guards should be of equal strength and should be, where possible, in a straight line. All guards need not be provided by the one unit, however, all should come from the same formation.

7.7 The two right flank guards (at least) should be provided by the unit whose Colour is being trooped.

7.8 Whenever possible the composition and strength of each guard is to be as follows:

Serial	Appointment	Rank	Remarks
1	guard commander	Major	(or captain).
2	second-in-command	Captain	(or lieutenant).
3	company officer	Lieutenant	the ensign in No 1 guard.
4	right guide	Warrant Officer Class 2	(or sergeant) front rank.
5	left guide	Sergeant	front rank.
6	rank and file	48 Other Ranks	24 files of two (includes the two Colour Sentries from No 1 guard).
7	supernumerary rank	three Sergeants	in No 1 guard these are the rear left and right guides and one of the Colour Escorts.

Table 7-1: Composition of each guard

Serial	Appointment	Rank	Remarks
1	commanding officer	Lieutenant Colonel	
2	unit second-in-command	Major	
3	adjutant	Captain	
4	Regimental Sergeant Major (RSM)	Warrant Officer Class 1	
5	Colour bearer	Sergeant	joins No 1 guard and becomes a Colour escort.
6	Colour case orderly	Private	
7	rifle orderly	Private	
8	pace stick orderly	Private	

Table 7-2: Additional personnel

7.9 The various appointments within the parade include the following:

Serial	Appointment	Remarks
1	Right Marker	The right marker, at the commencement of the parade, is a Senior Non-commissioned Officer (SNCO) who, after the troops are marched on, is at the right flank of the front rank of the respective guard. Once the officers are posted the marker moves into position in the supernumerary rank.
2	Right Guide	The senior warrant officer, or SNCO, in each guard is to be nominated as the right guide. The right guide marches the guard onto the parade and, once the officers are posted takes up the position on the right flank of the front rank (formerly occupied by the right marker).
3	Colour Sentries	The Colour sentries are two junior NCOs who march on with the cased Colour and protect the Colour once it is uncased. When the Colour is handed over to the 'Escort to the Colour' the sentries fall in at the right flank of the 'Escort'.
4	Colour Bearer	The Colour bearer carries the cased Colour onto the parade, escorted by the Colour sentries. Once the Colour is handed over to the 'Escort to the Colour' the bearer falls into the supernumerary rank of the 'Escort'. Later the bearer becomes one of the two Colour escorts. The bearer does not wear a Colour belt.
5	Colour Escorts	The Colour escorts are two senior NCOs. One of the escorts is the former Colour bearer, the other is one of the senior NCOs from the supernumerary rank of No 1 guard (the escorts are to wear white gloves and belt, with the bayonets affixed to their rifles).
6	Left and Right Rear Guides	The left and right rear guides of No 1 guard come from the guard's supernumerary rank. They take-up their positions prior to the guard receiving the Colour.
7	Officer Commanding the Escort	The officer commanding the 'Escort to the Colour' is the second-in-charge (2IC) of No 1 guard. For the actual trooping of the Colour the 2IC takes command of the guard.
8	Colour Ensign	The Colour ensign is the company officer from No 1 guard.

Table 7-3: Parade appointments

7.10 The Colour case, rifle and pace stick orderlies do not join the main parade on the completion of their duties. The rifle orderly carries the Colour bearer's rifle, however, the Colour case and pace stick orderlies do not carry rifles.

7.11 The initial form up positions in the assembly area are shown in [figure 7-1](#).

7.12 The Number 1, or right flank, guard is referred to as the 'escort' and the company officer in the escort, referred to as the ensign, wears a Colour Belt.

7.13 The Trooping the Colour parade is normally made up of two ranks, however, it may be a three or four rank parade. There should only be three NCOs in the supernumerary rank (this includes the initial right marker who is later replaced by the right guide). The distance between No 1 and 2 guards and No 3 and 4 guards, on the Inspection Line, should be approximately two paces. There is to be sufficient space between No 2 and 3 guards to allow for the positioning of the Colour party prior to the march past.

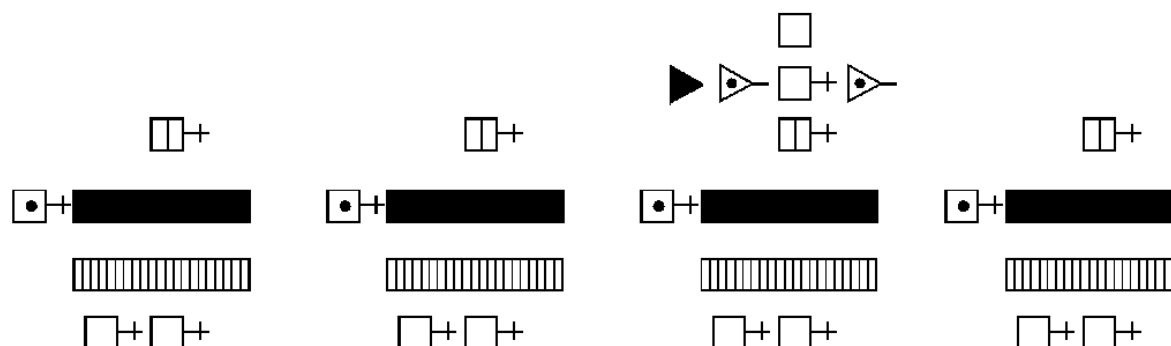


Figure 7-1: Initial form up in the assembly area

Positions on parade

7.14 The positions of officers, guides etc when on parade with their guards are as follows:

Serial	Personnel	Position
1	guard commander	3 paces in front of the second file from the right.
2	guard second-in-command	3 paces in front of the second file from the left.
3	company officer (or ensign)	3 paces in front of the centre of the guard.
4	guides	on their respective flanks of the front and rear ranks.

Table 7-4: At the Open Order and when marching past the Saluting Point

Serial	Personnel	Position
1	parade commander (CO)	15 paces in front of the centre of the parade.
2	parade second-in-command	3 paces in front the right guide of No 1 Guard.
3	Adjutant	3 paces in front the left guide of No 4 Guard.

Table 7-5: Position of other officers on the Inspection Line

Colour Party

7.15 The Colour party initially is comprised of one sergeant Colour bearer and two Colour sentries (see [table 7-3](#)). The two Colour sentries are drawn from the right file of No 1 Guard. At the halt the sentries are posted either side of the Colour; during the march on, with the Colour cased, the sentries are to be at the front and rear of the Colour. Whilst on the march the Colour is carried at the slope position. The Colour party acts on the parade orders up until such time as the Colour is received by the escort to the Colour. The party is then disbanded.

7.16 After the trooping, and just prior to the march past, the ensign, with the Colour, is repositioned by the Commanding Officer (CO) from the escort to the Colour (No 1 guard) to the centre of the parade, between Nos 2 and 3 guards. The ensign is joined by the two Colour escorts (see [table 7-3](#)) and the RSM to form the Colour party.

7.17 The rifle and Colour case orderlies march on with the Colour bearer and sentries. The rifle orderly is positioned two paces to the left of the Colour bearer and the case orderly two paces behind the rear sentry.

Troops holding ground

7.18 Troops keeping, or holding, ground may be provided by other units and/or corps. The number of troops required is based on the perimeter of the ground to be covered, however, it is normally acceptable to have personnel in each corner of the ground. Equipment used in holding ground (eg artillery pieces or Armoured Fighting Vehicles) are to face out from the ground whilst personnel are to face in.

7.19 The personnel holding ground are a part of the parade and are to be in the same drill positions as the parade (ie the attention or stand at ease positions). They are to be at the attention position during all parade marching and are to pay compliments with the parade.

7.20 Personnel holding ground may be posted by the RSM.

Posting the right markers

7.21 The right markers tasks are carried out by the senior NCOs from the supernumerary rank of each guard. The markers are posted by the RSM once the troops holding ground are fully in position.

Salutes

7.22 When the Queen's Colour is handed over to the escort to the Colour by the RSM, the escort is to present arms; all guests and spectators are to stand for the Salute (personnel in uniform, not on parade, are to salute).

Rifle orderly

7.23 A rifle orderly is employed in the procedure for the parade, however, if required a Colour bearer may carry a rifle onto the parade (Slung).

Parade procedure

7.24 The parade procedure is laid down in [annex A](#).

Annex:

A. [Trooping the Colour Parade procedure](#)

CHAPTER 8

CONSECRATION AND PRESENTATION OF NEW COLOURS

Introduction

8.1 The ceremony involving the presentation of Colours is normally a combination of two separate ceremonies. The parade starts off with the trooping the Colours, where the Old Colours are trooped for the last time, and then there is the actual presentation of the New Colours.

History

8.2 The origin of the Consecration of Colours dates back well before the birth of Christ. Battle flags have been closely associated with religion from the earliest of times. The Israelites carried the sacred standard of the Maccabees, which bore the initial letters of the Hebrew text 'who is like unto thee O Lord the Gods' (Exodus XVII). In the armies of pagan Rome the ensigns were worshipped with religious adoration. Pope Alexander II blessed a banner which William the Conqueror carried at Hastings and at the Battle of the Standard in 1138, the banners of St Peter of York, St John of Beverly and St Wilfred of Ripon were erected upon a wagon and moved with the Archbishop of York and his Yeomen of Yorkshire when they fought the Scottish clansmen.

8.3 The ceremony of Consecrating the Colours originated in the Middle Ages, when there were no national standing armies, each nobleman maintaining his own private army for the protection of his land holdings.

8.4 For purposes of identification each of these armed bands carried a banner on which was featured the personal coat of arms of its noble commander. When a male member of the family reached the age at which he was entitled to be knighted he was ceremoniously presented with a sword and spurs by the head of the family. In the presence of all armed retainers, he was also presented with a small replica of the family banner, termed a bannerette, which, with much solemnity, was first blessed and consecrated by the local priest before being given to him.

8.5 When, with the passage of time, these armed bands were merged into a national army, controlled by a central authority of which the reigning Monarch was the head, the ceremony of consecrating the banner was retained, but with the difference that the 'Colours' now represented regimental rather than family honour.

8.6 The origin of the piling drums during a religious service goes back long before armies were coordinated under the Crown and long before the advent of bands into military units. The most primitive recorded use of the drum indicates that it's prime purpose was to banish evil and undesirable spirits. At a later stage it was realised that the deep resonant note provided an ideal means of communication between tribal groups over fairly considerable distances. As civilisation developed the drum was found to be useful for attracting attention and for maintaining a regular rhythmic beat, however, despite it's modern usage the drum has never entirely lost it's reputation as a pagan instrument, hence in the church drums have never been widely associated with religious music. In about the 17th Century, at the outdoor religious services that were conducted for the fighting men, the drums were piled as a means of ensuring that they could not be beaten during the service. Another consideration is that the drums provide a practical alternative to a formal altar.

Organisation

8.7 Normally not less than four, or more than eight guards are mounted. All guards should be of equal strength and should be, where possible, in a straight line. All guards need not be provided by the one unit, however, all should come from the same formation.

8.8 The two Right Flank guards (at least) should be provided by the unit whose Colours are being presented.

8.9 Whenever possible the composition and strength of each guard is to be:

Serial	Appointment	Rank	Remarks
1	guard commander	Major	(or captain).
2	second-in-command	Captain	(or lieutenant).
3	company officers	two Lieutenants	in No 1 guard they are the ensigns for the Old Colours. One officer from each of Nos 2 and 3 guards are the ensigns for the Queen's and Regimental Colours respectively.
4	right guide	Warrant Officer Class 2	(or sergeant) front rank.
5	left guide	Sergeant	front rank.
6	rank and file	48 other ranks	24 files of two (includes the two Colour sentries from No 1 guard).
7	supernumerary rank	three Sergeants	in No 1 guard these are the left and right rear guides.

Table 8-1: Composition of each guard**8.10** Additional personnel required for the parade are as follows:

Serial	Appointment	Rank	Remarks
1	commanding officer	Lieutenant Colonel	
2	unit second-in-command	Major	
3	adjutant	Captain	
4	principal chaplains	three chaplains	(of the appropriate ranks).
5	senior and junior majors	two Majors	for a parade where one Colour, or a Banner, is being presented, only a senior major is required.
6	Regimental Sergeant Major (RSM)	Warrant Officer Class 1	
7	old Colour senior escort	Warrant Officer Class 2	join No 1 guard and become the old Colour escorts.
8	old Colour bearers	two Sergeants	
9	new Colour senior escort	Warrant Officer Class 2	they become the Colour escorts for the New Colours.
10	new Colour bearers	two Sergeants	
11	Colour case orderlies	four Privates	two each for the Old Colours and two for the New Colours.
12	rifle orderlies	four Privates	
13	stool orderlies	two Privates	
14	microphone orderlies	three Privates	
15	pace stick orderly	Private	

Table 8-2: Additional personnel

8.11 The various appointments within the parade include the following:

Serial	Appointment	Remarks
1	Right Marker	The right marker, at the commencement of the parade, is a senior Non-commissioned Officer (NCO) who, after the troops are marched on, is at the right flank of the front rank of the respective guard. Once the officers are posted the marker moves into position in the supernumerary rank.
2	Right Guide	The senior warrant officer, or Senior Non-commissioned Officer (SNCO), in each guard is to be nominated as the right guide. The right guide marches the guard onto the parade and, once the officers are posted takes up the position on the right flank of the front rank (formerly occupied by the right marker).
3	Old Colours' Sentries	The Old Colours' sentries are two junior NCOs who march on with the cased Colour and protect the Colour once it is uncased. When the Old Colours are handed over to the 'Escort to the Colour' the sentries fall in at the right flank of the 'Escort'.
4	Old Colours' Bearers	The Old Colours' bearers carry the cased Colours onto the parade, escorted by the Colour sentries. Once the Colours are handed over to the 'Escort to the Colour' the bearers fall into the supernumerary rank of the 'Escort'. Later the bearers become the two Old Colour escorts. The bearers do not wear Colour belts, however, they are to wear white gloves and belt, with the bayonets affixed to their rifles).
5	Rear Left and Right Guides	The left and right rear guides of No 1 guard come from the guard's supernumerary rank. They take-up their positions prior to the guard receiving the Old Colours.
6	Officer Commanding the Escort	The officer commanding the 'escort to/for the Colour' is the 2IC of No 1 guard. For the actual trooping of the Colour the 2IC takes over command of the guard.
7	Old Colours' Ensigns	The Old Colours' ensigns are the company officers from No 1 guard.
8	Senior Escorts	Warrant officers class 2. The senior escorts for both the Old and New Colours march on with the respective Colour parties.
9	The Senior and Junior Majors	The two (senior and junior) majors uncased and receive the new Queen's and Regimental Colours from the bearers, and place them onto the piled drums for the Service. They then hand the Colours to the personage for the presentation (the senior major handles the Queen's Colour).

Table 8-3: Parade appointments

8.12 The orderlies do not join the main parade on the completion of their duties and they do not carry rifles.

8.13 The initial form up positions are shown in [figure 8-1](#).

8.14 The No 1, or right flank, guard is referred to as the 'escort' and the company officers in the escort, referred to as the ensigns, wear Colour belts.

8.15 The Presentation of New Colours parade is normally made-up of two ranks, however, it may be a three or four rank parade. There should only be three NCOs in the supernumerary rank (this includes the initial right marker who is later replaced by the right guide). The distance between No 1 and 2 guards and No 3 and 4 guards, on the Inspection Line, should be approximately two paces. There is to be sufficient space between No 2 and 3 guards to allow for the Colour party.

Positions on parade

8.16 The positions of officers, guides etc when on parade with their guards are as follows:

Serial	Personnel	Position
1	guard commander	3 paces in front of the second file from the right.
2	guard second-in-command	3 paces in front of the second file from the left.
3	company officers (or ensigns)	3 paces in front, and equally spaced across the frontage of the guard.
4	guides	on their respective flanks of the front and rear ranks.

Table 8-4: At the Open Order and when marching past the Saluting Base

Serial	Personnel	Position
1	parade commander (CO)	15 paces in front of the centre of the parade.
2	parade second-in-command	3 paces in front of the right guide of No 1 guard.
3	adjutant	3 paces in front of the left guide of No 4 guard.

Table 8-5: Position of other officers on the Inspection Line

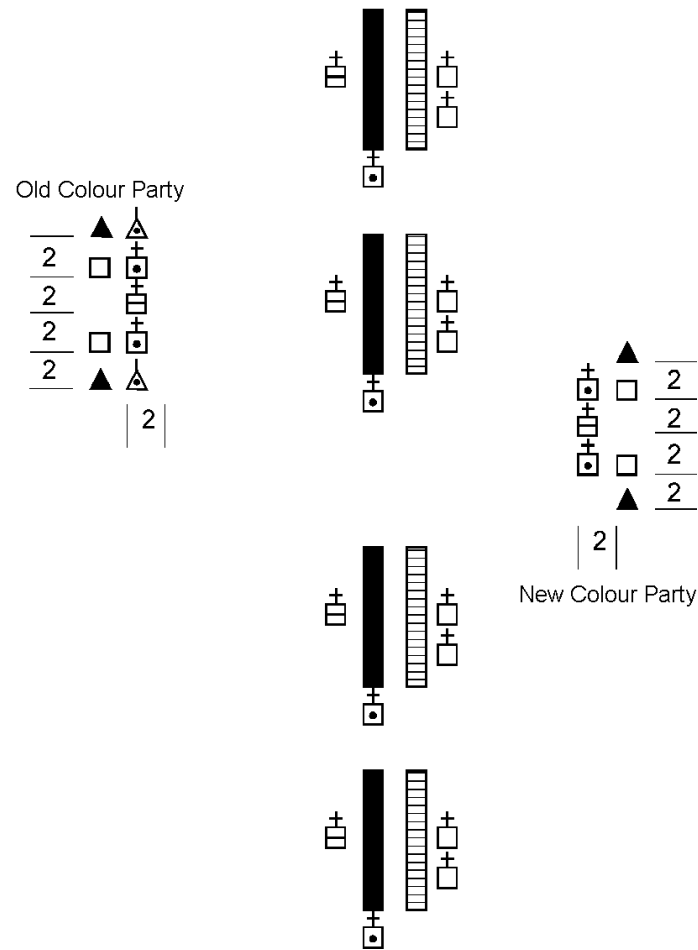


Figure 8-1: Initial form up in the assembly area

Old Colour Party

8.17 The Colour Party initially is comprised of two sergeant Colour bearers and two Colour sentries (see [table 8-3](#)). The two Colour sentries are drawn from the right file of No 1 guard. At the halt the sentries are posted either side of the Colours; during the march-on, with the Colours cased, the sentries are to be at the front and rear of the Colours. Whilst on the march the Colours are carried at the slope position. The old Colour party acts on the parade orders up until such time as the Colours are received by the escort to the Colours. The party is then disbanded.

Troops holding ground

8.18 Troops keeping, or holding, ground may be provided by other units and/or Corps. The number of troops required is based on the perimeter of the ground to be covered; however, it is normally acceptable to have personnel in each corner of the ground. Equipment used in holding ground (eg artillery pieces or Armoured Fighting Vehicle (AFV)) are to face out from the ground whilst personnel are to face in.

8.19 The personnel holding ground are a part of the parade and are to be in the same drill positions as the parade (ie the attention or stand at ease positions). They are to be at the attention position during all parade marching and are to pay compliments with the parade.

8.20 Personnel holding ground may be posted by the RSM.

Posting the right markers

8.21 The right markers tasks are carried out by the SNCOs from the supernumerary rank of each guard. The markers are posted by the RSM once the troops holding ground are fully in position.

Salutes

8.22 When the Old Colours are handed over to the escort to the Colour, by the RSM, the escort is to present arms; all guests and spectators are to stand for the salute (personnel in uniform, not on parade, are to salute).

Gloves

8.23 All personnel involved in the handling of the Colours, including the personage presenting the Colours, are to wear white-coloured gloves (the personage is only required to wear gloves during the actual presentation). The chaplains are not required to wear gloves provided they only place their hands above the Colours during the Service and do not touch them.

Rifle orderlies

8.24 Rifle orderlies are employed in the procedure for the parade, however, if required the Colour bearers may carry their own rifles onto the parade (Slung).

Parade procedure

8.25 The parade procedure is laid down in [annex A](#).

Annexes:

- A. [Presentation of New Colours Parade procedure](#)
- B. [Scale of life for Standards, Guidons, Colours, Banners and associated ceremonial equipment](#)

CHAPTER 9

A UNITED DRUMHEAD SERVICE

Introduction

9.1 A United Drumhead Service may be held on the following occasions:

- a. to mark the formation of a unit,
- b. to celebrate a unit birthday,
- c. in remembrance of deceased members of a unit, or
- d. on memorial occasions.

History

9.2 Outdoor religious services were conducted for fighting men long before armies were coordinated under the Crown and long before the advent of bands into military units.

9.3 The most primitive recorded use of the drum indicates that its prime purpose was to banish evil and undesirable spirits. At a later stage it was realised that the deep resonant note provided an ideal means of communication between tribal groups over fairly considerable distances. As civilisation developed the drum was found to be useful for attracting attention and for maintaining a regular rhythmic beat. Despite its modern usage the drum has never entirely lost its reputation as a pagan instrument, hence in the church drums have never been widely associated with religious music; therefore the piling of drums during a religious service, which dates back to the 17th Century, was seen as a means of ensuring that the drums could not be beaten during the service. The drums also form a useful alternative to an altar.

Preliminary procedures

9.4 The unit is formed up on parade, with the Colours in position, and the official guests have been received (see [chapter 1—'General instructions'](#)). Standards, Guidons, Colours or Banners may be used in a Drumhead Service, however, the Australian National Flag is not to be used.

Additional personnel

9.5 Other than the normal personnel involved in a parade the following are required for the Service:

- a. three chaplains (one from each of the denominations); and
- b. a microphone orderly.

Parade procedure

9.6 The parade procedure is laid down in [annex A](#).

Annex:

- A. [Procedure for a United Drumhead Service](#)

CHAPTER 10

LAYING UP OF COLOURS

Introduction

10.1 The fact that Colours have, from the early ages, been consecrated gives them an aspect of sacredness which cannot be wholly ignored when consideration is given to their disposal. In view of the reverence paid them whilst they are in service it is not surprising that care has been taken to ensure that they ultimately repose in sacred buildings or other public buildings where their preservation is ensured with due regard to their symbolic significance and historic association.

10.2 There are many recorded incidents, in the British Army, of Colours being buried with the Colonel of the Regiment and one case where a unit being disbanded (2nd Battalion Kings Regiment (8th Foot)—1816) brought the Colours to the officers' mess at the conclusion of dinner where they were stripped, cut up so that each officer obtained a piece and then burnt; the ashes of the Colours and pikes being buried in the centre of the parade ground and an armed sentry mounted over them through the night.

General

10.3 The term Colours within this chapter refers to Guidons, Standards, Colours or Banners.

10.4 When a replacement Colour has been presented to a unit (Corps or Regiment), or when a unit (Corps or Regiment) is disbanded the Old Colour, complete with pike, is to be laid up.

10.5 By tradition Colours, once laid up, are left to, in time, disintegrate (dust to dust) and are not reconditioned or refurbished. However, they may be, after a symbolic laying up period of not less than five years, placed in an evacuated glass case (the pike should accompany the colour). Colours, when hung, are hung parallel to the floor and not at an angle.

10.6 Replaced or laid up Colours, including their pikes, remain the property of the Commonwealth. They are not to be sold or be allowed to pass into the possession of an individual.

10.7 It is customary for Colours to be laid up on the first Sunday following the presentation of New Colours. Colours of disbanded units are not to be paraded except on the occasion of the laying up ceremony, which is to take place as soon as possible after disbandment. Any delay in excess of six months is to be notified to the Ceremonial Cell Director-General Personnel—Army (DGPERS–A).

10.8 Once laid up Colours are not to be paraded again and are not to be withdrawn from their place of laying up without the authority of the Ceremonial Cell DGPERS–A.

10.9 The 'laying up of Colours' is not to be confused with the practice of depositing Colours for safe custody, such as on mobilisation.

Selection of the place of laying up

10.10 All Australian Regular Army (ARA) Standards, Guidons, Colours and Banners are to be laid up at the Soldiers Chapel Kapooka. Army Reserves Standards, Guidons, Colours and Banners when authorised by Chief of Army, may be laid up at:

- a. a suitable regional Cathedral, Church or Military Chapel; or
- b. the Australian War Memorial or State War Memorial (the Colours must be displayed).

10.11 The laying up ceremony is to be conducted regionally, however, the colours are to be deposited in one of the facilities described in [paragraph 10.10](#) as soon as practicable after the ceremony.

Laid up Colour Register

10.12 A register is to be maintained by the Ceremonial Cell DGPERS-A showing the locations of each laid up Colour within the Commonwealth. This information is to be supplied by the various corps and regimental committees upon the laying-up. This register is included in the *Ceremonial Manual*, volume 2, [chapter 3—‘Register of Standards, Colours, Guidons, Banners and Other Honourable Insignia’](#).

10.13 A report is to be submitted to the Ceremonial Cell DGPERS-A by these committees if there is a change in the Colour’s location and/or condition.

Re-raising of a unit

10.14 Should a disbanded unit be re-raised the Colour is taken back into service, provided the Colour is in a suitable condition.

Ceremony

10.15 ARA units laying up Colours at Kapooka, have discretion to modify the laying up of ceremony to accommodate geographical and other considerations are required eg split ceremony between the unit’s location and Kapooka or the administrative lodgement of Colours at Kapooka. Liaison is to occur with Regimental Sergeant Major Kapooka Military Area to facilitate the lodgement of the Colours. The unit lodging the Colours is responsible for all associated costs.

10.16 Detailed information with regard to the proposed laying-up ceremony, such as the date and location, is to be sent to the Ceremonial Cell DGPERS-A and full particulars of the proposed ceremony itself is to be forwarded to the following:

- a. the unit’s formation headquarters;
- b. the Principal Chaplain’s office; and
- c. any ex-Servicemen’s association affiliated with the unit.

10.17 The order of service is to be drawn up jointly between the senior chaplain and the clergy of the church. The following ceremonial points are to be noted:

- a. only the CO of the unit, or a person nominated by the corps, regiment or unit association, has the right to take the Colour away from the Colour party; and
- b. when the Queen’s Colour (or its equivalent) is being laid up, it is customary to conclude the ceremony with the playing of the National Anthem.

10.18 It is common practice to produce a printed Order of Service for the ceremony. The cost for printing the publication, however, is to come from unit funds.

10.19 The format for the laying up of Colours is laid down in [annex A](#), to this chapter.

Movement of laid up Colours

10.20 If laid up Colours are to be moved they are done so with dignity, however, they are not accompanied by an armed escort.

Annexes:

- A. [Laying up the Colours at a cathedral, church, or military chapel parade procedure](#)
- B. [Laying up the Colours at a war memorial procedure](#)

CHAPTER 11

GUARDS OF HONOUR

Introduction

11.1 The drills and procedures associated with an Army guard of honour are traditional and should not be varied. The procedures for Tri-Service guards of honour are detailed in [Defence Instruction \(General\) PERS 46-1—Tri-Service Ceremonial—Guards of Honour](#).

11.2 A guard of honour is mounted to pay compliments to distinguished personages on their arrival and departure from selected areas. When planning a guard of honour it is necessary to ensure the following:

- a. the personage is entitled to a guard of honour,
- b. the occasion is appropriate,
- c. troops can be made available for the task, and
- d. expenditure of public funds is warranted.

11.3 Approval for a guard of honour is sought from the local area commander.

11.4 Ceremonies associated with ANZAC Day are generally considered to be occasions of personal homage to the fallen and guards of honour for personages attending such ceremonies may not always be appropriate.

11.5 When circumstances preclude the provision of a guard of honour of the strengths laid down at [paragraphs 11.16, 11.23, 11.27 and 11.30](#) the numbers may be reduced, however, a guard of honour (less a ceremonial quarter guard) should not be mounted where the strength falls below one officer, two senior non-commissioned officers (SNCO) and 30 rank and file. Any reduction in the strength of a guard is not to affect the honours and salutes to be given. The strength of a royal guard of honour is not to be reduced without prior approval from the Ceremonial Cell Director-General Personnel—Army (DGPERS-A).

Types of guards of honour

11.6 There are five types of guards of honour:

- a. royal (or full) guard of honour;
- b. half guard of honour;
- c. credential guard;
- d. ceremonial quarter guard; and
- e. other honour guards (see [chapter 24—‘Other Ceremonial Occasions’](#) for wedding honour guards).

11.7 A band should, where possible, accompany royal (or full) guards of honour, half guards of honour, and credential guards.

Honours and salutes

11.8 A guard of honour is to normally only pay full compliments to the personage for whom it is mounted. Other personages arriving or departing from the place where the guard is mounted are to be received by the guard at the attention position and the guard commander only salutes.

11.9 Exceptions to [paragraph 11.8](#) are the following, who are to receive the applicable salutes as laid down in chapter 13, [annex C](#):

- a. the Governor-General;
- b. the Prime Minister;
- c. Minister for Defence/Minister Assisting the Minister for Defence;
- d. the Chief of the Defence Force; and
- e. the Chiefs of the three individual Services.

11.10 Honours and salutes are paid to personages on the arrival at, and if possible on the departure from, an area. A personage receives the applicable salute on arrival at the guard and another salute at the completion of the inspection (except for a ceremonial quarter guard where no second salute is given).

Flags, Standards, Guidons, Colours and Banners

11.11 A Standard, Guidon, Queen's Colour, or a Banner presented by either a member of the Royal Family or the Governor-General, may be carried by a royal guard of honour. Only a Regimental Colour or a Banner presented by a personage other than a member of the Royal Family may be carried on a half guard of honour.

11.12 Units not entitled to carry Standards, Guidons, Colours or Banners may carry the Australian National Flag (ANF) on either royal or half guards.

11.13 The ANF, Standards, Colours, Guidons and Banners are not to be carried on either credential guards or ceremonial quarter guards.

Times for mounting guards

11.14 As a rule guards of honour are not to be mounted:

- a. before 0800 hours,
- b. after retreat, or
- c. during the usual hours for divine service on Sundays.

11.15 If it is considered necessary to mount a guard at a time other than the timings laid down in [paragraph 11.14](#) approval is to be obtained from the Ceremonial Cell DGPERS-A.

Royal (or full) guards of honour

11.16 A royal (or full) guard of honour consists of the following:

Serial	Appointment	Remarks
1	guard commander and second-in-command	one major and one captain.
2	ensign(s)	if required (two are needed for a linked battalion).
3	four guides	two warrant officers class 2 (WO2) and two SNCO.
4	96 other ranks	
5	two car door orderlies	two ORs
6	flag orderly	one SNCO

Table 11-1: Strength of a royal guard of honour

11.17 Royal guards may only be mounted for the following personages/occasions:

- a. Her Majesty The Queen.
- b. A member of the Royal Family prefixed with the title HRH.
- c. A foreign Sovereign.
- d. The head of state of a foreign country (of a government formally recognised by the Australian Government).
- e. A member of a reigning foreign imperial or royal family (of a Government formally recognised by the Australian Government).
- f. The Governor-General (or the Governor-General of a Commonwealth country).
- g. A State Governor.
- h. A High Commissioner.
- i. A Lieutenant-Governor, administrator, or special royal commissioner of any British:
 - (1) crown colony,
 - (2) state,
 - (3) mandated territory, or
 - (4) possession.
- j. On such occasions as are customary within their sphere of Government.
- k. Ceremonies of State.

11.18 A Royal guard of honour is not to be detailed for the following personages except on those occasions specified in [paragraph 11.19](#):

- a. the Governor-General (or the Governor-General of a Commonwealth country);
- b. a State Governor;
- c. a High Commissioner; or
- d. a Lieutenant-Governor, administrator, or special royal commissioner of any British Commonwealth Crown colony, state, mandated territory, or possession.

11.19 The occasions that the personnel mentioned in [paragraph 11.18](#) may receive a royal guard of honour are as follows:

- a. when first arriving in the Commonwealth of Australia, or the state;
- b. on the conclusion of the reading of the Proclamation of the assumption of office;
- c. when departing from the Commonwealth of Australia, or the state, for leave of absence exceeding three months;
- d. when returning to the Commonwealth of Australia, or state, from leave of absence exceeding three months;
- e. when quitting office; and
- f. for official visits to places within their jurisdiction.

11.20 A royal guard of honour is not mounted when the personage is merely arriving or departing at a post or station within the jurisdiction of the personage, or when changing residence.

11.21 Regardless of whom the guard is mounted for (eg the President of the United States) the guard is, at all times, referred to in the guard commander's orders as a 'Royal Guard'.

11.22 The ceremonial procedure for a royal guard is detailed in [annex A](#).

Half guards

11.23 A half guard of honour consists of the following:

Serial	Appointment	Remarks
1	guard commander and second-in-command	one captain and one lieutenant
2	one ensign	if required (two are needed for a linked battalion)
3	four guides	one WO2 and three SNCOs
4	48 other ranks	
5	two car door orderlies	two ORs
6	one flag orderly	

Table 11–2: Strength of a half guard of honour

11.24 Half guards may be provided for the following personages when visiting a city (other than a capital city) or town within Australia, or the relevant State, on other than an occasion of State, provided that no expenses to the Australian Government is involved:

- a. the Governor-General (on occasions other than detailed in [paragraph 11.19](#));
- b. the Governor of a State (on occasions other than detailed in [paragraph 11.19](#));
- c. visiting Heads of Government;
- d. a field marshal or commander-in-chief;
- e. an Army officer of general rank;
- f. a naval officer of flag rank;
- g. an Royal Australian Air Force (RAAF) officer of air rank;
- h. a foreign general officer (or equivalent of other Services); and
- i. a distinguished personage to whom it is deemed expedient to accord such an honour.

11.25 The ceremonial procedure for a half guard is detailed in [annex A](#).

Ceremonial quarter guards

11.26 A ceremonial quarter guard is a guard of honour mounted within units for guests of that unit. The guard may be mounted for any personage so deemed entitled on direction by the unit Commanding Officer (CO).

11.27 A ceremonial quarter guard of honour consists of the following:

Serial	Appointment	Remarks
1	guard commander	lieutenant
2	guard second-in-command	sergeant
3	two guides	corporal and lance corporal
4	14 other ranks	
5	one flag orderly	

Table 11-3: Strength of a ceremonial quarter guard

11.28 Ceremonial quarter guards are normally mounted outside the unit guard room, however, they may be positioned in any suitable location as selected by the unit CO.

11.29 The ceremonial procedure for a ceremonial quarter guard is detailed in [annex B](#).

Credential guards

11.30 A credential guard is mounted on the occasion when an ambassador, or a high commissioner, presents credentials to the Governor-General at Government House in Canberra. The ceremonial procedure for a credential guard is detailed in [annex C](#).

Guard of honour at Royal Australian Air Force Base Fairbairn

11.31 The ceremonial procedure for guards of honour at RAAF Base Fairbairn, in Canberra, are detailed in [annex D](#) and [E](#).

Marching on and marching off

11.32 The format for guards in this chapter deals with troops marching onto and off the inspection area in file. The format may be changed by units to allow for troops to march on and off in threes, incorporating the form two ranks/three drill procedure.

Annexes:

- A. [Procedure for mounting a Royal \(full\)/half Guard of Honour](#)
- B. [Procedure for mounting a Quarter Guard](#)
- C. [Procedure for Mounting a Credential Guard of Honour](#)
- D. [Procedure for mounting an arrival guard of honour at an airport for a visiting head of state or government](#)
- E. [Procedure for mounting a departure guard of honour at an airport for a visiting head of state or government](#)

CHAPTER 12

QUARTER, HOUSE, ALTAR GUARDS AND CHURCH PARADES

General

12.1 This chapter deals with quarter guards, house guards, and altar guards.

Definitions

12.2 The definitions of these guards are as follows:

- a. **A quarter guard.** A quarter guard is a guard mounted over the quarters of military personnel, normally at a military unit or barracks. It may be of any suitable strength and may be commanded by an officer, or a non-commissioned officer. A quarter guard is not to be confused with any of the other types of guard listed within this manual. A quarter guard is also known as a regimental guard.
- b. **A house guard.** A house guard is a ceremonial guard mounted over a royal personage who is in residence at a particular place (eg Government House). A house guard is not responsible for security, which is normally the responsibility of the civil police.
- c. **An altar guard.** An altar guard is a military guard at a specific Roman Catholic Church Service.

Procedures

12.3 The procedures for quarter, house, and altar guards are laid down in [annexes A, B, and C](#) respectively.

Annexes:

- A. [Procedure for a quarter guard](#)
- B. [Procedure for a house guard](#)
- C. [Altar guards](#)
- D. [Church parades](#)

CHAPTER 13

HONOURS, SALUTES AND SALUTING STATIONS

Introduction

13.1 This chapter deals with the following:

- a. Royal and National Anthems;
- b. saluting;
- c. salutes at inspections and reviews;
- d. artillery (gun) salutes, saluting stations and locations; and
- e. salutes in boats.

13.2 This chapter should be referred to when mounting Royal (full) and half guards of honour.

13.3 Honours paid by Colours are dealt with in chapter 5, [annex B](#).

Annexes:

- A. [Royal and National Anthems](#)
- B. [Saluting](#)
- C. [Salutes at inspections and reviews](#)
- D. [Artillery \(gun\) salutes, saluting stations and saluting locations](#)
- E. [Salutes in boats](#)

CHAPTER 14

FIRING A FEU-DE-JOIE

Introduction

14.1 The ceremony of the Feu-de-Joie originated in a demonstration of a new weapon before Her Majesty Queen Elizabeth I. The new matchlock musket had just been adopted as a more 'reliable and handy' weapon than the cumbersome, then current, wheel-lock piece. The musketeers, having completed the long and intricate procedures of loading their weapons, placed their forked rests in place and awaited the order to fire a volley. The order was given but, the volley did not happen; the matchlock mechanisms only produced a ragged series of bangs, one after another, up and down the line of troops. The Queen was far from happy and gave her opinion in some rather strong language, which made many wish that they were somewhere else.

14.2 In time Her Majesty changed her mind, and suggested that the rippled firing be incorporated into a military activity. To ensure an unbroken ripple of fire along the line, troops were formed up into three ranks, the second rank firing should the soldier in the front rank fail to 'make fire'; if both failed the third rank came into action. This procedure continued until the introduction of the flintlock, a weapon which was sufficiently reliable to ensure an unbroken chain of fire along the ranks. The new ceremony was given the title 'Joy Sound', however, the French Army also adopted the concept for festive occasions and gave it the name Feu-de-Joie.

14.3 A Feu-de-Joie may be fired on any joyous occasion (eg unit birthday parades, or open day parades). It is normally conducted with the parade in two ranks, and is fired with the troops at the open order.

14.4 The Feu-de-Joie may be fired with small arms (rifles), tanks, or artillery pieces. It may also be fired with a combination of these. Hearing protection is to be worn prior to the firing of volleys.

14.5 With the exception of the Queen's Colour at a Queen's Birthday Parade, Colours are not lowered during the firing of a Feu-de-Joie.

Conduct of the Firing

14.6 At the appropriate time, with the parade at the open order, the parade commander orders (name of the unit) is to fire a Feu-de-Joie. Officers and Colours take post. On this order the officers step forward three paces. The ensigns, with the Colours at the carry position, march forward six paces (the Colour escorts remain in position).

14.7 The commander orders 'Volleys with blank cartridges, load'. The guides and all the non-commissioned officers and soldiers in the ranks (less the Colour escorts) bring their rifles to the port arms (load) position and, together as one, carry out the action drill. The Colour escorts and personnel in the supernumerary ranks remain at the attention position and do not take part in the firing of the Feu-de-Joie.

14.8 On the commander's order of 'present' the rifles are brought up to a firing position at the shoulder, with the barrels pointing up at an angle of 800 mils. The heads are kept perfectly still, looking straight to the front.

14.9 The Feu-de-Joie is fired in a series of three 'volleys'. On the commander's order of 'fire' the right hand member of the front rank (of the right hand guard or company) fires, immediately followed by the person on the left. The firing runs down the full length of the front rank(s) of the parade and back up the length of the rear rank(s), from left to right; all as quickly as possible.

14.10 At the conclusion of the firing the commander orders 'reload'. The weapons are brought back to the port arms position and recocked.

14.11 The commander then orders 'present', followed by 'fire'. The procedures in [paragraph 14.8–14.9](#) are repeated. A third 'volley' is then fired.

14.12 At the conclusion of the third 'volley' being fired the commander orders 'stop' and the rifles are brought back to the load position and safety catches set to the 'safe' position.

14.13 The commander orders the parade back to attention, followed by 'officers and Colours take post'. The officers step back three paces and the Colour ensigns six paces, all back into their original positions within the parade.

14.14 If the Feu-de-Joie is fired with a hymn (normally 'Abide with Me') the following is a suggested procedure:

- a. the initial order to load is given prior to the playing of the first (four) bars of the hymn;
- b. the first order of present (followed by the order fire) is given, at the conclusion of the first (four) bars of music;
- c. on the next two orders of reload the rifles are brought back to the load position and, at the same time, the band commences the next (four) bars of the hymn; and
- d. at the conclusion of the third 'volley', with the order stop, the rifles are brought back to the load position; the order attention is given at the conclusion of the final (four) bars of the music.

Artillery Salutes

14.15 If a Feu-de-Joie is to be fired in conjunction with an artillery gun salute (not to be confused with guns firing a Feu-de-Joie) the salute is to be fired in three series of guns (eg three series of seven guns each for a 21 gun salute).

14.16 The order, by the parade commander, of load (to the troops on parade with rifles) is given immediately the gun salute commences and the order 'present' is given as soon as the last gun of the series has fired, followed immediately by the order 'fire'.

Queen's Birthday Parade

14.17 If the Feu-de-Joie is to be fired on a Queen's Birthday Parade it is fired in place of the advance in review order.

14.18 The 'volleys' are accompanied by the Royal Anthem and the Colour escorts and guides are to be at the present arms position from the initial order of 'present', until the order of attention which is given at the completion of the Anthem.

14.19 The procedure for firing a Feu-de-Joie with the Royal Anthem is as follows:

- a. the first 'volley' is fired before the playing of the Anthem, however, after the last round has been fired the rifles remain up at the shoulders, in the present position;
- b. the first six bars of the Royal Anthem are played;
- c. at the completion of the music the rifles are brought down for the reload and then back up to the present position where the second 'volley' is fired;
- d. again the rifles remain in place for the playing of the remainder of the Anthem;
- e. at the completion of the Anthem the rifles are again brought down, reloaded and presented for the final volley; and
- f. after the last round is fired the order 'stop' is given.

14.20 The procedure in [paragraph 14.19](#) may be incorporated with an artillery 21 gun salute. If so, [paragraphs 14.15](#), [14.16](#) and [14.19](#) should be read together.

CHAPTER 15

BEATING RETREAT

Introduction

15.1 The ceremony known as Beating Retreat is conducted in the evening at a time that has the conclusion of the parade coinciding with sunset and the lowering of the Australian National Flag.

History

15.2 Beating Retreat is an old custom dating back to the 16th century when it was known as Watch Setting. Retreat consisted of prolonged drum-beating at sunset to warn the night guard to mount and to also give notice to soldiers beyond the confines of either the camp, or the town walls, that the gates were about to close and that they should return. This drill also signalled civilians working in the fields it was time to come back to the safety of the garrison.

15.3 The custom has its origins too in the days when fighting ceased at sunset; the drum beats signalled that the fighting was over. The soldiers in the main body of troops would fire three volleys of muskets (for troops who were far spread and may not hear the drums) and a hymn would be played between the volleys, in honour of those who had fallen during the day. It was said too that the volleys also 'put to flight the evil spirits of departed soldiers'. It was during this time of the evening that the Colour would be trooped; this drill is replaced today by the lowering of the National Flag.

15.4 The bugle call the 'Last Post' has been passed down through the centuries, in many countries of the world, as an accompaniment to the impressive rites of a soldier's farewell where the closing bars wail out their sad farewell to the departed warrior.

Organisation

15.5 There is no laid down strength for Beating Retreat ceremony, however, it is normally comprised of the following:

- a. a guard in two divisions (with the Colours); and
- b. a band/pipes and drums.

15.6 Beating Retreat is a solemn ceremony which should not be performed at times other than late afternoon or evening. Other activities or entertainments should be clearly separate from the ceremony. A suggested format for the ceremony is as follows:

- a. mounting the guard;
- b. marching on the Colours;
- c. inspection of the guard;
- d. beating retreat by the drum corps;
- e. a musical troop by the band;
- f. firing of the three volleys;
- g. playing of 'Retreat' and the lowering of the Flag;
- h. marching off the Colours; and
- i. the marching off of the guard.

15.7 The singing of a hymn may also be incorporated into the ceremony.

15.8 The strength and composition of the guard may vary, however a suggested composition is laid down in [table 15-1](#).

Serial	Appointment	Rank	Remarks
1	Guard Commander	major	
2	guard second-in-command	captain	
3	ensigns	two lieutenants	RAAC—WO2
4	regimental sergeant major	warrant officer class one	
5	senior escort	warrant officer class two	RAAC—SSGT/SGT
6	right guide	warrant officer class two	(CSM) RAAC—SSGT/SGT
7	Colour escorts	two x senior non-commissioned officers	(or sergeants)
8	left guide	sergeant	
9	rank and file	64 other ranks	in two divisions, each of two ranks in 16 files.
10	flag orderly	private	

Table 15-1: Composition of the guard

15.9 The procedure for a Beating Retreat ceremony is laid down in [annex A](#).

Annex:

A. [Beating Retreat Parade procedure](#)

CHAPTER 16

GRANTING OF THE FREEDOM OF ENTRY

Introduction

16.1 The custom of the granting of the freedom of entry (to a city, municipality, or a shire) is a privilege extended to military units only and normally to those which have had a close association with the city, or shire in question. Once granted, these units then have the right to exercise the freedom of entry (see [chapter 17—‘Exercising the Freedom of Entry’](#)).

16.2 A granting may only be issued to, and accepted by, a corps, a regiment, or an independent unit. A sub-unit or unit of the Australian Army Cadets are not eligible to be either offered, or to accept, a granting of freedom.

16.3 A unit which has been granted a freedom of entry and becomes a sub-unit of another unit loses the privilege of that appropriate freedom.

16.4 A unit which has been granted a freedom of entry and is then retitled does not necessarily lose the privilege of entry, however, the unit in question is to receive a letter from the appropriate city, municipality, or shire, that the title change is recognised and that the offer of entry is still valid. Once a new scroll (bearing the unit’s new title) has been presented the unit is to advise the Ceremonial Cell Director-General Personnel—Army (DGPERS–A) of the change.

Approval and acceptance

16.5 Corps, regiments, or units are not to accept an offer of the granting of the freedom of entry until approval has been granted by Ceremonial Cell DGPERS–A.

16.6 Organisations offered or already granted the freedom of entry are to comply with the following instructions:

- a. Send a copy of the appropriate council’s offer of the granting of the freedom of entry to the Ceremonial Cell DGPERS–A, for approval along with a letter from the corps, regimental, or unit commander recommending approval.
- b. Once approval has been received. The Ceremony is completed and the granting has been conferred with the presentation of the scroll, inform the Ceremonial Cell DGPERS–A along with a copy of the scroll for placement in the register.
- c. Inform Ceremonial Cell DGPERS–A, of any change to the regimental or unit title.
- d. Inform Ceremonial Cell DGPERS–A, of any change in unit status (ie a change from a unit to a sub-unit).

History

16.7 The tradition of Freedom of Entry to a city or shire stems from a custom observed by British Regiments in marching through the City of London. The Fathers of the City of London claimed that they had the right to forbid bodies of armed troops, when marching through the City precincts, to do so with bayonets fixed, Colours flying and music playing. This claim was based on an ‘ancient privilege’ which appears to have originated shortly after Charles II became King in 1660.

Order of Ceremony

16.8 The Order of Ceremony is as follows:

- a. the unit (corps or regiment) moves on parade (without its Colours) and the official party arrives;
- b. the lord mayor, or mayor, arrives and inspects the parade;
- c. the (lord) mayor addresses the parade and the town clerk reads the scroll authorising the granting of the freedom of entry;

- d. the scroll is accepted by the parade commander;
- e. addresses are made by the parade commander and the honorary colonel (colonel commandant);
- f. the Colours are marched on;
- g. the unit (corps or regiment) advances in review order and gives a general salute to the citizens of the city, municipality, or shire;
- h. the unit (corps or regiment) prepares to exercise its freedom;
- i. the unit (corps or regiment) marches through the city, municipality, or town where it is to pass, if possible, the local War Memorial and then the town hall, where the (lord) mayor takes the salute; and
- j. the unit disperses.

16.9 If possible the entire parade should be conducted in the one general area, however, size and suitability of the city area may dictate that the initial parade be conducted in one location (eg the local oval or showground) and the actual march in another.

Orders and the band

16.10 With a large unit it may be necessary, for the march through the city streets, to 'wire' the unit commander 'for sound'; this will make the commander's orders easier to hear.

16.11 It may also be better, for the march, to position the band at the centre of a large parade formation. This will enable the troops at the rear of the parade to clearly hear the beat and stay in step.

Participants

16.12 The following people are involved with the parade:

- a. the (lord) mayor;
- b. the town clerk;
- c. the honorary colonel (who should also be the host officer); and
- d. a senior police officer (acting in the capacity of the city marshal).

Invitations

16.13 The invitations to guests to attend the ceremony are to come from the mayor's office on behalf of the mayor.

Costs

16.14 The cost of the ceremony is to be borne by both the council and the unit being granted the freedom of entry.

Addressing the mayor

16.15 The correct form of address for a mayor is either 'Mr Mayor' or 'Mayor' (both men and women mayors use the prefix 'Mr'; however, it is suggested that the appropriate mayor's office be contacted well in advance to confirm the preferred title).

Colours and bayonets

16.16 Units are to carry their Standards, Guidons, Colours or Banner (linked units may carry both sets), however, the Australian National Flag is **NOT** to be carried on a granting of a freedom of entry ceremony. Units that do not have a Standard, Guidons, Colour or Banner may request the use of the Army Banner.

16.17 Bayonets are to be fixed to the rifles of the Colour (etc) escorts. If Colours are not carried on the ceremony the reference to bayonets is to be deleted from both the scroll and the reply to the challenge.

Parade procedure

16.18 The procedure for the Granting of the Freedom of Entry ceremony is laid down in [annex A](#).

Annexes:

- A. [Procedure for the Granting of the Freedom of Entry Ceremony](#)
- B. [An Example of the Form of Scroll for the Freedom of the City](#)

CHAPTER 17

EXERCISING THE FREEDOM OF ENTRY

Introduction

17.1 A unit which has previously been granted the 'Freedom of Entry' (to a city, municipality, or a shire) may exercise that freedom when invited to do so by the civic or municipal authority. Approval to do so is required from the appropriate formation commander; approval is not required from the Ceremonial Cell Director-General Personnel—Army.

17.2 A unit which was granted a freedom of entry and has since become a sub-unit of another unit loses the privilege of that appropriate freedom and is therefore not entitled to exercise that 'Freedom'. Sub-units and units of the Australian Cadet Corps are not eligible to be either offered, or accept, a granting of freedom.

17.3 A unit which has been granted a freedom of entry and is then re-titled, does not lose the privilege to exercise the freedom of entry, provided the title change has been recognised by the appropriate city, municipality, or shire.

History

17.4 The tradition of freedom of entry to a city or shire stems from a custom observed by British Regiments in marching through the City of London. The Fathers of the City of London claimed that they had the right to forbid bodies of armed troops, when marching through the city precincts, to do so with bayonets fixed, Colours flying and music playing. This claim was based on an 'ancient privilege' which appears to have originated shortly after Charles II became King in 1660.

Order of Ceremony

17.5 The Order of Ceremony is as follows:

- a. the unit (corps or regiment) moves on parade, with its Colours and bayonets fixed;
- b. the unit commences its entry to the city, municipality, or shire and is challenged by a senior police officer (acting in the capacity of the city marshal);
- c. the unit marches through the city and, on reaching the town hall (or a suitable parade area), forms up on an inspection line;
- d. the unit receives the official guests;
- e. the (lord) mayor inspects the parade;
- f. the unit (corps or regiment) advances in review order and gives a general salute to the citizens of the city, municipality, or shire;
- g. the (lord) mayor addresses the parade;
- h. the official guests depart; and
- i. the unit (corps or regiment) continues its march through the city, municipality, or town, where it is to pass, if possible, the local war memorial and then disperses.

17.6 If possible the entire parade should be conducted in the one general area, however, size and suitability of the city area may dictate that the initial parade is conducted in one location (eg a local oval or showground) and the actual march in another.

Orders and the band

17.7 With a large unit it may be necessary, for the march through the city streets, to 'wire' the unit commander 'for sound'; this will make the commander's orders easier to hear.

17.8 It may also be better, for the march, to position the band at the centre of a large parade formation. This will enable the troops at the rear of the parade to clearly hear the beat and stay in step.

Participants

17.9 The following people are involved with the parade:

- a. the (lord) mayor;
- b. the honorary colonel (who should also be the host officer); and
- c. a senior police officer (acting in the capacity of the city marshal).

Invitations

17.10 The invitations to guests to attend the ceremony are to come from the mayor's office on behalf of the mayor.

Costs

17.11 The cost of the ceremony is to be borne by both the council and the unit exercising the freedom of entry.

Addressing the mayor

17.12 The correct form of address for a mayor is either 'Mr Mayor' or 'Mayor' (both men and women mayors use the prefix 'Mr'; however, it is suggested that the appropriate mayor's office be contacted well in advance to confirm the preferred title).

Colours and bayonets

17.13 Units are to carry their Standards, Guidons, Colours or Banner, however, the Australian National Flag is not to be carried on an exercising of a freedom of entry ceremony. Units that do not have a Standard, Guidon, Colour or Banner may request the use of the Army Banner.

17.14 Linked units may only carry the Colours of the unit that was granted the freedom of entry (eg if 22 Royal Australian Regiments (RAR) was granted the freedom of entry to Jonestown and later the Battalion linked with 44 RAR, which does not have the freedom to that town, 22/44 RAR may exercise the freedom but, the unit may only carry the Colours of 22 RAR). Linked units which were granted a freedom of entry as such carry both sets of Colours.

17.15 Bayonets are to be fixed to the rifles of the Colour (etc) escorts. If Colours are not carried on the ceremony the reference to bayonets is to be deleted from the reply to the challenge.

Parade procedure

17.16 The procedure for exercising of the freedom of entry ceremony is laid down in [annex A](#).

Annex:

A. [Procedure for exercising the Freedom of Entry Ceremony](#)

CHAPTER 18

MILITARY RAMP CEREMONY

Introduction

18.1 All Service personnel who die on operational deployment or overseas duties/postings will be repatriated to Australia. All Defence members that have died on operations since Vietnam have now been returned to Australia for burial. Military Ramp Ceremony is 'the return to Australia of the remains of a service member who has died while serving their country overseas'. It is the military's opportunity to pay their respects for the member's service before the remains are returned to the care and custody of the deceased family. The ramp ceremony is conducted at the point of embarkation and debarkation. Depending on the location and availability of aircraft, there may be a requirement for additional ramp ceremonies to be conducted during the transit to Australia. Once the deceased is embarked, the casket is to be escorted by a military member (escort party) or Department of Foreign Affairs and Trade personnel. To ensure compliance with chain of custody requirements the casket is not to be left unattended at any time.

18.2 The planning and execution of a Military Ramp Ceremony is the responsibility of Army Headquarters (AHQ) in consultation with the deceased member's unit. A Task Order will be released from AHQ detailing the responsibilities, location and timings for the conduct of the ramp ceremony.

18.3 The ramp ceremony is not to be overtly religious and is to be a multi denominational activity. It is not to be treated as a political activity. Whilst high profile Very Important People's (VIP) will be in attendance they are not accorded any special privileges. The VIPs will be allocated a host officer who will guide them through the ceremony. The immediate family of the deceased member is to be invited to attend the ramp ceremony. The family is to be assisted by Defence Community Organisation (DCO) through the use of the Military Support Officers. The family will be allocated a host officer who will guide them through the ceremony.

18.4 Where practicable all ramp ceremonies are to be conducted at Royal Australian Air Force (RAAF) Bases using Service aircraft with ramps. Where this is not the case, close consultation will be required through the receiving airport authority which can be facilitated by the local Joint Operations Support Services (JOSS). Minor modifications will need to be made to the procedure to make allowances for aircraft that may not have a ramp and a scissor lift is likely to be used.

Entitlement

18.5 The entitlement of a ramp ceremony is as follows:

- a. a serving member who dies on operations;
- b. a serving member who dies whilst posted overseas; and
- c. a member of the Australian Regular Army/Army Reserves who dies whilst employed on overseas military duties.

18.6 Entitlements are placed into two distinct areas; operational and non operational deaths. This is detailed as follows:

- a. **Operational death.** Any member force assigned and deployed to an area of operations that dies in the performance of their duties.
- b. **Non operational death.** Any member posted or employed on overseas military duties who dies in the performance of their duties or a member who is on Relief out of country leave (ROCL)/Relief out of Country Travel Fare Assistance (ROCTFA) and dies outside the area of operations.

Composition

18.7 A deceased member's unit and/or formation is responsible to provide all personnel required for the conduct of the ramp ceremony with support provided by the RAAF Base where the ceremony is to take place. The unit is to identify a Coordination Officer; usually the senior Warrant Officer (WO) (eg Regimental Sergeant Major (RSM)). The Coordination Officer is to liaise with the Ceremonial Cell Director-General Personnel—Army to coordinate the ceremonial aspects of the ramp ceremony.

Component	Appointments	Remarks
Mourning Party	Official Mourner	Respective Head of Department, Service Chief or representative and Service WO or representative
	Other Mourners	CDF, VCDF, CJOPS, Service Chiefs, Deceased Members CO and RSM, Invited VIP's (PM, MINDEF and High Profile Politicians)
Bearer Party	OC Bearer Party	Officer, WO or SNCO (E)
	Bearers x 8	Ranks as per Chapter 19 Para 20
	Insignia Bearer	Only required if medals are presented
	Hat Orderlies x 2	If required/may be used for door openers
Honour Guard	OC Honour Guard	LT (E) (or one rank higher than the deceased in the case of an officer)
	Other Ranks x 30	JNCO and/or PTE (E)
Clergy	Chaplain	One per casket
Band	20 pers	Required to play National Anthem (CD option last resort)
	Bugler	Required to play Last Post
	Drummer	
	Piper	As requested
MC	Conduct Ceremony	MAJ (E) or WO2 (E)
Ushers	2	2 per casket
Host Officers	TBA	Dependant on number of VIP's

Sequence

18.8 The ramp ceremony as stated in paragraph 18.6a. is conducted for a member that is force assigned and deployed to an area of operations that dies in the performance of their duties. The ramp ceremony is conducted in the following sequence:

- a. In theatre embarkation ceremonies may occur as remains are extracted from Area of Operations (AO) to central holding facility where they are held in a morgue until Returned to Australia. This requires chain of custody to be maintained and may include additional ramp ceremonies.
- b. Departure of aircraft from AO.
- c. Rehearsals.
- d. Arrival of VIP's and family.
- e. Arrival of aircraft.

- f. Pre-positioning of chaplain, bearer party and drummer/piper on the aircraft (usually at customs/Australian Quarantine and Inspection Service (AQIS) clearance point).
- g. Relocation of Aircraft to reception area.
- h. Ramp Ceremony.
- i. Quiet time for the family with casket (no military involvement other than Chaplain and Ushers).
- j. Memorial Service.
- k. Departure of deceased.
- l. Refreshments.
- m. Departure of VIP's and family.

18.9 The detailed aspects of the sequence of events are as follows:

- a. **In theatre embarkation ramp ceremony.** The ramp ceremony in Theatre is to be conducted following the basic format as detailed in annex A, [appendix 2](#). While each AO will differ in its geographical location and Force structure, this basic format is to be followed and included into any Standard Operating Procedures that may be developed.
- b. **Departure of aircraft from AO or Overseas (O/S).** Aircraft to depart from AO in accordance with task order.
- c. **Rehearsals.** Where possible are to be conducted on site. If this is not possible, a detailed reconnaissance of the site is to be carried out by key personnel and if possible all troops involved should be made familiar with the relevant areas/layout.
- d. **Arrival of VIP's and family.** Allocated hosts/ushers are undertake the following tasks:
 - (1) meet, greet and escort VIPs to their respective areas for the commencement of the ceremony.
 - (2) Ushers allocated to families are to remain with the family for the duration of the ceremony, to ensure that the family are guided through all aspects of the ceremony.
 - (3) On arrival the ushers are to guide the family to the designated area where they can observe the arrival of the aircraft. At an appropriate opportunity the ushers are to introduce the family to the VIPs.
 - (4) Once the aircraft has touched down the ushers are to guide the family to the waiting area while the aircraft clears customs and quarantine and relocates to the reception area. Where there are doors that are required to be open/closed door openers are to be used.
- e. **Arrival of aircraft.** The following procedure is to occur upon arrival of the aircraft:
 - (1) the unit coordination officer is to liaise with the RAAF to confirm the location and requirements for arrival of the aircraft.
 - (2) on arrival of the aircraft the coordination officer, chaplain, bearer party, drummer/piper, Joint Movement Control Offices (JMCO), Customs Services and AQIS representatives are to meet the aircraft at the pre-determined location.
 - (3) On direction from the RAAF ground staff the coordination officer, bearer party, chaplain and drummer/piper are to board the aircraft in preparation for relocation of the aircraft to the reception area and commencement of the ramp ceremony.

- (4) The JMCO representative is to board the aircraft to complete the requirements of chain of custody. Customs Services and AQIS representatives are to complete all their requirements and disembark prior to relocation of the aircraft to the reception area.
 - (5) If there are any personnel other than escorts on board a decision needs to be made as to their involvement with the deceased. If not involved with the repatriation they should be disembarked from the aircraft prior to the relocation of the aircraft. If deemed to be part of the repatriation they can remain on the aircraft and join the escorts as part of the ceremony.
 - (6) Once all of these tasks are completed the aircraft under the direction of the RAAF staff will be relocated to the reception area for the commencement of the ramp ceremony.
- f. **Ramp ceremony.** The following procedure is to occur for the commencement of the ramp ceremony:
- (1) The aircraft is positioned as close as possible to the building and shuts down.
 - (2) Upon shutting down of the aircraft and on the direction of the RAAF ground staff, VIP's and families move to the designated viewing area and the honour guard moves into position. Where there are doors that are required to be open/closed door openers are to be used.
 - (3) When in position the mourning party moves into position at the end of the honour guard. The aircraft ramp is lowered; any escorts exit the aircraft and take-up position either side of the ramp.
 - (4) The chaplain, followed immediately by the drummer/piper, leads the bearer party out of the aircraft. The escorts (if any) fall in behind the bearer party, following the procession.
 - (5) The honour guard salute under the direction of the Officer Commanding (OC) of the honour guard until the bearer party has entered the quiet room. The VIPs in uniform salute as the bearer party approaches and completes the salute when the bearer party has passed. The escorts, after clearing the honour guard, break away short of the quiet room and are guided to a separate reception area.
 - (6) The procession moves through the honour guard and into the designated quiet area. Under the direction of the OC bearer party the casket is positioned on the bier. The bearer party then departs the quiet area. A suggested layout for the ramp ceremony is shown in [annex A](#).
- g. **Quiet time.** Quiet time is to be conducted as follows:
- (1) It is not to be conducted on the aircraft. A suitable facility/room providing privacy to the family is to be provided to the grieving family.
 - (2) A period of approximately 30 minutes is allocated for family members to be allowed to spend personal time with the deceased. No VIPs or military members except the bearer party, usher or chaplain as required are to enter the quiet room once the casket is in place.
 - (3) The allocated ushers and chaplain remain in location with the family to provide support and assistance where needed. At the completion of the quiet time, the ushers are required to guide the family members to their allocated seating for the commencement of the memorial service. A suggested layout for the quiet room is shown in [annex A](#).

- h. **Memorial service.** The memorial service is to be conducted as follows:
- (1) When all families are clear of the quiet room and under the direction of the OC bearer party, the casket is to be repositioned from the quiet room to the location of the memorial service ready for the commencement of the service. Where there are doors that are required to be open/closed door openers' are to be used.
 - (2) As the casket is marched into the memorial service all VIPs, Family, guests and military members in attendance are required to stand. Once the casket is in position, the bearer party marches clear and the MC will ask all to be seated.
 - (3) Under the direction of the MC the memorial service commences. The memorial service is to conclude with the playing of the Last Post followed by the National Anthem. Volleys are not to be fired. A suggested format for the conduct of the memorial service is shown in [annex B](#).
- i. **Departure of deceased.** At the completion of the memorial service and under the direction of the OC bearer party, the casket is to be marched out and placed into the hearse. As the casket is marched out all VIPs, family, guests and military members in attendance are required to stand. Once positioned in the hearse, the bearer party move either side of the hearse, replace head dress, turn into face the hearse and salute as the vehicle departs. The hearse will depart under police escort maintaining chain of custody.
- j. **Refreshments.** At the conclusion of the memorial service and after the casket has left; the MC and ushers are to invite VIP's and family to partake in some light refreshments. The MC is required to ensure that the VIP's depart at an appropriate time. The ushers then escort the families out to their waiting vehicles to depart.

18.10 As stated in [paragraph 18.6](#) any member on ROCL/ROCTFA or who is posted or employed on overseas duties, who dies is entitled to a ramp ceremony. The ramp ceremony is conducted in the following sequence:

- a. Departure of aircraft from O/S.
- b. Rehearsals.
- c. Arrival of aircraft.
- d. Ramp ceremony (bearer party only from aircraft to hearse).
- e. Departure of deceased under direction of the state coroner.

18.11 The detailed aspects of the sequence of events are as follows:

- a. **Departure of aircraft from O/S.** The departure of aircraft is to be in accordance with AHQ Task Order and state coroner requirements.
- b. **Rehearsals.** Where possible, rehearsals are to be conducted on site. If this is not possible, a detailed reconnaissance of the site is to be carried out by key personnel and if possible all troops involved should be made familiar with the relevant areas/layout.
- c. **Arrival of aircraft.** The unit coordination officer is to liaise with JOSS to confirm the location and requirements for arrival of the aircraft. On arrival of the aircraft the JOSS rep, coordination officer, chaplain, bearer party, JMCO, Customs Services and AQIS representatives (if required) are to meet the aircraft at the predetermined time and location. Family members will not normally be present on the tarmac due to security requirements. Should the family request an opportunity to see the casket prior to it departing for the coroners' office; arrangements will need to be made with the receiving airport authority.

- d. **Ramp Ceremony.** Once the aircraft shuts down and on the direction of the RAAF/civilian ground staff, the chaplain leads the bearer party to the aircraft. Under the direction of the OC bearer party the casket is removed from the aircraft. The chaplain blesses the casket and the bearer party places the casket into the awaiting hearse.
- e. **Departure of deceased.** Once positioned in the hearse, the bearer party move either side of the hearse, replace head dress (if allowed by RAAF/civilian ground crew), turn in to face the hearse and salute as the vehicle departs (if no headdress is allowed the bearer party stand fast). The hearse will depart under police escort maintaining chain of custody.

GENERAL

Australian National Flag

18.12 The casket is to be covered with a silk polyester Australian National Flag (ANF) 2.7 x 1.35 m.

18.13 Where the ANF is flown at the departure point it is to be flown at half mast during the departure ceremony. On the day of arrival in Australia, all Army establishments are to lower the ANF to half mast for the entire day. In addition, an ANF is to be suspended from the roof of the hangar in the vicinity of the lectern for the memorial service.

18.14 For a non-operational ramp ceremony and for the conduct of any unit memorial service the unit coordination officer is to request the half masting of the ANF from RSM Ceremonial—Army. RSM Ceremonial—Army is to liaise with the Australian Defence Force Flag Marshal for approval to half mast the ANF.

Medals

18.15 RSM Ceremonial—Army is responsible for liaising with AHQ and Honours and Awards to determine any outstanding honours and awards. RSM Ceremonial—Army is to liaise directly with Honours and Awards to arrange for medals to be provided. Once the outstanding medals have been confirmed Honours and Awards will forward the medals to either the unit RSM or the nominated representative at the location of the ramp ceremony. All enquiries in relation to the deceased medals or other honours and awards are to be in the first instance directed to either SO3 Ceremonial AHQ or RSM Ceremonial—Army. Where possible any outstanding honours and awards will be presented as part of the ramp ceremony by the Chief of Army (CA) or their representative.

18.16 Medals are only to be presented if they are to be initially awarded (ie first rotation). The CA or nominated representative pins the medal(s) to the insignia cushion located on the table next to the bier in the memorial service area and then places the insignia cushion on top of the casket below the headdress. The placement of all medals is reserved for the funeral where they will be presented to the Chief Mourner by the OC bearer party for presentation to the recognised Next of Kin.

Mourning bands

18.17 The only personnel required to wear mourning bands are as follows:

- a. mourning party;
- b. bearer party;
- c. chaplain, drummer and bugler;
- d. MC;
- e. ushers;
- f. OC honour guard; and
- g. music director and Band Sergeant Major of Service Band.

Accoutrements

18.18 The only accoutrements to be placed on the casket are the ANF, appropriate headdress (Hat Khaki Fur Felt/Beret) and a wreath. At no time are side arms to be placed on the casket as this will only occur at the funeral.

Musical

18.19 Where possible a band is to be provided at the departure and arrival points. All drums, if used, are to be muffled. As a minimum a bugler and piper is to be in attendance at the departure and arrival point within Australia. During the conduct of the ramp ceremony the following music is to be played:

- a. During the relocation of the casket from the aircraft to the quiet room—'Going Home'.
- b. During the relocation of the casket from the quiet room to the memorial service—Drum tap.
- c. To signal the end of the service, Last Post, Rouse and the Australian National Anthem is to be played.
- d. At the completion of the service while the casket is being marched out—Corps or Regimental slow march.

Funding

18.20 The Task Order will detail Cost Centre Code for funding of refreshments and associated costs. All potential costs are to be approved by the Incident Management Cell AHQ to deconflict any areas of responsibility with DCO.

Reception area

18.21 The reception area within the RAAF Base is to be dressed in an appropriate manner to receive the remains with dignity. The quiet area is to be such to allow the family private access to the casket while maintaining the dignity of the occasion. The quiet room is to be laid out for easy access (including disabled access) and seating for the family. The memorial area is to be setup to provide easy access and placement of the casket, family serving members and VIPs. The use of floral arrangements, plants or wreaths are to be kept to a minimum.

Escorts

18.22 Escorts accompanying the remains are to be escorted to the allocated waiting area once the casket has been positioned in the quiet room and introduced to the CA, RSM—Army and other VIPs. Once the family has completed their quiet time, the escorts are to be introduced to the family prior to moving into the Memorial Service.

Defence Community Organisation

18.23 DCO are to liaise with the Incident Management Cell AHQ to deconflict any potential overlap of responsibilities and to ensure support to the family maintains the highest priority.

Media

18.24 A Public Affairs Officer will be appointed by AHQ who will control and coordinate all aspects of the civilian and Defence media teams.

Multiple fatalities

18.25 In the case of multiple fatalities, the sequence for removal of caskets is Royal Australian Navy by descending rank seniority and alphabetically within each rank, followed by Army alphabetically regardless of rank and then RAAF alphabetically regardless of rank. The caskets should at all times be carried feet first (except those of deceased clergy, whose casket is carried head first).

Precedence

18.26 When multiple caskets are involved in a ramp ceremony, there will be a tendency to make each repatriation ceremony as individual as possible. This could lead to issues with families and increase their expectations on how each service is conducted. Every effort should be made to ensure parity of each ceremony. A suggested stores list is detailed in [annex C](#).

Responsibilities

18.27 A checklist of the responsibilities of key appointments is detailed in [annex D](#).

Working/Explosive Ordnance Device Dogs

18.28 A specialised ramp ceremony for the repatriation of dogs is detailed in [annex E](#).

Checklist

18.29 A suggested checklist is detailed in [annex F](#).

Annexes:

- A. [Suggested layout for the conduct of the Military Ramp Service](#)
- B. [Memorial Service format](#)
- C. [Suggested stores list](#)
- D. [Responsibilities of key appointments](#)
- E. [Working/Explosive Ordnance Device Dogs Ceremony](#)
- F. [Suggested checklist](#)

CHAPTER 19

MILITARY FUNERALS

Introduction

19.1 The parent unit of the deceased member is responsible for the planning and execution of a military funeral in consultation with the deceased member's family. The regional Ceremonial Warrant Officer and Regimental Sergeant Major (RSM) Ceremonial—Army are to provide advice/assistance to the unit when requested. The parent unit is responsible for the coordination of all ceremonial and administrative requirements. State funerals and funerals for General ranked officers will be coordinated by Army Headquarters (AHQ) using the regional Ceremonial Warrant Officer and RSM Ceremonial—Army. The local Defence Support Group is required to provide logistical support (accommodation, rations, transport etc) to the funeral when requested.

History

19.2 During the 18th Century coffins were carried on a bier which was borne by soldiers or officers, depending on the rank of the deceased. Behind them marched a party of drummers playing what was then called the 'Dede Sounde' (the title of which was, in 1723, changed to, in military parlance, the 'Dead March'). This was played to a pace beat in keeping with the extremely slow rate of progress of the bier party; thus was born the 'Slow March' and 'Dead March' of the present time. Although speedier means of transportation were introduced, the original slow step was retained as more befitting the dignity of the occasion.

19.3 The procedure followed at the grave side was also inaugurated in Tudor times. After the coffin had been lowered into the grave, musketeers posted on either side fired three volleys. The firearms of the period, being wheellocks some six feet (1.8 m) long and about 15 lbs (6.8 kg) in weight, required support in the shape of a forked rest, which was struck in the ground under the muzzle.

19.4 In order to elevate the weapons firing parties were formed in a kneeling position opposite each other and, after the volleys were fired, the 'Last Post' and 'Reveille' were played (in those days 'Last Post' took the form of 'Taps', which was played at 1000 h each night as a sign for tavern keepers to shut off their beer taps, and 'Reveille' consisted of a series of long blasts of no prescribed form).

19.5 The origin of the tradition of resting on reversed arms is lost in time, however, it was used by a Commonwealth soldier at the execution of Charles I in 1649 (the soldier was, however, duly punished for his symbolic gesture towards the King's death) and it is recorded that at the funeral for Marlborough, in 1722, the troops carried out a formal reverse arms drill, which was especially invented for the service, as a unique sign of respect to the great soldier.

19.6 Gun carriages are synonymous with military funerals, however, it was not until the mid 1800s that Queen's Regulations authorised the use of a gun carriage and team, when available, to carry a coffin to a burial ground, providing said ground was more than a mile (1.6 km) away. Nowadays the carriage and procession combine for the departure from the church or chapel, and again on the arrival at either the cemetery or crematorium.

Entitlement

19.7 The entitlement for Military funerals, as laid down in *Defence Casualty and Bereavement Support Manual* and [Defence Instruction \(Army\) \(DI\(A\)\) PERS 31-3—Army Funerals](#), is as follows:

- a. a member of the Australian Regular Army (except those classified as **Illegal Absentees**);
- b. a member of the Australian Army Reserve (except those classified as **Illegal Absentees**) who at the time of death was on duty or, whose death was the result of illness or injury contracted, or sustained, while on duty;
- c. a retired member, whose rank, military title or honorary rank at the time of death was major general or higher or held the appointment of RSM—Army;
- d. had a distinguished Services career, and who's service funeral is requested to Director-General Defence Community Organisation (DGDCO) by the Chief of Army (CA) to be conducted;

- e. a person who has been awarded the Victoria Cross; and
- f. a person who has completed a minimum of 40 years full-time service.

19.8 Ex-members of the Australian Army may, on request of the member/Next of Kin (NOK), to the CA, may request DGDCO to exercise his delegation to provide of funeral for deceased former Army members, regardless of this former rank and who had given long and distinguished service may be eligible for a service funeral at Commonwealth expense. The support should normally be limited to the following:

- a. a bearer party;
- b. bugler (or piper);
- c. drummer;
- d. chaplain;
- e. an official mourner; and
- f. the use of a military chapel.

19.9 Officers and cadets of the Australian Cadet Corps are not entitled to funerals at public expense. Where a death occurs in special circumstances, and the local area commander considers that a funeral at public expense is justified, the matter is to be referred to Ceremonial Cell DGPERS–A.

Modified procedures

19.10 NOK may request that no formal military procedures take place at the cemetery/crematorium. Alternatively, NOK may request that all military procedures occur at the crematorium or cemetery. In these circumstance the procedures detailed in the annexes may be modified to suit the NOK request as long as protocol is adhered to.

Rehearsals

19.11 Rehearsals for a funeral are to commence as soon as possible, however, they may need to be carried out at an area away from the actual locations to be used. It is essential therefore, that a detailed reconnaissance of the church and cemetery/crematorium be carried out by all key personnel and, if possible, all troops involved should also be made familiar with the relevant areas.

Composition

19.12 Funeral parties for officers and other ranks may consist of the following:

Serial	Party	Strength	Remarks
1	Mounted Escort		Military or civil police motorcycle escort (for a State funeral it may initially be horse-mounted, and later motorcycles).
2	Escort Party	(See table 19–2)	The escort party marches at the head of the procession (behind the mounted escort).
3	Firing Party	1 x sergeant, 1 x corporal, and 12 x other ranks.	Not used if a gun salute is to be fired (see 'leading detachment'); each rifle carries six rounds of blank ammunition. Marches between the escort party and the band.
4	Leading Detachment		The leading detachment does not fire volleys and is employed in lieu of a 'firing party' if a gun salute is to be fired. Marches between the escort party and the band.

Serial	Party	Strength	Remarks
5	Saluting Battery	1 x gun position officer, 1 x battery guide, 5 x gun detachments, and 7 x drivers.	For entitled personages and serving officers of general rank only. For the number of guns and rounds to be fired (see chapter 13, annex C). The minute gun is positioned at the church and the salute guns at the cemetery/crematorium.
6	Band		May be pipes and drums. Marches between the leading detachment or firing party and the gun carriage or hearse.
7	Bearer Party	1 x officer commanding; 6 (or 8) bearers; 1 x insignia bearer; and 2 x hat orderlies.	Marches with the gun carriage or hearse. Where possible, all should be of the deceased member's Corps or Regt.
8	Pallbearers	6 x members of equal rank or civilians.	March with the gun carriage or hearse.
9	Attending Party	(as required)	For WO, NCO and OR only. The party forms up on the left flank of the troops outside the church, however, it does not take part in the procession.
10	Communications Party	4 x signallers	For use between the guns and the ceremonial locations.
11	Troops Lining the Route	(as required)	Only supplied if required.
12	Rear Detachment	1 x sergeant, 1 x corporal, and 12 x other ranks.	Marches at the rear of the procession. Only employed when a 'leading detachment' is involved.

Table 19–1: Funeral party composition

Serial	Rank or Rank Equivalent	Maximum Strength	Remarks
1	Field Marshal	As ordered by ADHQ	For retired officers of these ranks the strength is to be 100 all ranks.
2	General	300 all ranks	
3	Lieutenant General	250 all ranks	
4	Major General	200 all ranks	
5	Brigadier	150 all ranks	
6	Colonel	100 all ranks	
7	Lieutenant Colonel	90 all ranks	Exercising a command appropriate to the rank.
8	Lieutenant Colonel	60 all ranks	Other than serial 7.
9	Major	50 all ranks	
10	Captain	40 all ranks	
11	Lieutenant	30 all ranks	
12	Warrant Officer	50 all ranks	
13	NCO, or PTE Soldier	30 all ranks	

Table 19–2: Escort party for a military funeral

19.13 Due to Army commitments, geographical location or unit structure it may not always be possible to meet the specified composition of a Funeral Party. Where circumstances prevent the laid down scale of involvement the headquarters arranging the funeral is to seek approval from CA through SO3 Ceremonial AHQ to reduce the laid down entitlement.

19.14 For the funeral of a general officer all the following personnel, where possible, are to be supplied from within the formation that the general officer commanded:

- a. the escort party,
- b. bearer party,
- c. the leading detachment,
- d. the rear detachment, and
- e. the troops lining the route.

19.15 The funeral procession is normally only required to march a short distance from the church. At a suitable distance and location from the church the procession disbands, mounts suitable transport and moves to the place of burial or cremation where it reforms.

Escort party

19.16 The strength of the escort party, as laid down in [table 19-2](#), should be made available except where a large number of troops involves an unjustified expenditure of funds, or where the disruption to planned Defence activities is unwarranted. Normally the escort is provided by the members from the deceased's unit (or sub-unit) or, where this is impracticable, from the Corps to which the deceased member belonged.

Band

19.17 Where possible a band is to be provided at all military funerals. Should it not be possible to supply a band the minimum of two drummers and a bugler is to be provided. All the drums at a funeral are to be muffled.

Bearer party

19.18 The bearer party consists of the following personnel:

- a. the officer commanding,
- b. six or eight bearers,
- c. an insignia bearer, and
- d. 2 x hat orderlies.

19.19 The bearers are positioned around the coffin, or casket, in seniority as follows ([figure 19-1](#)):

- a. senior pallbearer: right side, at the head of the coffin;
- b. 2nd senior pallbearer: left side, at the head of the coffin;
- c. 3rd senior pallbearer: right side, in the middle of the coffin;
- d. 4th senior pallbearer: left side, in the middle of the coffin;
- e. 5th senior pallbearer: right side, at the foot of the coffin; and
- f. 6th senior pallbearer: left side, at the foot of the coffin.

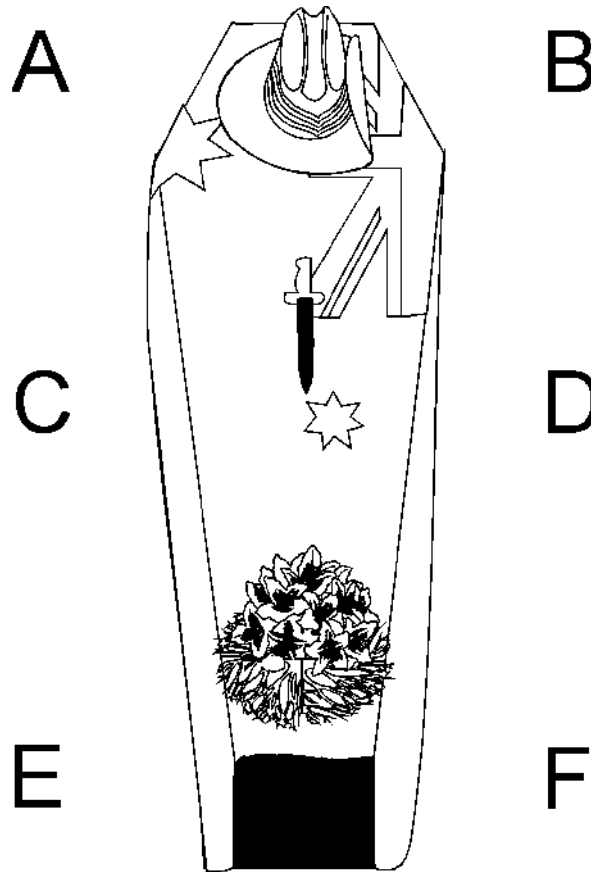


Figure 19-1: Position of the pallbearers around the coffin

19.20 The rank of the Officer Commanding (OC) of the bearer party can be an officer, Warrant Officer (WO) or Senior Non-commissioned Officer and is to be of equal or higher rank to the bearer party.

19.21 The OC of the bearer party is responsible for the following:

- a. obtaining the Australian National Flag (ANF) and the deceased's headdress, accoutrements and insignia;
- b. the arrangement and security of the ANF, headdress, accoutrements and insignia on the coffin, or casket, so that they do not fall off during movement;
- c. the drill and duties of the bearer party;
- d. ensuring that the coffin is securely lashed to the gun carriage;
- e. security of the wreaths carried on the gun tractor;
- f. the removal of the coffin from the gun carriage at the cemetery, or crematorium;
- g. the lowering of the coffin into the grave;
- h. the removal of the ANF, headdress, accoutrements and insignia before the coffin is lowered at the cemetery or prior to the withdrawal of the casket at the crematorium; and
- i. presenting the ANF, headdress and insignia to the Official Mourner for presentation to the NOK.

19.22 The bearers are the personnel who carry the coffin; not to be confused with the pallbearers. The number required will depend on the size and weight of the coffin and they should all be approximately the same height. The ranks of the bearers for the following deceased members are as follows:

- | | | |
|----|----------------------------------|--|
| a. | general officers: | warrant officers class one; |
| b. | colonels and brigadiers: | warrant officers class two; |
| c. | lieutenant colonel and below: | senior non-commissioned officers; |
| d. | warrant officers: | warrant officers of the same rank of the deceased; |
| e. | senior non-commissioned officer: | senior non-commissioned officers; and |
| f. | other ranks: | junior non-commissioned officers or soldiers. |

19.23 The insignia bearer carries the deceased's insignia (awards and medals) upon a scarlet cushion, which is carried close to their body. The cushion rests on the bearer's cap, beret, or upturned hat, and is carried just above the level of the waist belt.

19.24 The insignia bearer may be nominated by the family of the deceased, however, the person should be a Service member and should not be of a rank senior to the deceased. At the funeral of an officer entitled to an aide-de-camp (ADC) the bearer should be the senior ADC. For all other officers it should be a junior officer.

19.25 The hat orderlies may be non-commissioned officers or other ranks. They carry the hats of the bearers up until such time as the coffin is secure on the carriage, prior to the march off from the church, and again at the cemetery, or crematorium, before the removal of the coffin, or casket at the place of burial, or cremation.

19.26 The hat orderlies also assist with the placing on, and removal of, the wreaths carried on the gun tractor. There may be a requirement, however, to nominate other personnel to assist in this task at the cemetery, or crematorium.

Pallbearers

19.27 The pallbearers should be of the same rank as the deceased and, if possible, of the same Corps or Regiment. However, if necessary, it is acceptable to have members of near equivalent rank. Where NOK request to be part of the bearer party but have requested a military funeral, consideration should be given to allow them to act as pallbearers.

19.28 The seniority of pallbearers around the coffin is identical to the bearers—see [paragraph 19.19](#). Pallbearers are positioned one pace left or right of their respective bearer—see [figure 19A-4](#).

Attending party

19.29 The attending party is made-up of members of the deceased's unit and should be comprised of the company or equivalent sized formation, including officers, to which the deceased belonged.

Saluting battery

19.30 A Minute Gun, with the appropriate number of rounds, is to be fired during the period the body is being borne from the church to either the place of burial, entombment, or cremation. The rounds are fired from one gun, however, a second gun is to be in location in case of a misfire. The interval between rounds is one-minute.

19.31 An additional salute, of the appropriate number of guns, is to be fired at either the place of burial, or entombment, after the coffin is lowered into the grave or placed into the tomb, or as the casket is withdrawn at a crematorium. The rounds are fired from four guns, with an interval between guns of 10 seconds.

Route street lining

19.32 Route lining is to be organised in company groups and controlled by half companies. The procedure for carrying out route lining is laid down in [chapter 20—‘Street lining’](#). For funerals the following drills are to be applied:

- a. the troops are at the rest on arms position as the firing party (leading detachment) approach;
- b. arms are to be brought to the attention position after the cars bearing the chief mourners have passed; and
- c. after the mourners have passed, the troops lining the route join the procession, marching in slow time, in column of threes.

Mourners

19.33 The mourners party is made-up of the following:

- a. the chief mourner (the immediate family; eg wife and children);
- b. the official mourner; and
- c. other mourners.

19.34 The official mourner is an officer nominated by the appropriate local commander, or as requested by the deceased’s family. For the funeral of a general officer the selected officer is to be approved by CA. The chief mourners are to be the last of the congregation to arrive.

Officer commanding a funeral procession

19.35 If necessary the local area commander may appoint an officer of appropriate rank and experience to be the commander of a funeral procession. However, if no such position is appointed, an officer is to be nominated, by the appropriate unit involved in the funeral arrangements, to coordinate the funeral details without taking command of the procession.

Standards, Guidons, Colours and Banners

19.36 Colours are not normally carried at funerals for Service members, however, may be carried for an officer of the rank of Lieutenant Colonel, who died in service whilst in command of a unit which has a Standard, a Guidon, Colours, or whose Corps has a Banner. In exceptional circumstances approval may be sort through Ceremonial Cell Army to parade Colours at a Military Funeral for distinguished members ie Head of Corps, Head of Regiment. The use of the Army Banner at funerals is restricted to the funerals of past and present Chief and Deputy Chief of Army, Past Chiefs of the General Staff and past and present RSM–Army.

19.37 A unit which is entitled to carry a Standard, Guidon, Colours or a Banner, in accordance with [paragraph 19.36](#), may do so regardless of whether or not the unit makes up all or, a part of the escort party.

19.38 A Standard, Guidon, Colours, or a Banner at a funeral are paraded in the centre of the escort party. They are draped with black crepe (7.5–10 cm in width) which is to be tied in a large bow at the head of the pike, just below the Crest, with the loose ends trailing to be level with the lower edge of the colour. Drapes on Standards, Guidons, Colours or Banners are to be removed as soon as possible after the body has been interred.

19.39 When Standards, Guidons, Colours, or Banners are paraded with an escort party at a funeral no compliments are to be paid to them by a unit, party, or individual (military or civil) who are parading as a part of the military funeral until the unit, party, or individual ceases to be in charge of, or in attendance to the coffin, casket (or urn) which contains the remains of the deceased.

Swords

19.40 The OC of the escort party (and, if present, the OC of a funeral procession) does not draw the sword until all the troops are formed up in front of the church. The OC of the bearer party does not draw the sword until the coffin, or casket, is securely lashed to the gun carriage and has taken up a position in rear of the insignia bearer. Swords are carried, whilst marching in slow time, at the reverse arms position, however, officers are to return swords when the cortege halts at a point adjacent to the grave at the cemetery, or the crematorium chapel.

19.41 When attending as either pallbearers, mourners or bearers swords are not worn.

Coffin

19.42 The coffin is delivered to the church and placed in position by the funeral director or bearer party. The bearers, if used, are to carry the coffin into the church and place it in the appropriate position. Unless directed other wise, which may be the case with some chaplains, the coffin is placed with the feet end towards and as near as practicable to the altar rail. Unless specifically requested by the NOK the lid of the coffin is to be affixed before the commencement of the service.

19.43 The accoutrements may be placed onto the coffin ([figure 19–2](#)) prior to the arrival at the church by the Funeral Director or as soon as possible after it has been placed in the church. The only accoutrements to be placed onto the coffin are as follows:

- a. **ANF.** The ANF is the only flag to be used on the coffin of an Australian soldier. The ANF is a stitched bunting flag with the dimensions of 1.8 x 0.9 m Screen printed or lustrous flags are not to be used. The ANF is to be draped over the coffin in such a manner that the canton of the ANF (the Union Jack) falls over the left shoulder of the deceased. Black tapes may be attached to the appropriate parts of the ANF for use by the pallbearers.
- b. **Headdress.** The appropriate headdress is to be placed on top of, and at, the head end of the coffin. Where possible, the headdress should be of the same order of dress (ie Corps, Regiment, or Unit) as previously worn by the deceased.
- c. **Arms.** The only arms to be placed on a coffin is a sword, with scabbard and frog, appropriate to rank and Corps for commissioned officers and WO1. A serving, or ex-serving RSM may have a pace stick placed on the coffin in lieu of the sword. A bayonet in a scabbard is used for soldiers of the rank of WO2 and below. The scabbard is placed centrally on top of the coffin, with the point facing towards the feet. In the case of a chaplain no sword is to be used, however, a suitable device is to be obtained from the Chaplains' Department for placing on the coffin. A chromed knife bayonet M7 is held in each region by the RSM—Army.
- d. **Wreath.** A wreath may be supplied by the NOK or the deceased's unit and is placed on top, and at the foot of the coffin.
- e. **Baton.** For the funeral of a field marshal the officer's baton is to be placed on top of the coffin in a position as if it was resting on the deceased's left thigh.

19.44 All of the accoutrements are to be securely attached to the casket with large blanket pins, or some other suitable means. However, they are to be affixed in such a manner that will allow for easy removal at either the crematorium or the cemetery.

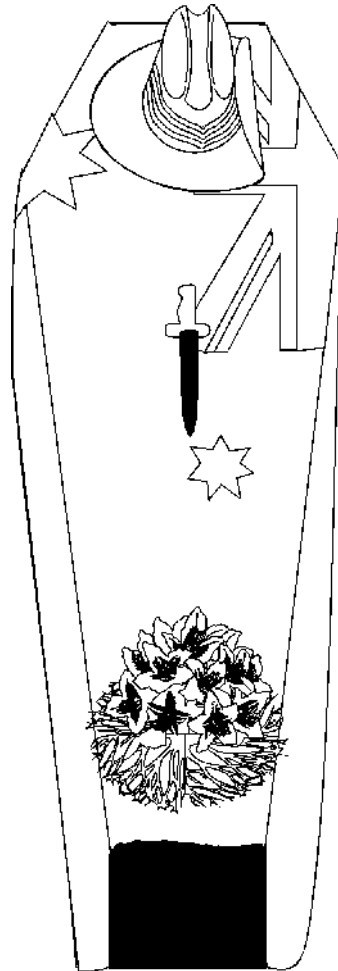


Figure 19-2: Positioning of the Australian National Flag and accoutrements on a coffin

Other preparations

19.45 The insignia of the deceased, pinned to a scarlet silk, or velvet, cushion are to be placed on a table conveniently positioned near the coffin. In relation to the coffin and where space permits, the cushion should be located furthest from the altar rail. The cushion should be positioned so that the insignia may be viewed by the congregation; ie cushion at an angle with medals suspended by the ribands.

19.46 Lighted candles in suitable stands may be placed on either side, but not the ends, of the coffin. However, where a catafalque party is involved, care must be taken to ensure that they do not interfere with the positioning or movement of the catafalque party.

19.47 In some cases, due to restricted space, it may be necessary to remove the front pew within the church to allow for ease of movement of the coffin.

Lifting the coffin

19.48 The coffin is, at all times, carried feet first and all orders are given as verbal words of command, in a sotto voice. The six (or eight) bearers are to be positioned evenly spaced on each side of the coffin. For extra large or heavy coffins there may be a requirement for eight bearers.

19.49 When carrying the coffin the bearers are to place the inside arm around the side of the shoulder of their opposite number; with the coffin resting on the shoulder and the face close to its side. The outside hand can hold the handle, or be placed on the side of the coffin, close to the face and under the ANF for added security (especially when moving up or down steps, where it may also be necessary for the OC to support the foot end of the coffin with the hands). At other times the free arm is held by the side in the attention position. To avoid undue rocking of the coffin whilst on the march the bearers are to step off with the inside foot ([figure 19–3](#)).

Serial	Order	Action
Normal method of lifting		
1	PREPARE TO LIFT	Bend slightly forward and place both hands under the coffin as far as the base of the thumb.
2	LIFT	Lift the coffin evenly until it is just above the level of the shoulder; turn the body towards the feet of the coffin and, at the same time, position the inside arm across the shoulder of the opposite bearer then take the weight of the coffin on the inside shoulder.
Alternative method of lifting (for heavy coffins)		
3	PREPARE TO LIFT	Place the foot nearest the coffin slightly to the rear and sink down at the knee as far as necessary; place the inside shoulder under the coffin so that it bears firmly against the base, with the face against the side of the coffin, at the same time position the inside arm across the shoulder of the opposite bearer. The free arm should support the coffin with the fingers extend and facing up the outside of the coffin and the thumb underneath.
4	LIFT	Working together, slowly resume an erect position, carefully bringing the inside foot up to in line with the outside foot.
Turning the coffin		
5	COFFIN FORWARD (if necessary)	Using extremely short steps move the coffin forward towards the altar rail until clear of the catafalque.
6	COFFIN STEADY	Once the coffin is pointing in the correct direction.
7	COFFIN LEFT or RIGHT	Using short steps, in a forward and sideways motion, rotate the coffin into the required direction until it is positioned feet foremost, facing the exit of the church.
8	BEARER PARTY SLOW MARCH	The bearers are to step off with the inside foot. The paces should be short and, whilst the step is to be maintained, the bearers must not attempt to carry out a regimental slow march; the heads must be held erect and the bearers must not look down.
Placing a coffin onto a catafalque at a crematorium		
9	HALT	The bearers halt.
10	PREPARE TO LOWER	The bearers remove the inner hand from their opposite number's shoulder and bring it across close to their own shoulder, at the same time, they turn inwards and then place the outside hand underneath the coffin with the fingers extended and together underneath the coffin and thumb extending up the outside.
11	LOWER... FORWARD	All the bearers assist in lowering the casket until it is supported at full arms length then, by moving (towards the catafalque) in small side paces, the coffin is positioned centrally onto the catafalque.
12	ATTENTION	The bearers resume the position of attention.
Positioning a coffin onto supports over a grave		
13	HALT	The bearers halt.
14	PREPARE TO LOWER FORWARD	The bearers remove the inner hand from their opposite number's shoulder and, placing both hands under the coffin, turn inwards and lower it until it is at full arms length. The bearers then, by taking short side paces along the sides of the grave, move into position so that the coffin is centrally positioned over the grave.

Serial	Order	Action
15	LOWER	The bearers lower the coffin onto the supports across the grave.
16	ATTENTION	When the coffin is in position on the supports. The bearers straighten up into the position of attention.

Table 19-3: Orders for lifting, carrying and lowering the coffin

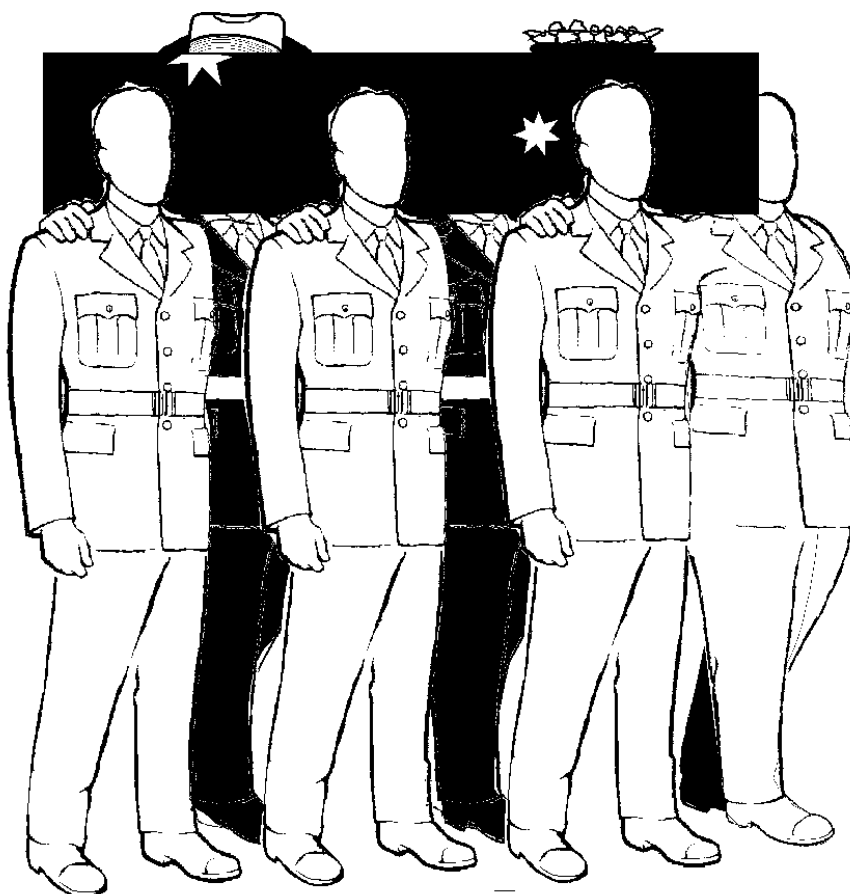


Figure 19-3: Carrying the coffin

Transport

19.50 As well as the gun tractor and carriage, transport will be required to transport the following:

- a. troops on parade (including vehicle for colours if to be carried);
- b. pallbearers and bearer party;
- c. chief and official mourners;
- d. other mourners;
- e. saluting battery; and
- f. additional wreaths.

Funeral hearse

19.51 If a funeral hearse is to be employed, rather than a gun tractor, the drills and procedures remain basically the same, however, the funeral director needs to be consulted with regard to placing the coffin into and out of the vehicle. Rehearsals of this procedure should be conducted using the hearse wherever possible.

Gun tractor

19.52 When a bearer party consists of a combination of military and civilian personnel a gun tractor is not to be used.

Dignitaries/Very Important Persons

19.53 It is the responsibility of Defence Community Organisation to confirm with the NOK the approved invited dignitaries/Very Important Persons (VIP) to attend the funeral eg Government Officials. The NOK is not compelled to invite any dignitaries or VIPs to attend the funeral. When the funeral is a private ceremony and dignitaries either request to attend or are invited it is up to the NOK to allocate seating noting the rank and status of the person invited.

Funerals for other ranks

19.54 The procedures described in [annexes A, B and C](#) are for the funeral of an officer, however, for the funeral of a warrant officer, noncommissioned officer or private soldier use the same format but, delete all references to pallbearers.

Modified procedures

19.55 NOK may request that no formal military procedures take place at the cemetery/crematorium. These procedures may be conducted at the church instead. The procedures for the Order of Ceremony at a cemetery, see [annex B](#), are to be modified to suit the occasion.

Service at the church

19.56 The procedure for the order of ceremony at a church is laid down in [annex A](#).

Service at the cemetery

19.57 The procedure for the order of ceremony at a cemetery is laid down in [annex B](#).

Service at the crematorium

19.58 The procedure for the order of ceremony at a crematorium is laid down in [annex C](#).

Australian National Flag

19.59 At the completion of the service the boxed ANF, headdress and insignia are presented to the NOK, by the official mourner saying 'I present these symbols of (insert christian name) service on behalf of a grateful nation'.

Jewish and other non-Christian funerals

19.60 There are some variations with the conduct of Jewish funerals which are shown in [annex D](#). Advice on other non-Christian funerals should be sought from the Principal Chaplain—Army.

Disposal of human remains at sea

19.61 The procedure for the disposal of human remains at sea is in [annex E](#).

Suggested funeral checklist

19.62 A suggested funeral checklist is in [annex F](#).

Other sources

19.63 For further information refer to the following Defence Instructions:

- a. [Defence Instruction \(General\) \(DI\(G\)\) PERS 20–2—Deceased Dependants—Funeral/Transportation Arrangements.](#)
- b. [DI\(G\) PERS 20–1—Provision of floral and non-floral tributes for funerals and memorial occasions.](#)
- c. [DI\(A\) PERS 31–3.](#)

Annexes:

- A. [Procedure for the Order of Ceremony at a church](#)
- B. [Procedure for the Order of Ceremony at a cemetery](#)
- C. [Procedure for the Order of Ceremony at a crematorium](#)
- D. [Conduct of Jewish Funerals](#)
- E. [Disposal of human remains at sea](#)
- F. [Suggested funeral checklist](#)

CHAPTER 20

STREET LINING

Introduction

20.1 Troops lining streets, or routes are mounted in conjunction with processions. The occasions that streets are 'lined' vary from coronations and weddings, to funerals.

20.2 Troops lining streets are considered to be a part of the ceremonial activity; they are not to be considered as crowd control or police type duty personnel.

20.3 Units allocated street lining 'duty' are to be divided up into half company sized sub-units (each of approximately 60 personnel), which are designated as Nos 1, 2, 3 etc half companies (eg No 4 Half Company).

Positions on parade

20.4 The positions on parade for the officers and other ranks ([figure 20–1](#)) are laid down in [table 20–1](#).

Serial	Personnel	Position
1	Commanding Officer (CO)	Positioned on the extreme flank of the unit at the end from which the procession approaches from.
2	Second-in-Command (2IC)	Positioned on the opposite flank of the unit from the CO.
3	The Adjutant	Positioned on the flank of the unit at the end from which the procession approaches from.
4	Company Commanders	Positioned on the flanks (of their respective units) at the end from which the procession approaches from.
5	Other Officers	Evenly positioned along the frontage of their sub-units.
6	Colour Party	Positioned on the same side of the road as the officers (unless they are required as part of a guard of honour elsewhere) with the Warrant Officer (WO) and Senior Non-commissioned Officer (SNCO) escorts six paces apart, back in line with the troops. The Colours are positioned in the centre of the unit's allocated section of the route.
7	Regimental Sergeant Major (RSM)	Positioned on the extreme flank of the unit at the end from which the procession approaches from and in-line with the troops (on the opposite side from the officers).
8	WO and SNCO	Positioned within the ranks with the soldiers, on the opposite side of the road from the officers, and they carry out all rifle movements with the other troops.
9	Troops	Positioned one pace in, towards the centre of the road, from the edge of the foot path, facing inwards.

Table 20–1: Positions on parade

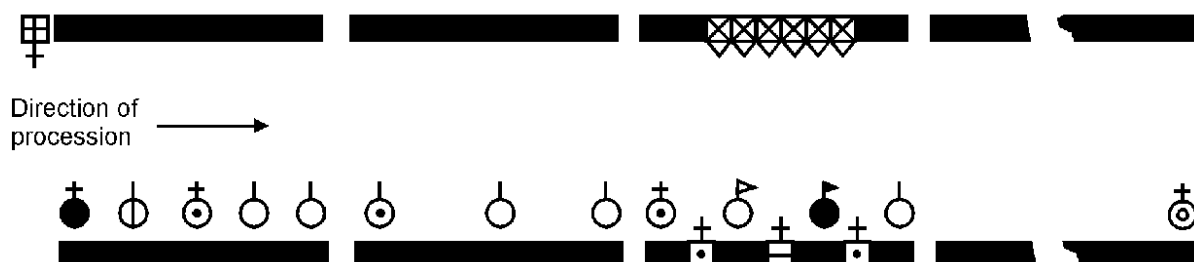


Figure 20–1: Position on parade

20.5 All officers are positioned on the same side of the road so as to be on the right of the procession as it passes by. They are one pace in, towards the centre of the road, from the line of troops.

Band and drums

20.6 If a band is to be included in street lining it is to be positioned at a suitable location along the route, where there is sufficient room (eg a road junction), however, if the Colours are on parade the band should be, if possible, positioned across the road from, and facing, them. The leading rank of the band is to be level and in line with the troops.

20.7 The band is to be in its normal formation, however, if there is insufficient room the band is to form up in two ranks.

20.8 If the Colours are on parade and there is insufficient space for the band to be positioned across the road from them, the drummers are to be detached from the band and formed up opposite the Colours; they do not play unless specifically ordered to do so.

Positions if the procession returns

20.9 If the procession returns down the same route the officers, the Colour party and drummers, the RSM, WO and SNCO are to crossover after the procession has passed by, on the first occasion, and take-up similar positions on the opposite sides of the road.

Half company commanders

20.10 A half company is commanded, where possible, by either the sub-unit commander or the sub-unit 2IC.

Half company frontages

20.11 When calculating the area a half company is to cover the following is to be taken into consideration:

- a. the number of troops including WO and SNCO;
- b. areas where the band will be positioned;
- c. positioning of the drummers; if they are to be positioned separately from the band;
- d. positioning of mounted police; troops are not to be positioned in front of mounted police; and
- e. large curves within the route which will affect the spacing between individual troops.

Compliments

20.12 As the procession approaches the unit the CO orders the unit to pay the appropriate compliments by half companies; the CO, adjutant and the RSM then give the required salute. As the procession approaches each half company the half company commanders give the appropriate order to their troops on both sides of the route.

20.13 As a guide the order should be given as follows:

- a. for motor vehicles: 50 paces from the half company's approaching flank; or
- b. for a horse drawn coach or carriage: 20 paces from the half company's approaching flank.

20.14 Half companies which are on the immediate flank of a guard of honour are to pay any additional compliments with, and at the same time as, the guard (the half companies act on the orders of their own commanders).

20.15 If required, the band is to play the appropriate anthem, commencing at a time dictated by the guide in [paragraph 20.13](#). If necessary the appropriate anthem may have to be played twice but, not more often. When two anthems are required, the foreign anthem is played first.

20.16 Prearranged signals may be necessary if it is suspected that words of command will not be heard due to the cheering or general noise of the crowd.

Incidental music

20.17 With the exception of a funeral, bands may play musical selections during any periods of waiting.

Forming ranks

20.18 The procedures laid down in [annex A](#) deal with troops marching into, and away from their positions in column of route and, at the appropriate time forming two and three ranks. It is acceptable for the troops to already be in two ranks before leaving the assembly area.

Parade procedure

20.19 The procedure for mounting and dismounting of troops for street lining is laid down in [annex A](#).

Annex:

A. [Procedure for mounting and dismounting troops for street lining](#)

CHAPTER 21

VIGILS, CATAFALQUE PARTIES AND MEMORIAL DEDICATION SERVICES

Introduction

21.1 This chapter deals with the mounting of catafalque parties (guards mounted over catafalques) for occasions other than ANZAC Day or Remembrance Day (see [chapter 21—‘Vigils, catafalque parties and memorial dedication services’](#)), and with the suggested format for Memorial Dedication Services.

21.2 A catafalque is normally mounted for one of the following occasions:

- a. during a period of lying-in-state;
- b. during a military funeral service in a church; and
- c. during a memorial service in a church for a recently deceased distinguished personage.

History

21.3 A catafalque is a raised structure supporting a stand, upon which a coffin is placed for display before burial; people may then file past and pay their last respects to the deceased person. In times gone by a watch, or vigil, was mounted around the coffin to ensure that the body was not interfered with whilst it lay in State. Today vigils, or catafalque parties, are mounted as a sign of respect around personages as they lie in State, and around memorials on occasions of remembrance such as ANZAC Day (it could be said that a memorial is a ‘symbolic coffin’ for those who have fallen).

21.4 The origin of the tradition of resting on reversed arms is lost in time, however, it was used by a Commonwealth soldier at the execution of Charles I in 1649 (the soldier was, however, duly punished for his symbolic gesture towards the King’s death and it is recorded that at the funeral for Marlborough, in 1722, the troops carried out a formal reverse arms drill, which was especially invented for the service, as a unique sign of respect to the great soldier.

21.5 The ‘modern trend’ of sticking rifles upside down into the ground as a temporary memorial to a fallen soldier (with a helmet or a hat over the butt) originated with the introduction of tanks. When a soldier fell during an advance his mate would pick-up the rifle and stick it into the ground, by the bayonet, as a marker to indicate to the tanks that a wounded or dead soldier lay there; this way the armoured vehicle would not accidentally run over the body.

Catafalque parties

General

When mounting a Catafalque party, except for exceptional circumstances, are to be armed. Approval to mount a Catafalque party without arms is only to occur with the approval of Ceremonial and Protocol Cell Army Headquarters (AHQ).

Lying-in-state

21.6 If a catafalque party is required to be mounted for an extended period of time, eg for a period of several days during a lying-in-state the party is to be divided into ‘watches’; each watch being six hours in duration. A watch is made up of four vigils, with each vigil mounting for a period of half an hour followed by a break of one and one half hours. However, vigils are not to be changed during a Service.

21.7 The composition of a watch is as follows:

- a. watch commander normally a major (MAJ) but, not to be below the rank of warrant officer (WO) class one; and
- b. four vigils.

21.8 The composition of a vigil is as follows:

- a. a commander,

- b. four sentries, and
- c. a waiting member.

21.9 Where a watch is mounted for a period of lying-in-state, each vigil is to be made-up of personnel of the same rank, with the senior person as the vigil commander. The vigils are normally composed as follows:

- a. first vigil: 6 x MAJ;
- b. second vigil: 6 x captains;
- c. third vigil: 6 x lieutenants; and
- d. fourth vigil: 6 x WO1.

21.10 Should it be decided to use private soldiers as the sentries, the vigil commander is to be either a sergeant or a corporal.

21.11 A vigil is not to be senior in rank to the deceased for whom it is mounted, however, where it is thought to be desirable a party of senior officers may form the first vigil for 15 minutes of the watch during a period of lying-in-state.

Other catafalque parties

21.12 The following is a guide for the appropriate ranks of other catafalque parties:

- a. for funerals of Vice-Regal personages and general officers commanding—officers;
- b. for funerals of other general officers and personages accorded a State Funeral—WOs or senior noncommissioned officers; and
- c. on other occasions—ranks appropriate to the occasion.

Provision of catafalque parties

21.13 AHQ may direct the provision of a catafalque party on the appropriate occasions and determine the following:

- a. the rank structure of the catafalque party;
- b. the duration of the party's attendance, which may be as follows:
 - (1) from the time the coffin is placed in a church until the public lying-in-state finishes;
 - (2) from the time the coffin is placed in a church until the funeral service commences;
 - (3) from the time the coffin is placed in a church until the funeral service concludes;
 - (4) from the time the public lying-in-state commences until the public lying-in-state finishes;
 - (5) from the time the public lying-in-state commences until the funeral service commences;
 - (6) from the time the public lying-in-state commences until the funeral service concludes; or
 - (7) for a specified time during a period of lying-in-state.

Positions and duties for the vigil at a lying-in-state or at a funeral

21.14 The positions of the members of a vigil around a catafalque, assuming the foot of the coffin is nearest the altar, are as follows ([figure 21-1](#)):

- a. the senior officer on the right of the coffin at the head end;

- b. the second senior officer on the left of the coffin at the head end;
- c. the next senior officer on the right of the coffin at the foot end;
- d. the most junior officer on the left of the coffin at the foot end; and
- e. the vigil commander and the waiting member in an inconspicuous position where they may observe all four members on duty and where the waiting member may easily take over from any member who may become ill.

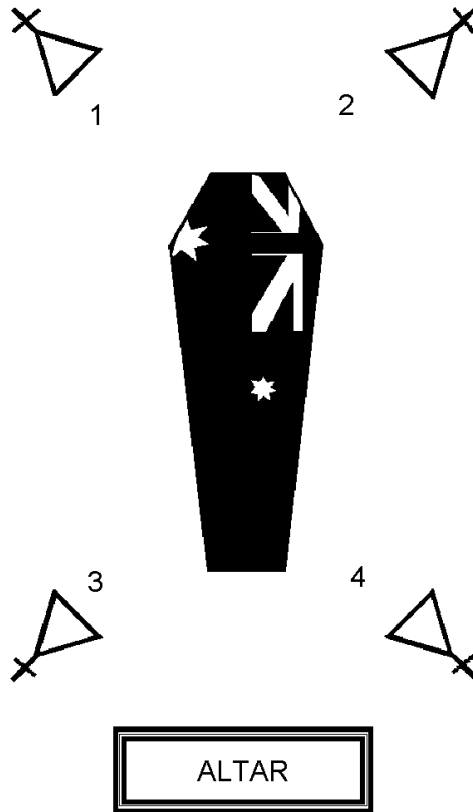


Figure 21-1: Positioning of sentries around a coffin

21.15 The vigil commander is to post the vigil.

21.16 Should a sentry feel unfit to carry on the vigil, the sentry is to lift the head and, on this signal the vigil commander is to immediately call forward the waiting member to take the sentry's place. The ill sentry is to remain with his head raised until relieved.

21.17 Should a member of the deceased's family address a sentry of a vigil the sentry is to raise the head to the attention position. At the end of the conversation the sentry is to lower the head, resuming the rest on arms position.

Positions at a memorial or cenotaph

21.18 When a catafalque party is positioned around a memorial, or a cenotaph, the order of seniority for the positioning of the sentries is as follows (figure 21-2):

- a. the senior sentry at the left front of the memorial (as seen from the front);
- b. the second senior sentry at the right front of the memorial (as seen from the front);
- c. the next senior sentry at the left rear of the memorial (as seen from the front);

- d. the most junior sentry at the right rear of the memorial (as seen from the front); and
- e. the commander and the waiting member are in an inconspicuous position where they may observe all four members on duty and where the waiting member may easily takeover from any member who may become ill.

Note

The 'front' of a memorial is described as that side of the memorial that bears an inscription or that is approached by a path and/or steps. If doubt exists, advice should be sought from local authorities.

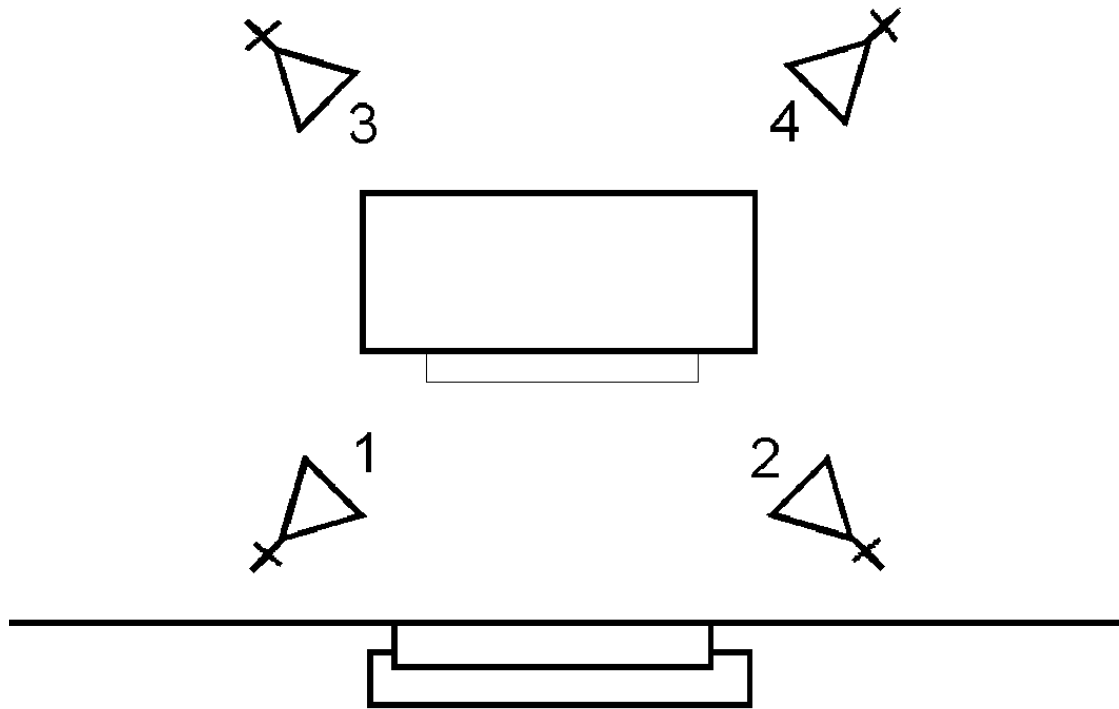


Figure 21-2: Positioning of sentries around a memorial

Mounting of vigils

21.19 The procedure for the mounting of vigils is laid down in [annexes A](#) and [B](#).

Memorial dedication services

21.20 A suggested format for a Memorial Dedication Service is laid down in [annex C](#).

Annexes:

- A. [Procedure for the mounting of vigils \(officers with swords\)](#)
- B. [Procedure for the mounting of vigils \(troops with rifles\)](#)
- C. [Suggested format for a Memorial Dedication Service](#)

CHAPTER 22

ANZAC AND REMEMBRANCE DAY CEREMONIES

Introduction

22.1 This chapter details the rules, conventions and guidelines for Australian and New Zealand Army Corps (ANZAC) Day and ANZAC Day related ceremonial activities. The sequence for Remembrance Day services is to follow the procedures for ANZAC Day shown in this chapter.

22.2 All requests for military assistance, which may be given on a voluntary basis to organisers of ANZAC Day marches or ceremonies, are to be submitted to the area's senior headquarters for approval of the appropriate commander in accordance with the provisions of [Defence Instruction \(General\) OPS 05-1—Defence Assistance to the Civil Community—policy and procedures](#). The policy for participation of Army Reserve personnel is contained in [Defence Instruction \(Army\) ADMIN 9-1—Policy for Participation in ANZAC Day Activities by Army Reserve Members](#), and is to be read in conjunction with this chapter.

22.3 Serving personnel should be permitted to participate in ceremonies on ANZAC Day. Service personnel who are eligible may be allowed to volunteer to march in civilian attire with their former comrades as individuals.

History

22.4 A catafalque is a raised structure supporting a stand, upon which a coffin is placed for display before burial; people may then file past and pay their last respects to the deceased person. In times gone by a watch, or vigil, was mounted around the coffin to ensure that the body was not interfered with whilst it laid in State. Today vigils, or catafalque parties, are mounted as a sign of respect around personages as they lie-in-State, and around memorials on occasions of remembrance such as Anzac Day (it could be said that a memorial is a 'symbolic coffin' for those who have fallen).

22.5 The origin of the tradition of resting on reversed arms is lost in time, however, it was used by a Commonwealth soldier at the execution of Charles I in 1649 (the soldier was, however, duly punished for his symbolic gesture towards the King's death) and it is recorded that at the funeral for Marlborough, in 1722, the troops carried out a formal reverse arms drill, which was especially invented for the service, as a unique sign of respect to the great soldier.

22.6 The 'modern trend' of sticking rifles upside down into the ground as a temporary memorial to a fallen soldier (with a helmet or a hat over the butt) originated with the introduction of tanks. When a soldier fell during an advance his mate would pick-up the rifle and stick it into the ground, by the bayonet, as a marker to indicate to the tanks that a wounded or dead soldier lay there; this way the armoured vehicle would not accidentally run over the body.

History of the Dawn Service

22.7 The Dawn Service on ANZAC Day has become a solemn Australian and New Zealand tradition. It is taken for granted as part of the ANZAC ethos and few wonder how it all started. Its story, as it were, is buried in a small cemetery carved out of the bush some kilometres outside the northern Queensland town of Herberton.

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

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

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

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

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

That is on ANZAC Day 1923 he came to hold the first Commemorative Dawn Service.

22.12 As the sun was rising, a man in a small dinghy cast a wreath into King George Sound while White, with a band of about 20 men gathered around him on the summit of nearby Mount Clarence, silently watched the wreath floating out to sea. He then quietly recited the words: '*As the sun rises and goeth down, we will remember them*'. All present were deeply moved and news of the Ceremony soon spread throughout the country; and the various Returned Service Communities Australia-wide emulated the ceremony.

22.13 Eventually, White was transferred from Albany to serve other congregations, the first in South Australia, then Broken Hill where he built a church, then later at Forbes New South Wales (NSW). In his retirement from parish life, he moved to Herberton where he became Chaplain of an Anglican convent. However, soon after his arrival (on 26 September 1954) he died, to be buried so modestly and anonymously as '**A Priest**'.

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

Laying of wreaths

22.15 Flowers have traditionally been laid on graves and memorials in memory of the dead. Laurel and rosemary have been associated with ANZAC Day. Laurel was used as a symbol of honour, woven into a wreath by the ancient Romans to crown victors and the brave. Rosemary is commonly associated with remembrance, but in recent years, the poppy, formerly associated with Remembrance Day (11 November), has become very popular in wreaths used on ANZAC Day.

Wreaths of poppies

22.16 An early use of the poppy on ANZAC Day was in 1940 in Palestine, where it grows in profusion in the spring. At the Dawn Service each soldier dropped a poppy as he filed past the Stone of Remembrance. A senior Australian officer also laid a wreath of poppies that had been picked from the hillside of Mt Scopus.

Recitation during the commemorative services

22.17 In most ceremonies of remembrance there is a reading of an appropriate poem.

One traditional recitation on ANZAC Day is the fourth stanza of the poem 'For the Fallen' by Laurence Binyon. It was first published in *The Times* (London) in 1914 and later in many anthologies of war verse. Its use on ANZAC Day may have originated with the Queensland ANZAC Day Commemoration Committee, which placed it on the cover of a collection of sermons and addresses for ANZAC Day published in 1921. It was also used at the laying of the Inauguration Stone of the Australian War Memorial in 1929.

22.18 'In Flanders fields' by the Canadian officer J.M. McCrae is another popular recitation. McCrae was a professor of medicine at McGill University before the war. A gunner in the Boer War, he served as medical officer with the first Canadian contingent in the First World War and wrote this poem at the second battle of Ypres in 1915. It was published anonymously in *Punch*. The writer was wounded in May 1918 and died three days later.

Ode

22.19 The Ode comes from 'For the Fallen', a poem by the English poet and writer Laurence Binyon and was published in London in *The Winnowing Fan*; Poems of the Great War in 1914. The verse, which became the League Ode was already used in association with commemoration services in Australia in 1921.

For the Fallen

With proud thanksgiving, a mother for her children,
England mourns for her dead across the sea,
Flesh of her flesh they were, spirit of her spirit,
Fallen in the cause of the free.

Solemn the drums thrill: Death august and royal,
Sings sorrow up into immortal spheres,
There is music in the midst of desolation,
And glory that shines upon our tears.

They went with songs to the battle, they were young,
Straight of limb, true of eye, steady and aglow,
They were staunch to the end against odds uncounted,
They fell with their faces to the foe.

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

They mingle not with their laughing comrades again,
They sit no more at familiar tables of home,
They have no lot in our labour of the daytime,
They sleep beyond England's foam.

But where our desires and hopes profound,
Felt as a well-spring that is hidden from sight,
To the innermost heart of their own land they are known
As the stars are known to the night.

As the stars shall be bright when we are dust,
Moving in marches upon the heavenly plain,
As the stars that are stary in the time of our darkness,
To the end, to the end, they remain.

Note:

Each year after ANZAC Day and Remembrance Day debate rises on the word 'condemn' or 'contemn'. The Ode used is the fourth stanza of the poem 'For the Fallen' by Laurence Binyon and was written in the early days of WW1. By mid September 1914, less than seven weeks after the outbreak of war, the British Expeditionary Force in France had already suffered severe casualties. Long lists of the dead and wounded appeared in British newspapers. It was against this background that Binyon wrote 'For the Fallen'. The poem was first published in *The Times* on 21 September 1914 using the word 'condemn'. Some people have suggested that the use of 'condemn' in *The Times* was a typographical error. However, *The Winnowing Fan*, published a month or two later and for which Binyon would have had galley proofs on which to mark amendments, 'condemn' was again used.

22.20 Binyon was a highly educated man and very precise in his use of words. There is no doubt that had he intended 'contemn', then it would have been used.

22.21 Dr John Hatcher, who in 1955 published a biography of Binyon, does not refer to any doubt over condemn/contemn, despite devoting a solid chapter to 'For the Fallen'.

22.22 The British Society of Authors, executors of the Binyon estate, says the word is definitely 'condemn', while the British Museum, where Binyon worked, says its memorial stone also shows 'condemn'. Both expressed surprise when told there had been some debate about the matter in Australia. The condemn/contemn issue seems to be a distinctly Australian phenomenon. Inquiries with the British, Canadian and American Legions revealed that none had heard of the debate.

22.23 'Contemn' is not used in Binyon's published anthologies and the two volumes set 'Collected Poems', regarded as the definitive version of Binyon's poems, uses 'condemn'. The Returned and Services League of Australia (RSL) handbook shows 'condemn' and a representative of the Australian War Memorial said it always used 'condemn' in its ceremonies.

Sounding 'The Last Post'

22.24 'The Last Post' is the trumpet or bugle call sounded in barracks and other military installations at 1000 h each night to mark the end of the day's activities. It is also sounded at military funerals and commemorative services to indicate that the soldier's day has drawn to a final close. During the sounding of the last post all members in uniform are to stand to attention and salute. Armed parties are to be given the command to present arms. During the sounding of 'The Last Post' all members in uniform are to stand to attention and salute. Armed parties are to be given the command to present arms.

Origin of 'The Last Post'

22.25 'The Last Post' originated in medieval times, about the year 1622 and was known as the 'Retreat'. It was usually played at 1000 h to call 'the soldiers to retire for the night' at the end of the day. It then became custom over the years to play 'The Last Post' at military funerals and commemorative functions where the closing sounds of the music sounds out the sad farewell to 'Lights Out, Lights Out'.

Words to 'The Last Post'

Come home! Come home! The last post is sounding
for you to hear. All good soldiers know very well there
is nothing to fear while they do what is right, and forget
all the worries they have met in their duties through the
year. A soldier cannot always be great, but he can be a
gentleman and he can be a right good pal to his comrades in
his squad. So all you soldiers listen to this—Deal fair by all
and you'll never be amiss.

Be Brave! Be Just! Be Honest and True Men!

Period of silence

22.26 Silence for one or two minutes is included in the ANZAC Day ceremony as a sign of respect. It offers a time for reflection on the significance of the whole ceremony.

22.27 Observation of the two minutes silence occurred at 0900 h in Adelaide, 1916, on the first anniversary of the landing at Gallipoli.

22.28 Edward Honey, an Australian journalist living in London during the First World War, is credited with originating the idea. He published a letter in the *Evening News* of 08 May 1919 appealing for five minutes silence among the celebrations of the first anniversary of the Armistice (11 November).

'Rouse' and 'Reveille'

22.29 Rouse. After the one-minute silence, flags are raised from half-mast to the masthead as 'Rouse' is sounded. Traditionally 'Rouse' called soldiers' spirits to arise, ready to fight for another day. Today it is associated with 'The Last Post' at all military funerals, and at services of dedication and remembrance.

22.30 Reveille. In major ceremonies 'The Last Post' is normally followed by 'Rouse', except at the Dawn Service, when 'Reveille' is played. Ordinarily, 'Reveille' is played only as the first call of the day, while 'Rouse' may be used at any time. Historically, 'Reveille' woke the soldier at dawn, and the name of the ceremony is mentioned in sixteenth century books on war. Until a hundred years ago, 'Reveille' was performed on drum and fife. Today a solo bugle or trumpet is used.

'Reveille' or 'Rouse'

22.31 'Reveille' originated in medieval times, possibly to coincide with 4.00 am, to wake the soldiers at dawn; 'Rouse' was the signal for soldiers to arise. 'Rouse' is the bugle call more commonly used in conjunction with the last post and to the layman is often incorrectly called 'Reveille'. Although associated with 'The Last Post', 'Reveille' is rarely used because of its length.

22.32 Today the 'Rouse' is associated with 'The Last Post' at all military funerals and services of dedication and remembrance. It is played on the completion of one minute's silence, after 'The Last Post' has been sounded. It calls the soldier's spirit to rise and prepare for another day.

22.33 The bugle call played after the 'Silence' during any ANZAC Day ceremony is:

- a. ANZAC Day Dawn Service: 'Reveille'.
- b. ANZAC Day services and Remembrance Day services at other times of the day: 'Rouse'.

Words to 'Reveille'

Rev-eil-lee! Rev-eil-lee is sounding
 The bugle calls you from your sleep; it is the break of day.
 You've got to do your duty or you will get no pay.
 Come, wake yourself, rouse yourself out of your sleep
 And throw off the blankets and take a good peek at all
 The bright signs of the break of day, so get up and do not delay.
 Get Up!
 Or-der-ly officer is on his round!
 And if you're still a-bed he will send you to the guard
 And then you'll get a drill and that will be a bitter pill:
 So be up when he comes, be up when he comes,
 Like a soldier at his post, a soldier at his post, all ser-ene.

Words to the 'Rouse'

Get up at once, get up at once, the bugle's sounding,
 The day is here and never fear, old Sol is shining.
 The Orderly Officer's on his rounds,

REMEMBRANCE DAY TRADITION

22.34 At 1100 h on 11 November 1918 the guns of the Western Front fell silent after more than four years continuous warfare. The allied armies had driven the German invaders back, having inflicted heavy defeats upon them over the preceding four months. In November the Germans called for an armistice (suspension of fighting) in order to secure a peace settlement. They accepted the allied terms of unconditional surrender.

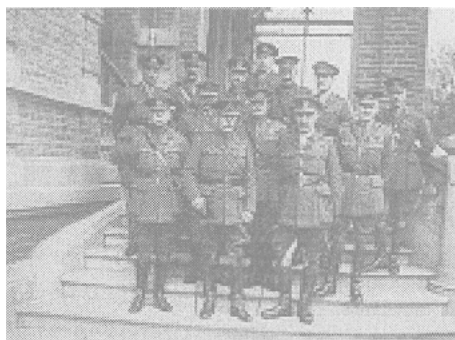


Figure 22-1: Cambrai, France. 11 November 1918. Field Marshal Sir Douglas Haig, centre front, with British Army commanders on Armistice Day (AWM H12241)

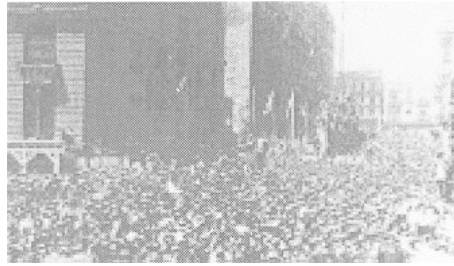


Figure 22-2: Sydney, NSW, 8 November 1918. Crowds in Martin Place waiting with upturned faces for the flag to be hoisted and bells to be rung to mark the German agreement to terms for an armistice to end the war (AWM P1102/40/01)

22.35 The eleventh hour of the eleventh day of the eleventh month attained a special significance in the postwar years. The moment when hostilities ceased on the Western Front became universally associated with the remembrance of those who had died in the war. The first modern world conflict had brought about the mobilisation of over 70 million people and left between nine and 13 million dead, perhaps as many as one-third of them with no known grave. The allied nations chose this day and this time for the commemoration of their war dead.

22.36 On the first Armistice, 11 November 1919, the two minutes' silence was instituted as part of the main commemorative ceremony at the new Cenotaph in London. The silence was proposed by an Australian journalist working in Fleet Street, Edward Honey. At about the same time a South African Statesman made a similar proposal to the British Cabinet, which endorsed it. King George V personally requested all the people of the British Empire to suspend normal activities for two minutes on the hour of the Armistice 'which stayed the world wide carnage of the four preceding years and marked the victory of the Right and Freedom'. The two minutes' silence was popularly adopted and it became a central feature of commemorations on Armistice Day.

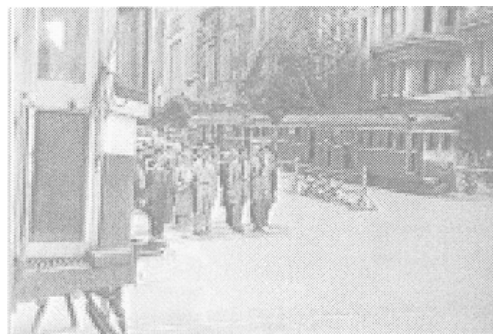


Figure 22-3: Melbourne, Vic, 11 November 1942. All traffic stops and service personnel stand to attention during the two minutes silence on Armistice Day (AWM 137060)

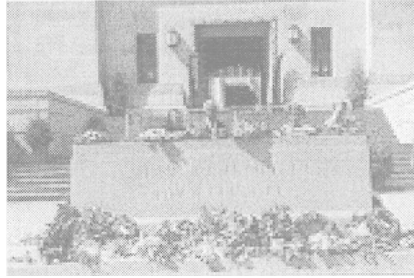


Figure 22-4: Canberra, ACT. 1946-11-11. Wreaths cover the Stone of Remembrance after the first Remembrance day ceremony in front of the Australian War Memorial (AWM132253)

22.37 On the second anniversary of the Armistice, 11 November 1920, the commemoration in London was given added significance when it became a funeral, with the return of the remains of an Unknown Soldier from the battle fields of the Western Front. Unknown soldiers were interred with full military honours in Westminster Abbey in London and at the Arc de Triomphe in Paris. The entombment in London attracted over one million people within a week to pay their respects at the Unknown Soldiers' tomb.

Most other allied nations adopted the tradition of entombing unknown soldiers over the following decade.

22.38 In Australia on the 75th anniversary of the Armistice, 11 November 1993, Remembrance Day ceremonies again became the focus of national attention. On that day the remains of an unknown Australian soldier, exhumed from a First World War military cemetery in France, were ceremonially entombed in the Australian War Memorial. Remembrance Day ceremonies were conducted simultaneously in towns and cities all over the country, culminating at the moment of burial at 1100 h and coinciding with the traditional two minutes' silence. This ceremony, which touched a chord across the Australian nation, re-established Remembrance Day as a significant day of commemoration.

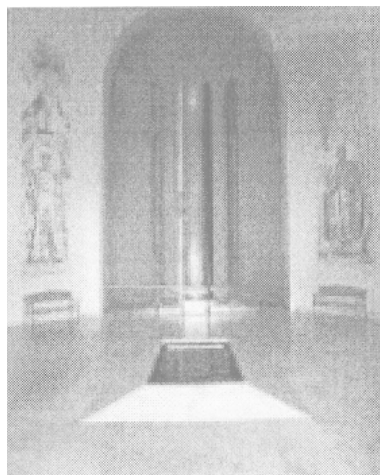


Figure 22-5: Tomb of the Unknown Australian Soldier in the Hall of Memory at the Australian War Memorial

22.39 Four years later, in November 1997, the Governor-General, Sir William Deane, issued a proclamation formally declaring 11 November Remembrance Day and urging all Australians to observe one minutes' silence at 1100 h on 11 November each year to remember those who died or suffered for Australia's cause in all wars and armed conflicts.

Features of Remembrance Day

22.40 ‘**The Red Poppy**’. On and around 11 November each year, the **RSL** sells millions of red cloth poppies for Australians to pin to their lapels. Proceeds go to the **RSL** welfare work. Why a red poppy?

22.41 Colonel John McCrae, who was a Professor of Medicine at McGill University in Canada before WW1 (joined the McGill faculty in 1900 after graduating from the University of Toronto), first described the red poppy, the Flanders’ poppy, as the flower of remembrance.

22.42 Although he had been a doctor for years and had served in the Boer War as a gunner, he went to France in WW1 as a medical officer with the first Canadian contingent.

22.43 It was impossible to get used to the suffering, the screams, and the blood here, and MAJ John McCrae had seen and heard enough in his dressing station to last him a lifetime. As a surgeon attached to the 1st Field Artillery brigade, MAJ McCrae, has spent seventeen days treating injured men—Canadians, British, Indians, French, and Germans—in the Ypres salient.

22.44 It has been an ordeal that he had hardly thought possible. MAJ McCrae later wrote of it:

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

22.45 One death particularly affected MAJ McCrae. A young friend and former student, LT Alexis Helmer of Ottawa, had been killed by a shell burst on 02 May. LT Helmer was buried later that day in the little cemetery outside McCrae’s dressing station, and McCrae had performed the funeral ceremony in the absence of the chaplain.

22.46 The Next day, sitting on the back of an ambulance parked near the dressing station beside the Canal de l’Yser, just a few hundred yards north of Ypres, McCrae vented his anguish by composing a poem. At the second battle of the Ypres in 1915 when in charge of a small first-aid post, he wrote in pencil on a page from his dispatch book a poem that has come to be known as ‘Flanders’ Field’ which described the poppies that marked the graves of the soldiers killed fighting for their country. The major was no stranger to writing, having authored several medical texts besides dabbling in poetry. In the nearby cemetery, McCrae could see the wild poppies that sprang up in the ditches in that part of Europe, and he spent 20 minutes of precious rest time scribbling 15 lines of verse in a notebook.

22.47 A young soldier watched him write it (written May 3, 1915 after the battle at Ypres). Cyril Allinson, a 22 year old sergeant major, was delivering mail that day when he spotted McCrae. The major looked up as Allinson approached, then he went on writing while the sergeant major stood there quietly. ‘His face was very tired but calm as we wrote’, Allinson recalled. ‘He looked around from time to time, his eyes straying to Helmer’s grave’. When he finished five minutes later, he took his mail from Allinson and, without saying a word, handed his pad to the young NCO. Allinson was moved by what he read:

The poem was exactly an exact description of the scene in front of us both. The word blow was not used in the first line though it was used later when the poem later appeared in Punch. But it was used in the second last line. He used the word blow in that line because poppies actually were being blown that morning by a gentle east wind. It never occurred to me at that time that it would ever be published. It seemed to me just an exact description of the scene.

22.48 In fact, it was nearly not published. Dissatisfied with it, McCrae tossed the poem away, but a fellow officer—either LTCOL Edward Morrison, the former Ottawa newspaper editor who commanded the 1st brigade of artillery (4), or LTCOL J.M Elder (5), depending on which source is consulted—retrieved it and sent it to the newspapers in England. ‘The Spectator,’ in London, rejected it, but ‘Punch’ published it on 08 December 1915.

22.49 McCrae's 'In Flanders' Field' remains to this day one of the most memorable war poems ever written. It is a lasting legacy of the terrible battle in the Ypres salient in the spring of 1915.

In Flanders' Fields

In Flanders' Fields the poppies blow
Between the crosses, row on row,
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.
We are the dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved, and were loved, and now we lie
In Flanders' Fields.

Take up our quarrel with the foe:
To you from failing hands we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders' Fields.

22.50 COL McCrae was wounded in May 1918 and was taken to one of the big hospitals on the coast of France. On the third evening he was wheeled to the balcony of his room to look over the sea towards the cliffs of Dover. The verses were obviously in his mind, for he said to the doctor 'tell them, if ye break faith with us who die we shall not sleep.' That same night COL McCrae died.

22.51 Each Remembrance Day the British Legion lays a wreath on his grave—a tribute to a great man whose thoughts were always for others.

22.52 The wearing of the poppy to keep faith begun when an American, Miss Moira Michael, read the poem 'In Flanders' Field' and was so greatly impressed that she decided always to wear a poppy to keep the faith. Miss Michael wrote a reply after reading 'In Flanders Field' entitled 'We shall keep the Faith':

'We Shall Keep the Faith'

Oh! You who sleep in Flanders' fields,
Sleep sweet— to rise anew;
We caught the torch you threw;
And holding high we kept
The faith with those who died.

We cherish, too, the Poppy red
That grows on fields where valour led.
It seems to signal to the skies
That blood of heroes never dies,
But lends a lustre to the red
Of the flower that blooms above the dead
In Flanders' Fields.

And now the torch and poppy red
Wear in honour of our dead
Fear not that ye have died for naught
We've learned the lesson that ye taught
In Flanders' Fields.

22.53 Miss Michael worked for the YMCA in America and on Saturday, 09 November 1918 hosted a meeting of YMCA wartime secretaries from other countries. When several of the secretaries presented her with a small gift of money to thank her for her hospitality, she said she would spend it on poppies and told them the story of McCrae's poem and her decision to always wear a red poppy. The French secretary, Madame Guerin, conceived the idea of selling artificial poppies to raise money to help needy soldiers and their families, and she approached organisations among the countries of the world that had fought as allies in Europe to promote the concept.

22.54 In England in 1919, the British Legion was formed to foster the interest of ex-servicemen and their dependants, and the late Field Marshal Earl Haig, the first Grand President, sought an emblem which would honour the dead and help the living. He adopted the Poppy as the emblem, and since then the Red Poppy has been accepted as the Emblem of Remembrance. The day chosen for the wearing of the emblems was 11 November, a Day of Remembrance to honour the dead of both World Wars.

22.55 The Returned League and Services of Australia adopted the idea in 1921, announcing, 'The Returned Sailors and Soldiers Imperial League of Australia and other Returned Soldiers Organisations throughout the British Empire and Allied Countries have passed resolutions at their international conventions to recognise the Poppy of Flanders' Fields as the international memorial flower to be worn on the anniversary of Armistice Day'.

22.56 'In adopting the Poppy of Flanders' Fields as the Memorial Flower to be worn by all Returned Soldiers on the above mentioned day, we recognise that no emblem so well typifies the Fields whereon was fought the greatest war in the history of the world nor sanctifies so truly the last resting place of our brave dead who remain in France'.

22.57 'The Returned Sailors and Soldiers of Australian join their comrades of the British Empire and Allied Countries in asking the people of Australia to wear the poppy; firstly in memory of our sacred dead who rest in Flanders' Fields; secondly to keep alive the memories of the sacred cause for which they laid down their lives; and thirdly as a bond of esteem and affection between soldiers of all Allied nations and in respect for France, our common battle ground'.

22.58 'The little silk poppies which are to be worn on Armistice Day are an exact replica in size and colour of the poppies that bloom in Flanders' Fields. These poppies have been made by the war orphans in the devastated regions of France and have been shipped to Australia this year for Armistice Day'.

22.59 The League bought one-million poppies from France to sell on 11 November 1921 at one shilling each. Five pence per poppy was to go back to France towards a fund for the children of the devastated areas of France, with sixpence per poppy being retained by each state branch and one penny going to the national office. The League kept up this practice for several years, and of course kept the tradition of selling poppies to mark 11 November and to raise money for welfare work, even when the poppies were no longer obtained from France. Poppies now sold in Australia are often made locally by League members themselves.

22.60 Although the Red Poppy of Flanders is a symbol of modern times, legend has it that the poppy goes back even to the time of the famous Mongol leader, Genghis Khan, as the flower associated with human sacrifice. In the 12th and early 13th centuries, the Mongol Emperor led his warrior hordes on campaigns south to the conquest of India, and west to envelop Russia as far as the shores of the Black Sea.

ANZAC DAY SERVICES

Support assistance

22.61 The forms of assistance that may be approved are as follows:

- a. guest speaker;
- b. chaplain support;
- c. marshals;
- d. band/bugler;
- e. catafalque parties;
- f. flag orderlies;
- g. armed (or unarmed) party of at least one officer and 20 other ranks;
- h. signallers; and
- i. vehicle support.

Dress

22.62 Service personnel attending ANZAC Day ceremonies may only wear uniform if participating as a member of a formed body of troops in the ceremony, or march, or who are participating in any other official capacity in the activities (eg speakers, catafalque parties, unit armed (or unarmed) parties, bands, buglers, flag orderlies, marshals etc). All other personnel, including those personnel marching with unit associations etc are to wear civilian dress (with the appropriate decorations and medals).

Next of Kin orders, decorations and medals

22.63 Next of Kin (NOK) orders, decorations and medals are not to be worn by Army personnel with any military Orders of Dress. When worn with civilian dress, medals and decorations (worn as medals) are to be worn on the right side, as laid down in *Army Standing Orders of Dress*, volume 2, part 5, [chapter 2—‘Wearing of Orders, Decorations and Medals’](#). Neck decorations and badges of orders are not to be worn.

Colours

22.64 Colours which have been laid-up, are not to be carried on ANZAC Day marches or ceremonies. Colours which are to be laid up immediately following a service may be carried, with an appropriate escort.

22.65 Standards, Guidons, Colours (both the Queen’s and Regimental Colours), or a Banner may be carried under the following conditions:

- a. the concurrence of the unit commanding officer is given;
- b. the Colours etc are afforded a position in the parade in keeping with their status as a symbol of regimental identity and tradition; and
- c. the Colour Party and Escort (company size group) are armed in accordance with [chapter 5—‘Flags, Standards, Guidons, Colours and Banners’](#).

Ode

22.66 The Ode is the fourth verse of Laurence Binyon’s poem ‘For the Fallen’:

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

Lest we forget

Notes

‘Lest we forget’ is not a part of the poem, however, it has become accepted practice to say it at the completion of the Ode.

Bugle calls

22.67 The bugle call to be played after the ‘Silence’ during any ANZAC Day ceremony is as follows:

- a. ANZAC Day Dawn Service: ‘Reveille’.
- b. ANZAC Day and Remembrance Day Services at other times of the day: ‘Rouse’.

Australian National Flag

22.68 Prior to the ANZAC Day Dawn Service, the Australian National Flag (ANF) is raised to, or broken at, the top of the masthead and then immediately lowered to the half-mast position. Otherwise it is raised, or broken, at the normal laid down time and then immediately lowered to the half-mast position.

22.69 On ANZAC Day during the playing of ‘Reveille’/‘Rouse’ the ANF is raised to the mast head, and at the conclusion of the ceremony the flag is brought back down to the half-mast position. At midday it is raised back to the top of the masthead.

22.70 For ANZAC Day services conducted on other days and Remembrance Day services the ANF is lowered to the half-mast position immediately prior to the commencement of the service. It is then raised with the playing of 'Rouse', where it remains until sunset or the appropriate laid down time for Retreat.

Flag Order of Precedence

22.71 The Order of Precedence for flags is as follows:

- a. the ANF;
- b. other nations in alphabetical order eg New Zealand, United Kingdom, and United States;
- c. State flags in order of precedence;
- d. other flags eg the Australian Aboriginal flag, the Torres Strait Islander flag;
- e. Australian Defence Force Ensign;
- f. Australian White Ensign;
- g. Royal Australian Air Force (RAAF) Ensign; and
- h. Merchant Marine.

Order of March

22.72 The suggested Order of March for an ANZAC Day is as follows:

- a. parade commander and party;
- b. Flag Party and escort;
- c. associations granted special status by the march organising authority eg an association celebrating a significant anniversary;
- d. Australian World War I unit associations in order of precedence: Royal Australian Navy (RAN), Army;
- e. Australian World War II unit associations in order of precedence: RAN, Army, RAAF;
- f. Australian post-World War II unit and Australian Corps/regimental associations in order of precedence: RAN, Army, RAAF;
- g. Australian peacekeeping associations;
- h. Australian Ex Service associations; and
- i. other countries Service associations.

22.73 If no march is to take place prior to the Service at a memorial the Service associations form up at the ceremony site before the arrival of the guard, band, and the catafalque party.

22.74 Regimental associations take priority over unit associations.

Laying of wreaths

22.75 The order for the laying of wreaths is as per the Table of Precedence for the Commonwealth of Australia, as laid down in [chapter 1—'General instructions'](#). Where possible equivalent ranks of the three Services or personnel representing them should lay their wreaths together.

22.76 The suggested procedure for the laying of a wreath is as follows:

- a. move up to the memorial with the wreath in the right-hand;
- b. halt, pause and then lay the wreath;

- c. straighten up, step back a pace, pause and salute; and
- d. pause again and then move away from the memorial.

Volleys

22.77 Volleys are not to be fired at ANZAC Day and Remembrance Day ceremonies.

Order of Service

22.78 The suggested Order of Service is shown in [annex A](#).

ANZAC Day service

22.79 The procedure for an Anzac Day service is shown in [annex B](#).

Annexes:

- A. [ANZAC Day/Remembrance Day Order of Service](#)
- B. [Procedure for an ANZAC Day/Remembrance Day Service](#)
- C. [By-law No 14](#)

CHAPTER 23

STANDARDS, FLAGS, ENSIGNS, PENNANTS, STAR PLATES, CORPS AND UNIT FLAGS

Introduction

23.1 This chapter details the use of the Australian National Flag (ANF), personal standards and flags, corps, regimental, unit and sub-unit flags and vehicle pennants and star plates. Refer to [Defence Instructions \(General\) DI\(G\) ADMIN 12-1](#)—*Australian Defence Force Ensign, personal flags of Senior Officers, car flags and star plates*.

AUSTRALIAN NATIONAL FLAG

General

23.2 The ANF is the emblem of the Australian Nation. By tradition the Australian Army is the protector of the Flag, however, the ANF is not the 'Army Ensign' and is not to be flown in an inferior position because of Service seniority. The ANF is not to be subjected to any indignity, nor is it to be displayed in a position inferior to any other flag, ensign or standard (with the exception of Her Majesty (HM) the Queen's personal standard).

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

23.4 The ANF is not to be treated or used in any of the following ways:

- a. as a drape or seat cover;
- b. as a table drape;
- c. allowed to fall onto or lay upon the ground;
- d. as a cover for a statue, a monument or a plaque being unveiled;
- e. as a masking for unsightly areas or material, barriers or intervening space between floors and ground level of a dais or platform;
- f. flown upside down; and
- g. flown on a flag pole with another flag.

Segments of the Australian National Flag

23.5 The segments of the ANF are as follows:

- a. **canton:** the canton is the rectangular panel occupying the top left-hand corner of the Flag next to the staff (ie the Union Jack);
- b. **fly:** the part of the flag furthest from the staff; usually taken to be approximately one-half of the Flag area;
- c. **hoist:** the part of the flag nearest the staff; usually taken to be approximately one-half of the flag area;
- d. **head:** the top of the flag;
- e. **foot:** the bottom of the flag;
- f. **width:** the distance between the head and the foot; and
- g. **length:** the distance between the staff and the fly.

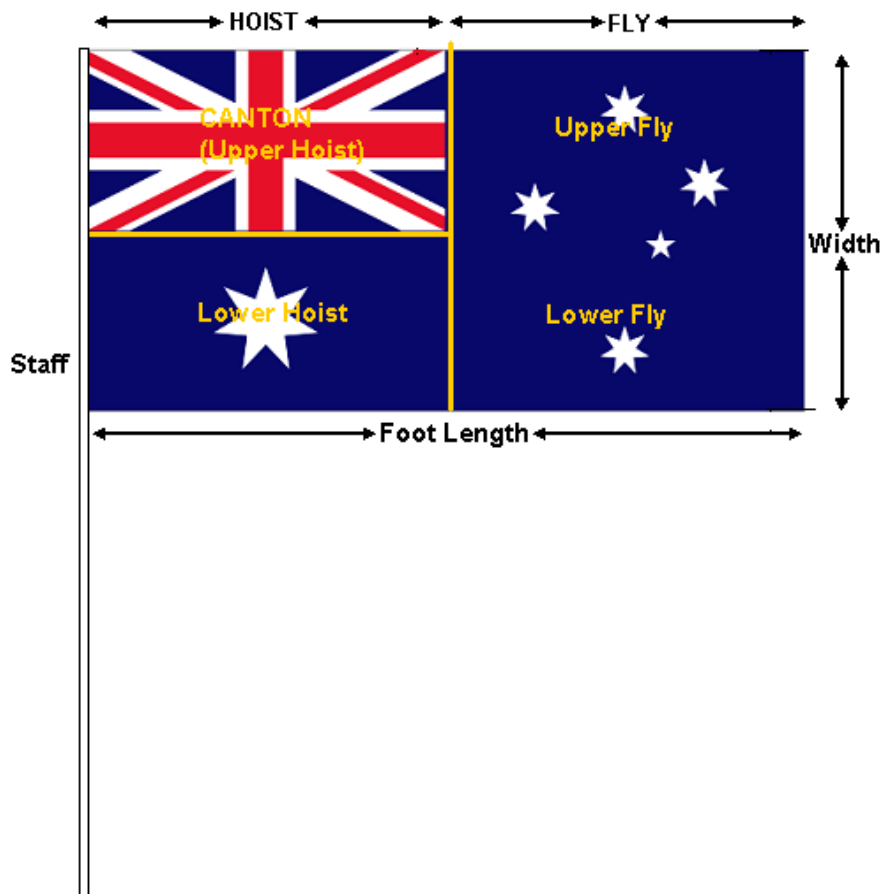


Figure 23-1: Parts of the Australian National Flag

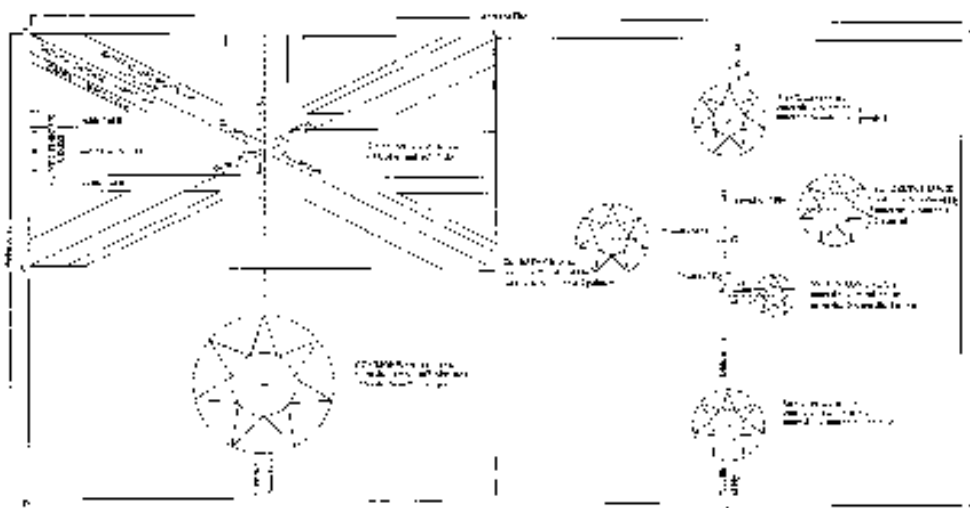


Figure 23-2: Specifications of the Australian National Flag

Flying of flags at Army establishments in Australia

23.6 The ANF is to be flown at all Army establishments in Australia. Within Army establishments the ANF is to be flown at all major and unit headquarters. The ANF is not flown by sub-units within a unit area, however, it is flown by independent sub-units and sub-units located outside the unit area.

Australian National Flag sizes

23.7 The ANF sizes flown are as follows:

- a. 1.8 m x 90 cm, is flown daily at units;
- b. 3.6 m x 1.8 m, is flown at authorised Army flag stations on occasions listed in [table 23–1](#); and
- c. 137 cm x 68 cm silk polyester, ceremonial flag.

23.8 The size of the flag for draping over a casket, or coffin, at a funeral is normally 1.8 m x 0.9 m, however, when there are pallbearers in attendance and the deceased is to be buried a 2.7 m x 1.35 m flag may be used. For the conduct of repatriation of remains the 2.7 m x 1.35 m silk polyester flag is to be used to cover the casket.

Location of flag stations

23.9 The list of authorised flag stations as detailed in [annex B](#).

Serial	Occasion	Date	Remarks
1	Australia Day	26 January	
2	Accession of the Sovereign	06 February	
3	ANZAC Day	25 April	
4	Coronation of the Sovereign	02 June	
5	Official birthday of HM the Queen		As directed by the Department of Defence (Army Headquarters); normally the second Saturday in June
6	Australian National Flag Day	03 September	
7	Sundays		
8	When firing a salute		If the salute is fired from the Flag Station
9	When a direction is given by the Governor-General		
10	On such other occasions as may be ordered by AHQ		

Note

- (a) During bad weather the 1.8 m x 90 cm ANF may be flown in lieu of the 3.6 m x 1.8 m flag.

Table 23–1: Special occasions for flying the Australian National Flag at flag stations

23.10 Flag stations locations are approved by application to Army Headquarters (AHQ) through SO3 Ceremonial.

Flags at half-mast

23.11 The ANF is to be flown at half-mast at Flag Stations on occasions detailed in [annex A](#).

23.12 The ANF is to be flown at half mast on the day of repatriation of a members remains being returned to Australia. This will be coordinated by Ceremonial Section AHQ and only applies to operational deaths.

23.13 Units may request to fly the ANF at half-mast for a purely domestic, to corps or unit, occasion (eg the funeral of a unit member). The flag is flown at half-mast on the day of the funeral only, and it is raised to the mast head after interment has taken place. Approvals must be gained from Ceremonial Cell Director-General Personnel—Army (DGPERS–A).

23.14 The position of a flag at half-mast will depend on the size of the flag and the length of the flagstaff. It is essential that the flag be set in a position that is easily recognisable as being half-mast. As a guide the top of the flag should be down one-third from the top of the pole. Except when flown on a pole with a yardarm. No other flags are to be flown when the ANF is at half-mast. However, if on a pole with a yardarm other flags may be flown as long as the top of the ANF, at half-mast, is still above the other flags.

23.15 When the ANF is to be flown at half-mast it is first raised fully to the peak or broken at the peak, then lowered to the half-mast position. At the time the Flag is to be lowered it is first raised to the peak, then lowered.

Sequence of flying the Australian National Flag

23.16 The ANF takes precedence over all other flags; it is raised, or broken, first and lowered last. When the ANF is flown alongside the flags of other countries it is courtesy to raise, or break, and lower the flags together.

23.17 When flying the ANF at American, British, Canadian and Australian (ABCA) Conferences the order of precedence is as follows:

- a. United States of America,
- b. United Kingdom of Great Britain and Northern Ireland,
- c. Canada, and
- d. Australia.

United Nations Day

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

Pre-eminent position

23.19 The pre-eminent position of flags depends on the situation. If looking at a wall it is the left as viewed by the observer; on a flag pole it is the 'peak' (the top of the pole); on a pole with a gaff it is the gaff itself.

23.20 In a row of flag poles at the rear of a parade ground it is the left-hand pole as viewed from the dais.

23.21 In a mess, under the portrait of the Queen, the pre-eminent position is to the left of Her Majesty as seen by the observer (the same principle is used with Colours, the Queen's Colour is on the left).

23.22 When hanging vertically on a wall the ANF is to be displayed with the Union Jack at the top left as seen by the observer.

Second pre-eminent position

23.23 On a flag pole with a yard arm, at the front (dais position) of a parade ground, the second pre-eminent position is the left side of the yardarm as seen from the parade ground.

23.24 On a pole with a gaff and a yardarm the second and third pre-eminent positions are the 'peak' and (with the gaff pointing towards the observer) the yard arm to the left of the gaff respectively.

23.25 On a pole with a yardarm, outside a building, the second pre-eminent position is the left side of the yardarm, when looking at the pole with the entrance to the building in the background.

Australian National Flag and Service flags order of precedence

23.26 When flying the ANF and Australian Service Ensigns together the order of precedence is:

- a. ANF;
- b. Australian White Ensign (AWE); and
- c. Royal Australian Air Force Ensign (RAAFE).

23.27 When flying the ANF with Corps/regimental flags the order of precedence is:

- a. ANF; and
- b. Corps/regimental flags in order of seniority.

23.28 When flying the ANF with the Australian Defence Force Ensign (ADFE) the ANF is to be in the pre-eminent position. When flying the ANF and the Service Ensigns together (single-Service approval is required prior to flying the single-Service Ensigns), with the ADFE, they are to be flown in the following order:

- a. ANF,
- b. ADFE,
- c. AWE, and
- d. RAAFE.

National flags order of precedence

23.29 When flying or carrying the flags of a number of nations together they are with the exception of the ABCA Conferences flown/carried in alphabetical order. The ANF is flown in the pre-eminent position with the remainder in alphabetical descending order. Before displaying the flags it is suggested that the sequence proposed be checked with the countries concerned to ensure all are satisfied with the order. If possible another ANF should also be flown from the last pole in the line-up.

23.30 The Peoples Republic of China is flown as a 'C' in the alphabetical order of precedence; the United States of America is flown as a 'U'; the Netherlands (Holland) is an 'N'; and Great Britain is also flown as a 'U' (the United Kingdom of Great Britain and Northern Ireland).

23.31 When flying or parading national flags together the flags are to be of the same size and, when carried, on pikes of equal size.

State flags

23.32 State flags are flown, after the ANF, in an order of precedence as detailed in the Australian Flag Book.

23.33 The order of precedence when flying a variety of different flags is as follows:

- a. ANF;
- b. state flags (New South Wales, Victoria, Queensland, South Australia, Western Australia and Tasmania);
- c. territory flags (Australian Capital Territory and Northern Territory);
- d. ADFE;
- e. RAAF Ensign;
- f. RAAFE; and
- g. other flags (eg Australian Aboriginal flag and Torres Strait Island flags).

Times for flying flags

23.34 On land establishments the ANF, Corps, regimental, unit, UN and other national flags, as appropriate, are normally flown from sunrise to sunset.

23.35 The terms sunrise and sunset, for the raising and lowering of flags, mean reveille and retreat respectively, as laid down in routine or standing orders. However, these orders may prescribe other timings for the raising and lowering of flags.

23.36 To meet special requirements but, with due regard to tradition and proper customs of the Service, formation headquarters may authorise flags to be flown at either 0700 h or 0800 h or, at the first parade as appropriate.

23.37 Any standing variations from normal are to be renewed annually and promulgated in orders.

23.38 When in harbour the ANF is flown on manned Army vessels and boats from 0800 h to sunset. For craft not manned at these hours, no flags are flown. When at sea the ANF is to be flown at all times.

Raising, breaking and lowering the Australian National Flag

23.39 Corps and unit flags are not broken until after compliments are paid to the ANF. All Corps and unit flags are fully lowered before commencing the lowering of the ANF. The ANF may either be raised, broken and lowered with appropriate bugle/trumpet calls (see [table 23–2](#)) or, ‘announced’ by whistle blasts.

23.40 When using the whistle to raise or break the ANF, the following procedure is the custom within the Army:

- a. one long and loud whistle blast is sounded; two seconds later the raising, or breaking, of the Flag is commenced and personnel salute;
- b. at the completion of the raising, or breaking, two long and loud whistle blasts are sounded; personnel complete the salute and continue about their duties;
- c. the halyard is then secured, the flag orderly steps back one pace, salutes and marches off.

23.41 When using the whistle for the lowering of the ANF, the following procedure is the custom within the Army:

- a. the flag orderly steps up to the flag pole, salutes, then releases the halyard;
- b. one long and loud whistle blast is sounded; two seconds later the lowering of the ANF is commenced and personnel salute;
- c. once the ANF is lowered, and gathered, two long and loud whistle blasts are sounded; personnel complete the salute and continue about their duties; and
- d. the orderly disconnects the ANF from the halyard, secures the halyard, steps back one pace and the marches off.

Serial	Occasion	Musical Accompaniment or Bugle/Trumpet Call
1	Daily breaking of the ANF	‘Salute’ (may be preceded with ‘Stand Fast’, and followed by ‘Continue’).
2	Daily raising of the ANF	‘Reveille’ (if the ANF is raised at the time of reveille) or, the National Anthem.
3	Daily lowering of the ANF	‘Retreat’.
4	Lowering the ANF on memorial occasions	‘The Last Post’.
5	Re-raising the ANF on memorial occasions	‘Rouse’.

Table 23–2: Australian National Flag musical accompaniment or bugle/trumpet calls

23.42 The ANF is not to touch the ground, at any stage, during its raising or lowering, and it is not flown during the hours of darkness unless it is illuminated.

23.43 The procedures for personnel at the breaking, raising and lowering of the ANF are laid down in chapter 13, [annex B](#).

Flying the Australian National Flag overseas

23.44 When flying the ANF overseas at Australian establishments eg an Australian Defence Force compound at a UN operation, or at an Australian embassy it should be flown alone. However, if it is decided to fly the ANF with the flag of that country the ANF is to take precedence.

Disposal of the Australian National Flag

23.45 When the ANF is no longer serviceable it is to be destroyed privately in a dignified way. For example it may be cut into small unrecognisable pieces then disposed of through the normal rubbish collection

CORPS AND UNIT FLAGS

General

23.46 A Corps or unit flag may also be flown with, but not in line with or at the same height as the ANF or the flag of another country. Corps flags take precedence over unit/sub-unit flags.

23.47 Corps and regimental, or unit/sub-unit, flags may be introduced, adopted and flown in accordance with this manual. Designs for Corps and regimental flags are to be approved by the Ceremonial and Protocol Section Cell AHQ through either the head-of-corps or the direct command HQ as laid down at [Defence Instruction \(Army\) \(DI\(A\)\) SUP 5-1—Colours, Insignia, Flags, Emblems and Other Devices: Approval of Design and Use](#). The policy of flags of the Australian Cadet Corps is contained in *The Australian Army Cadet Corps Policy Manual 1998*. Except as authorized, in [DI\(A\) SUP 5-1](#), public monies are not to be used to provide, maintain or to replace corps, regimental or unit/sub-unit flags.

Royal Regiment of Australian Artillery Standard

23.48 The Royal Regiment of Australian Artillery (RAA) Standard is triangular in shape (230 cm in length and 80 cm in width at the widest point). The Standard is flown by RAA units and the School of Artillery during visits and inspections by:

- a. members of the Royal Family;
- b. Governor-General;
- c. State Governors;
- d. general officers;
- e. Honorary Head-of-Corps;
- f. RAA colonels commandant;
- g. Colonel Artillery; and
- h. senior civilian or allied officials of comparable rank or appointment.

23.49 When the Standard is flown with the regimental flag, other corps and command flags it is to be senior.

Corps flags

23.50 Corps flags may be flown by units of all corps listed in Army Military Regulation 68 (1) and chapter 1, annex A, [paragraph 1](#). of this manual.

Status of corps, regimental, unit and sub-unit flags

23.51 Corps, regimental, unit and sub-unit flags are:

- a. not to be regarded as Colours;
- b. not entitled to the compliments or ceremonies appropriate to Colours;
- c. not to be carried on parade; or
- d. not to replace distinguishing flags.

Sub-unit flags

23.52 Sub-unit flags may be flown by sub-units within the following Corps:

- a. Royal Australian Armoured Corps (RAAC);
- b. RAA;
- c. Royal Australian Engineers (RAE);
- d. Royal Australian Signals (RA Sigs);
- e. Royal Australian Infantry Corps (RA Inf); and
- f. Australian Army Aviation Corps.

23.53 Sub-unit flags may also be flown by sub-units of the following:

- a. logistic battalions (CSSB and FSB); and
- b. sub-units within any other unit having a sub-unit structure (eg ARTC).

Design of Corps, regimental and unit flags

23.54 The following regulations are to govern the design of Corps, regimental or unit flags:

- a. the size of the flag is to be 1.8 m x 90 cm;
- b. the design may contain the Corps or unit badge/emblem and/or the corps or territorial title. Titles may be in full or abbreviated as shown in [Australian Defence Force Publication 102—Defence Writing Standards](#);
- c. the design may contain stripes of different colours, each representing a Corps within the unit;
- d. no cords, tassels or fringes are to be used;
- e. the flag is not to be elaborately or expensively designed but, is to be of good appearance. It is to be made of woven polyester, or similar material; and
- f. the colours for corps, regimental unit flags are listed in [annex C](#).

Design of sub-unit flags

23.55 The following is to govern the design of sub-unit flags:

- a. The size of the flag is to be 90 cm x 45 cm.
- b. The design is to contain the regimental crest or unit, sub-unit emblem, the largest dimension no greater than 20 cm, in the upper hoist canton and the sub-unit designation in white in the centre of the flag approximately 30 cm high. The exception to this rule is A Field Battery RAA which is authorized to place, in the centre of the flag, a gold bursting grenade.

- c. No cords, tassels or fringes are to be used. The flag is not to be elaborately or expensively designed but, is to be of good appearance and be made of woven polyester or a similar material.
- d. The colours to be used in sub-unit flags are listed in [annex C](#).

Training Establishments

23.56 The units and schools of Training Establishments that are entitled to fly unit flags, and the design of those flags, are laid down in [annex D](#). The size of the flags is to be 1.8 m x 90 cm.

Unit and sub-unit numerals

23.57 The numerals to be used on unit and sub-unit flags are as follows:

- a. RAAC: Roman;
- b. RAA: Arabic (less A Field Battery);
- c. RAE: Arabic;
- d. RA Infantry: Roman; and
- e. all other Corps: Arabic.

Authorising Authority for Corps, regimental, unit and sub-unit flags

23.58 All proposed designs for flags are to be submitted through the chain-of-command, to the Ceremonial Cell DGPERS–A for approval who are responsible for ensuring that:

- a. the designs are heraldically correct,
- b. the designs and materials specified are practical and economic from the point of view of manufacture and durability,
- c. there is no duplication of design between corps and units, and
- d. the design and materials conform to the general quality standard of the Army.

23.59 The use of the flag by the corps, regiment, unit or sub-unit concerned is approved by the Ceremonial Cell DGPERS–A. The design is then registered and the corps/regiment/unit concerned is informed, by the Cell, through the Head-of-Corps or command headquarters, whichever is appropriate, of the approval of use and design. No flags are to be used without such approval.

23.60 If the proposal does not meet the required design standard, eg it is heraldically incorrect, Ceremonial Cell DGPERS–A is to return the application for corrective action and re-submission.

Flying of Corps, regimental and unit flags

23.61 Units commanded by colonels, lieutenant colonels, independent units, and detached sub-units belonging to a corps unit, commanded by officers of field rank, may fly corps, regimental or unit flags at unit headquarters and detached training depots and at sports and social gatherings.

23.62 When an establishment houses more than one major unit, the flag of each unit may be flown. Where a major unit has a unit of another Corps permanently attached, the flag of both units/Corps may be flown in order of Corps precedence.

Flying of sub-unit flags

23.63 Sub-unit flags may be flown at sub-unit headquarters during occupation of a barracks, camp, or at detached establishment as authorised by the commanding officer. Sub-unit flags may be displayed or flown at sports and social gatherings.

23.64 When a sub-unit occupies a detached establishment it may fly either its own unit flag or, the sub-unit flag, on a separate halyard, below the ANF.

Formation headquarters flags

23.65 Corps, regimental and unit flags are not to be flown at formation headquarters unless another unit is collocated within the same building. Formation headquarters are to fly the ANF both in Australia and overseas. The formation commander's distinguishing flag or pennant, as described in [annex E](#), may be flown below the ANF on a separate halyard. The distinguishing flag, or pennant, indicates the location of the headquarters and not necessarily the presence of the commander as it is also flown when the commander is absent.

23.66 The size of the distinguishing flag, or pennant, is to be 91.5 cm x 61 cm.

FLYING OF FLAGS ON SHIPS, VESSELS, OR BOATS

23.67 The ANF is to be flown on all Australian Defence Force vessels and boats as described in [paragraph 23.38](#).

Flags for Principal Staff Officers

23.68 A distinguishing flag is authorised for principal staff officers at AHQ as laid down in [annex E](#). The flag is to be flown when an entitled member is afloat in a military vessel or boat.

Flags for commanders of functional commands

23.69 The distinguishing flag of a functional command commander, as described in [annex E](#), may, with the approval of the senior naval officer, be flown when the officer embarks in one of HM's ships to proceed on military duty. This flag will be hoisted at the fore of the vessel and will be kept flying whilst within Australian waters. The same flag may also be flown when the general is embarked in a military boat or vessel.

Flags on vessels and boats operated by the Royal Australian Corps of Transport

23.70 Royal Australian Corps of Transport may fly the Australian Water Transport Flag on vessels and boats operated by the Corps.

Size of flags on water-borne transport

23.71 The size of flags to be flown on a vessel or a boat is as follows:

- a. for craft of 30 m or more: 1.8 m x 90 cm; and
- b. for craft less than 30 m: 135 cm x 68 cm.

PERSONAL STANDARDS, FLAGS AND DISTINGUISHING FLAGS

General

23.72 Personal standards are flown for selected members of the Royal Family, however, HM the Queen, when in Australia, has her own personal flag for Australia. The Governor-General, and the State Governors, all have personal flags.

23.73 Defence chiefs and Army general officers who are functional commanders are all entitled to both distinguishing flags and distinguishing car flags, sometimes referred to as pennants.

23.74 A list of the personages entitled to distinguishing car flags and star plates are listed in [annex E](#). Personages entitled to distinguishing flags are described in the notes in [annex E](#) (Notes ^(a) ^(e)).

23.75 A list of the personages entitled to personal standards and flags are listed in [annex F](#).

Flying of personal flags and standards

23.76 Whenever practicable a personal standard is to be flown on any vessel, vehicle or aircraft in which the entitled personage is travelling or, at any establishment in which the personage resides or may be visiting.

23.77 A personal flag, or standard, is only to be displayed on a vessel, vehicle or aircraft conveying the entitled personage. When flown on a vehicle the personal flag is to be flown from a staff, preferably placed on the front centre of the bonnet.

23.78 A personal flag is only to be flown on an aircraft when it is stationary or taxiing. It is to be removed before take-off and is not to be displayed again until the aircraft reaches the end of the landing runway. It is not to be flown on operational aircraft or helicopters.

23.79 As one personal standard is unfurled, in order to avoid confusion, any other standard flown in respect of that personage is to be struck; except for the personal standard at the residence.

23.80 When two personages entitled to personal flags are together it may be desirable to display both personal flags. In this case they are to be flown at equal height with the flag of the senior personage given the place of honour.

Residences

23.81 A personal flag is to be flown, at a residence, at all times during the period of residence of the entitled personage, irrespective of the duration. Arrangements are to be made for it to be flood lit during the hours of darkness. If the Sovereign is present her personal flag for Australia only is to be flown.

23.82 Both the Governor-General's or State Governor's flag and the personal standard of any member of the Royal Family, other than the Sovereign, may fly together over any residence in which they are both residing simultaneously. The Governor-General's or State Governor's flag is to be flown in the pre-eminent position. The same rule is to be applied to any ceremonial occasions or visits to buildings etc when the Governor-General or State Governor and another member of the Royal Family are present at the same time.

Establishments and official functions

23.83 A personal standard or flag is only flown at an establishment or official function whilst the entitled personage is actually present.

Location of flagstaff where guards and troops parade

23.84 Where there is a fixed flagstaff the guard, or troops, are to be, where possible, sited so that the saluting point is immediately in front of the flagstaff. Where there is no fixed flagstaff a temporary one is to be, where possible, erected immediately behind the saluting point. Where the flagstaff is on a building which is to be entered by the personage, the guard is to be sited in close proximity to the main entrance of the building.

Flying personal standards in conjunction with the Australian National Flag

23.85 A standard, or flag, of the British Royal Family and flags of Vice-Regal personages take precedence over the ANF, therefore a 'transposition' of the National Flag is involved during the actual presence of the personage. An example of this drill is as follows:

- a. The flag in the second pre-eminent position is lowered.
- b. The ANF is then lowered and re-raised in the second pre-eminent position.
- c. The furled personal standard is raised to the masthead of the pre-eminent positioned pole. The standard is broken as laid down in [paragraph 23.85](#).

23.86 For arrivals the standard is broken as follows:

- a. **By air:** as the personage steps onto the tarmac.
- b. **By vehicle:** as the personage alights the vehicle.
- c. **By sea:** as the personage steps onto either the pontoon or the dock.

23.87 For departures the standard is lowered as follows:

- a. **By air:** as the personage enters the aircraft.
- b. **By vehicle:** as wheels roll and the personage departs.
- c. **By sea:** as the personage either steps off the pontoon or, steps off the top of the gangway onto the ship.

23.88 When a personal flag other than that of vice-regal personages is to be flown in conjunction with the ANF a flagstaff may be erected to the right of the dais for the personal flag.

23.89 When the ANF or other flags are to be flown at half mast, the personal standard is not to be flown. Liaison with the relevant protocol officer of the personage is to occur.

Provision of standards and flags

23.90 The Queen's personal flag for Australia may be obtained through AHQ.

23.91 For a visit by the Governor-General the flag may be obtained by either ringing or writing to:

Aide to the Governor-General
Government House
Dunrossil Drive
CANBERRA ACT 2600

23.92 There are two different sizes of the Governor-General's flag available, depending on the size of the flag pole to be used. They are:

- a. 46 cm x 90 cm; or
- b. 1.8 m x 90 cm.

23.93 To obtain a State Governors flags contact the Government House of that state. Descriptions of the flags are in [annex F](#).

23.94 When a senior officer, who flies a distinguishing car flag, or has a personal flag eg the Chief of Army, is visiting, the aide-de-camp (ADC), or the MA, will supply the flags on arrival in the area. However, it is suggested that liaison occurs prior to the activity.

Distinguishing flags and star plates for motor vehicles

23.95 The distinguishing car flags and star plates for officers and personages are laid down in [annex E](#). These flags and plates may be displayed on a service motor vehicle under the following circumstances:

- a. the personage is in the vehicle and in the case of officers, is undertaking official visits or ceremonial occasions; and
- b. the ready identification of the status of the officer or personage is required.

23.96 The star plate is to be covered and the distinguishing car flag is to be removed when the personage concerned is not in the vehicle. The plate is covered and the flag is removed as soon as possible after the personage alights from the vehicle and they are replaced immediately prior to pick-up.

23.97 Any of the following who are entitled to fly distinguishing car flags on motor vehicles may fly them when visiting Army establishments:

- a. officers of the Royal Australian Navy and the RAAF; and
- b. Two and one star Tri-Service/Joint Unit Commanders (in accordance with [DI\(G\) ADMIN 12–1—Australian Defence Force Ensign, Personal Flags of Senior Officers, Car Flags and Star Plates](#) (filed as Army ADMIN 30–1)); and
- c. Australian, British and foreign senior officers and distinguished persons.

Overseas dignitaries

23.98 AHQ will advise the requirements of distinguishing flags and star plates for vehicles carrying visiting overseas senior officers, or distinguished personages. The ADC, or the appointed Australian escort/liaison officer, is responsible for providing the appropriate distinguishing car flag.

Annexes:

- A. Flying the Australian National Flag at half–mast at flag stations
- B. Authorised flag stations
- C. Sub–unit flag colours
- D. Army Training Establishments
- E. Distinguishing flags and star plates
- F. Personal standards and flags
- G. Flying the Australian National Flag with flags of other countries
- H. Flying the Australian National Flag with other Australian flags
- I. Furling a flag for breaking
- J. Folding the Australian National Flag at a funeral
- K. Positions of precedence on a flag pole

CHAPTER 24

OTHER CEREMONIAL OCCASIONS

Introduction

24.1 This chapter deals with the following miscellaneous ceremonial occasions:

- a. official visits and calls,
- b. Military weddings, and
- c. city marches.

24.2 If doubt exists on the procedure, protocol or etiquette associated with a proposed ceremonial occasion not mentioned in this Manual, advice should be sought from the Ceremonial and Protocol Section—Army Headquarters.

Annexes:

- A. [Official visits and calls](#)
- B. [Military weddings](#)
- C. [City marches](#)

CHAPTER 25

ARMoured FIGHTING VEHICLES MOUNTED PARADES

Introduction

25.1 Armoured and Cavalry Regiments may carry out ceremonial parades either mounted or dismounted. This chapter primarily concerns itself with mounted parades for these regiments and refers to dismounted parades only where movements vary for the procedure laid down in other chapters. Mounted parades for units of the Royal Regiment of Australian Artillery are covered in [chapter 26—‘Artillery ceremonial parades’](#). The form and shape of an Armoured Fighting Vehicles (AFV) mounted parade is dependent on the amount of space, surface conditions etc of the selected parade ground. There must, therefore, be variations in the form to suit local conditions, and this chapter is, therefore, only intended as a guide.

25.2 In this chapter, unless otherwise stated, the term AFV refers to all vehicle types on parade.

Form of parade

25.3 The inspection or review parade ground is to be laid out as for [figure 2A–1](#) except that:

- a. the distance between points B and E and the centre of the saluting base is to be extended from the 60 m shown to a distance of 100 m;
- b. the distance between the inspection line and the passing line must be sufficient to permit:
 - (1) an advance in review order of approximately 50 m; and
 - (2) room for manoeuvre after the advance in review order so that the regiment may drive past with AFV at least two abreast.

25.4 The saluting dais should be at least high enough to bring the head of the reviewing officer as high as the turret of an AFV. Alternatively, the inspecting vehicle could be used as a dais.

25.5 The Commanding Officer (CO) of the regiment is to decide how the main movements of the parade are to be controlled, which vehicles should be used as keepers of the ground and the formation for the drive past. This chapter is based on a drive past by two AFV abreast. The following forms of parade are covered:

- a. Mounted Regimental Parade with Standard/Guidon.
- b. Mounted Regimental Trooping of the Standard/Guidon.

Control

25.6 Control may be by word of command, trumpet, visual signal, radio, or a combination of these. The first two may be inappropriate when engines are running and therefore the radio is considered to be the most efficient means of control.

Special points

25.7 Personal weapons are to be carried on mounted or dismounted ceremonial parades. Escort parties to Standard/Guidons are to be armed. The drill for these weapons is laid down in the *Drill Manual*, and relevant training pamphlets.

25.8 Depending on the surface and location of the parade ground, AFV may be prepositioned on the parade ground, prior to the order fall in, with the crews dismounted off the parade ground. Or, if the surface conditions allow, the regiment may drive on and form up on the inspection line, with crews mounted throughout. The former situation is incorporated into the mounted regimental parade with the Standard/Guidon, and the latter into the mounted regimental trooping of the Standard/Guidon in order to illustrate the drill in both instances.

25.9 ‘B’ vehicles may be present on a regimental parade but, are not normally present on a parade for ‘Trooping the Standard/Guidon’.

25.10 Bands should be positioned behind or beside the saluting base throughout a mounted parade, as it is unlikely, except when the parade takes place on a concrete hard standing, that dismounted movements will be possible after rehearsals with AFV.

25.11 Should the reviewing officer wish to address the regiment, this is to take place at a suitable moment during the parade. On such an occasion the regiment is to dismount and form up in front of the AFV according to the ground.

Advance in review order

25.12 The advance in review order, if included in the parade, is normally to take place after the drive past, however, it could take place before if it desired to avoid more damage than necessary to the ground selected for the parade. Ideally this manoeuvre should be carried out with a minimum interval between AFVs and at a slow speed. The actual advance should not be more than 50 m so that the guiding markers, or pegs, are clearly visible to the drivers throughout.

25.13 During the drive past all AFV commanders are to salute in the normal manner and the vehicles guns are to be traversed 800 mls towards the dais and dipped. The Standard/Guidon AFV is not to traverse or dip except to Her Majesty The Queen, her nominated representative, or a Vice-Regal personage.

25.14 Supporting squadrons are to be treated as AFV squadrons for the purpose of movement and inspection.

MOUNTED REGIMENTAL PARADES WITH STANDARD/GUIDON

Preliminaries

25.15 The regiment's vehicles should be formed up on the parade ground, in one of the formations shown in [figures 25-1](#) and [25-2](#), as follows:

- a. intervals between AFV prepositioned on the parade ground will be determined by its size, however, as a guide, should be:
 - (1) one AFV width between AFV;
 - (2) no intervals between troops;
 - (3) three AFV widths between squadrons; and
 - (4) the CO's AFV advanced by approximately 15 m.
- b. depending on the size of the parade ground, the CO is to decide in what multiples abreast the AFV are to march past.

Fall In

25.16 The procedure for the fall in is as follows:

- a. The regiment, with officers, is to form up in squadrons in column of route under command of the second-in-command (2IC).
- b. With the band leading, the regiment marches onto the parade ground. At the appropriate time the band marches to its location central to the dais.
- c. The regiment continues to march-on taking its place behind the front line of squadron AFV. The 2IC gives the order for the crews to mount. Crews then double march to mount their AFV and remain at attention.
- d. The 2IC will then receive the CO on parade. The CO then receives the official guests and the reviewing officer. During these salutes all AFV commanders salute as AFV barrels are dipped.

Driving on the Standard/Guidon

25.17 The Standard/Guidon should be received by the regiment mounted, however, they may be received with the parade dismounted. The procedure is as follows:

- a. **Mounted.**
 - (1) After the fall in the CO orders the drive on for the Standard/Guidon party. On the executive of present arms all AFV commanders salute as AFV barrels are dipped.
 - (2) The Standard/Guidon party drives on and parades past the regiment to take-up its position centrally behind the CO's AFV and switches off. Escorts to the Standard/Guidon are ordered to present arms and the band is to play 'Point of War'.
 - (3) The CO then orders the parade to attention. All AFV commanders come to attention and barrels are raised. The parade is now ready for the inspection by the reviewing officer.
- b. **Dismounted.** The proceedings are the same as laid down in [paragraph 25.17](#), however, if no weapons are carried only the officers salute on the order present arms.

25.18 In either case commands should be, distance permitting, given by word of mouth.

Inspection

25.19 The reviewing officer's inspection may be either mounted or dismounted, depending on how far the inspection line is set back from the saluting base and on the condition of the ground:

- a. The CO is to report to the reviewing officer and then convey the personage to the right flank of the regiment where the inspection is to commence (starting with 'A' Squadron).
- b. When the inspection is completed the CO delivers the reviewing officer back to the saluting base and then the CO returns to his AFV. The vehicle used to convey the reviewing officer is then to move off parade (unless it is to be used as a dais).
- c. The CO then, if necessary, orders the regiment to mount, followed by the orders to prepare to start up, and start up; (once mounted) all AFV commanders raise their right arms and start their vehicles. All commanders drop their arms when their vehicle has started.
- d. Once all vehicles have started the regiment is ready for the drive past.

Drive past

25.20 Where possible the drive past is to be by squadrons in column of troops as described in subparagraph 2.15b. with two AFV abreast and troop leaders leading.

- a. The order of the drive past is as follows:
 - (1) regimental headquarters (RHQ);
 - (2) Standard/Guidon party;
 - (3) A squadron;
 - (4) B squadron;
 - (5) C squadron;
 - (6) headquarters squadron; and
 - (7) technical squadron.
- b. After the CO has driven past, he halts and manoeuvres his AFV into position to the right rear of the dais.

- c. The speed of the march past will depend on the parade ground surface, dust conditions, etc (10–12 km/h is ideal).
- d. The salute:
 - (1) Guns are to be traversed right and dipped to maximum depression between points B and C, so that they are dipped on arrival at point C. As the gunners are unable to see marker flags, commanders are to signal gunners to traverse, dip, etc.
 - (2) At point C the commander is to salute.
 - (3) At point D the commander is to recover from the salute and the guns are to be levelled then traverse front.
 - (4) In AFVs without guns the commander is to salute to the right at point C, and recover from the salute at point D.
- e. At the completion of the drive past the regiment will, depending on the area and surface of the parade ground, reform on its original position in preparation for the advance in review order.

Advance in Review Order

25.21 Once all AFV have reformed, with engines still running, the CO will order the advance. The normal procedure is as follows:

- a. the CO orders the regiment to advance in review order, and 'by the centre, advance'.
- b. The regiment then advances 50 m with the band playing. Once halted the CO orders a general salute; all AFV commanders salute and AFV barrels are dipped. At the completion of the salute to CO orders attention and the barrels are levelled.
- c. The CO then orders switch off and, if the reviewing officer is to address the parade, order dismount (the regiment forms up as described in [paragraph 25.11](#)).
- d. The advance in review order should only to be carried out if the circumstances and parade ground surface allow for it.

Drive off

25.22 At the completion of the advance in review order, or after the address by the reviewing officer, the drive off is conducted as follows

- a. The regiment falls out and doubles to mount their AFV.
- b. Official guests and reviewing officer are farewelled in the manner and reverse order in which they were received.
- c. The Standard/Guidon is marched off.
- d. The CO hands over command to the 2IC who prepares the regiment for the drive off.
- e. The regiment starts up and drives off in the order and format as described in [paragraph 25.20](#) but, without the salute, and followed by the band.

REGIMENTAL TROOPING OF THE STANDARD/GUIDON

General

25.23 The ground should be kept by such armoured vehicles as are available, including those of attached units and/or dismounted personnel.

25.24 All actions prior to and during the parade are to be carried out mounted.

Preliminaries

25.25 The parade is to form up as follows:

- a. The band, followed by the keepers of the ground, are to march-on and take-up their positions.
- b. The CO orders the advance and the regiment then moves onto the parade ground and takes up its position as shown in either [figures 25-1](#) or [25-2](#), with the AFV troop escort for the Standard/Guidon positioned on the right of the line.
- c. The arrival of any official guests that are to be received on parade and the reviewing officer is the same as for a mounted regimental parade.

Notes

B vehicles may not be included on the parade.

Layout of the AFV in line must allow for three AFV abreast to march past during the trooping.

Marching on the Standard/Guidon

25.26 The Standard/Guidon is marched on cased and takes up position to the left of the parade ground.

Inspection

25.27 If the reviewing officer intends to inspect the parade, this is to take place prior to the trooping and is conducted in the same format as for the mounted parade.

Trooping

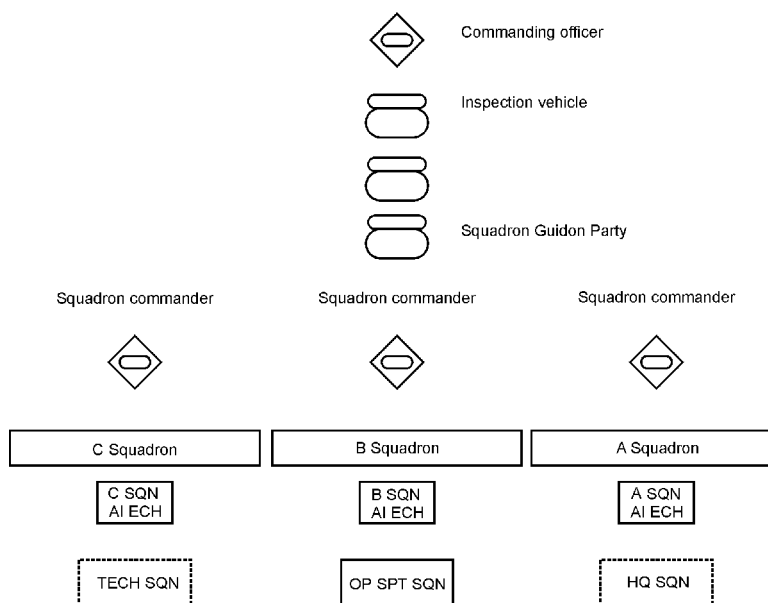
25.28 The trooping commences with the CO's trumpeter sounding the regimental call. The following drills then take place:

- a. The Standard/Guidon is uncased and once uncased the escorts presents arms, followed by attention.
- b. The AFV escort for the Standard/Guidon drive out to the centre front of the parade to receive the Standard/Guidon, at the same time the Standard/Guidon party mounts its AFV and move forward to meet the troop escort.
- c. When both the Standard/Guidon party and the escort to the Standard/Guidon are in position the escort present arms; the Standard/Guidon party escort AFV take-up their position at the rear of the escort and the Standard/Guidon vehicle positions itself at the front of the escort troop; when these vehicles are in position the Standard/guidon party and escort present arms.
- d. The escort to the Standard/Guidon Party returns to the attention position.
- e. The band director is then to play a suitable fanfare to indicate that the trooping is to commence.
- f. The escort to the Standard/Guidon is to move off to the left of the regimental line at about 10 km/h.
- g. The CO's trumpeter sounds present arms when the escort to the Standard/Guidon reaches the left of the line.

- h. The Standard/Guidon vehicle is to pass down the regimental line with the escort (if possible). On arrival at the right of the line the escort to the Standard/Guidon is to wheel back and halt into its position on the right of the line; the Standard/Guidon Party AFV continue on to take-up their positions centre rear to RHQ. When all are in position the escort commander orders the escort to the Standard/Guidon to switch off and present arms.
- i. The CO orders the regiment back to the attention position and orders the regiment to start up, ready for the drive past.

Drive past

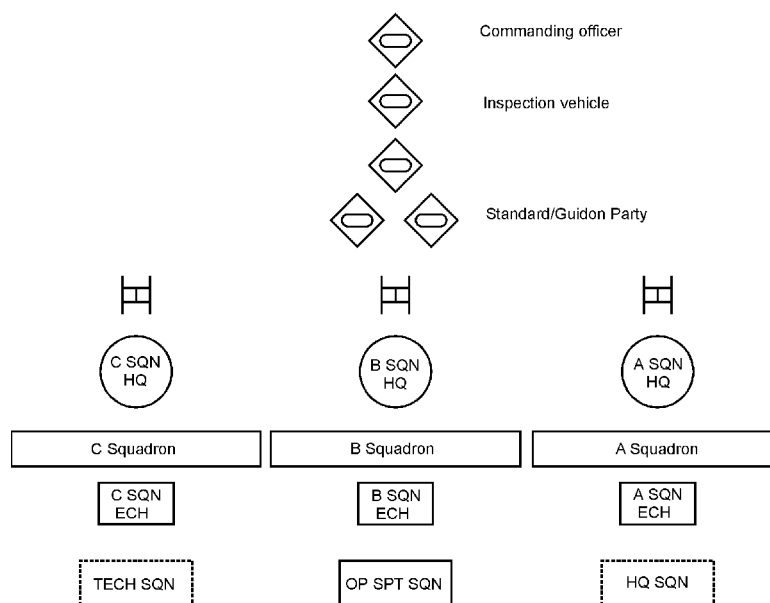
25.29 The procedure for the drive past is the same as on a mounted regimental parade.



Note

- (a) If HQ Squadron and Technical Support Squadron are paraded separately they take the positions shown. If paraded together as the Operations Support Squadron the position is central to and at the rear of B Squadron.

Figure 25-1: Armoured Regiment formed up on parade with Standard/Guidon in position



Note

- (a) If HQ Squadron and Technical Support Squadron are paraded separately they take the positions shown. If paraded together as the Operations Support Squadron the position is central to and at the rear of B Squadron.

Figure 25-2: Cavalry Regiment formed up on parade with Standard/Guihon in position

CHAPTER 26

ARTILLERY CEREMONIAL PARADES

Introduction

26.1 Artillery regimental parades may be conducted mounted or dismounted and are to conform with the drills and procedures as laid down within this manual. When a dismounted parade is held it is to be conducted as for a normal foot parade, however, the guns of the unit, as the Colours, may be included on the parade.

Precedence

26.2 The Royal Regiment of Australian Artillery takes precedence on parade with other regiments and corps of the Australian Army as laid down in [chapter 1—‘General instructions’](#).

26.3 Units within the Regiment take precedence among themselves according to numerical order, except that A Field Battery, if on the Order of Battle as an independent battery, shall have precedence over all other units and independent batteries.

Banner of Queen Elizabeth II (the Queen’s Banner)

26.4 The Queen’s Banner may be paraded with or without the guns. If the Banner is paraded without the guns the drills and procedures are as for Colours, however, if the guns are to be on parade with the Banner, the Banner is to be marched (or driven, for mounted parades) both on and off the parade with the main body of troops. Both the Colours and the Banner are to be paid the normal customary compliments.

26.5 The Colours and the Banner (if present) are to be kept separated on parade so that there can be no confusion with regard the importance of the Colours.

Mounted parades

26.6 The procedure for an artillery mounted parade is laid down in [annex A](#). The procedure is based on an artillery field regiment and will need some minor amending for medium and air defence regiments. The headquarters battery, if on parade, is formed up in the centre of the regiment, with its layout at the discretion of the commanding officer. The procedure for regiments with three gun batteries is basically the same.

26.7 The parade’s commands and orders may be exercised by a combination of both words of command, trumpet and visual signals.

Inspection

26.8 During the parade inspection the inspecting party salutes the Queen’s Banner and, for practicality, the first gun of each gun battery (representing the Colours as a whole). However, during the drive past the reviewing officer salutes all guns as they pass along the Saluting Point.

Annex:

A. [Procedure for an Artillery Mounted Parade](#)

CHAPTER 27

REGIMENTAL MARCHES AND BUGLE CALLS

Introduction

27.1 The authorised trumpet calls, bugle calls, and regimental marches for the Australian Army are laid down in [annex A](#).

Approval

27.2 Approval for new, or changes to existing calls and marches, are to be staffed through the Commandant of the Australian Defence Force School of Music, and Army Headquarters for approval.

Annex:

A. [Trumpet and bugle calls, and regimental marches of the Australian Army](#)

