



RACT POLICY STATEMENT

**Office of the Deputy Head of Corps
Royal Australian Corps of Transport
C/- Army Logistic Training Centre
Gaza Ridge Barracks
SOUTH BANDIANA VIC 3694**

24 May 2011

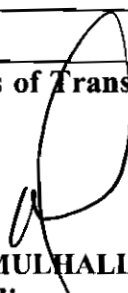
STATEMENT NO 17

THE PRINCESS ALICE BANNER

This Policy Statement will expire on:

21 October 2013

Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.


**D. T. MULHALL, AM
Brigadier
Head of Corps
Royal Australian Corps of Transport**

DISTRIBUTION

**As per RACT Policy Statement No. 1
Annex A**

RACT POLICY STATEMENT NO 17

THE PRINCESS ALICE BANNER

INTRODUCTION

1. On 4 June 1983, His Excellency the Right Honourable Sir Ninian Stephen, the then Governor General of the Commonwealth of Australia, presented the Banner of Her Royal Highness Princess Alice, Corps Colonel-in-Chief, to the RACT at a parade conducted at Puckapunyal.

AIM

2. The aim of this Policy Statement is to detail the policy in regard to the availability, use and care of the Princess Alice Banner.

LODGING OF THE BANNER

3. When not in use the Banner, together with its belt, is to remain lodged in the display case provided for that purpose at the Army Logistic Officers Mess Bandiana.

4. The method of lodging is detailed in the Ceremonial Manual Vol 1, Chapter 5, para 5.31.

AVAILABILITY AND APPROVAL

5. The Corps RSM is the approving authority for the display and parading of the Banner. In the event of any conflict the DHOC is to determine the priority. The Banner is not to be transferred between units without the approval of the Corps RSM.

6. Headquarters and RACT units may request the use of the Banner for significant Corps activities and ceremonial parades marking important military events. Approval will not normally be given for general occasions such as ANZAC Day and Reserve Forces Day parades or marches; unless it is determined that formed ARA units of other Corps will similarly participate with their Standards, Colours, Guidons and Banners.

BANNER HISTORY

7. To capture the History of the Corps Banner user units are to provide the Corps RSM with a detailed description of the parade, an electronic photo of the Corps Banner on parade and a list of names detailing ensign, and escorts. The Corps RSM or his delegates are responsible to ensure the information is placed into the Corps Banner Book located in the Officers Mess display cabinet.

REQUESTING PROCEDURE

8. Headquarters and units are to forward their requests for the use of the Banner to the Corps RSM. Requests should arrive at least two months before the event for consideration and allocation of priorities if necessary. As the minimum, banner guard strength is 50 personnel. It may be necessary for smaller units to complement their strength. Such advice must be included in requests for the Banner

MOVEMENT OF THE BANNER BY AIR

9. TNT Fail Safe Freight is to be utilised for movement of the banner by air regardless if being accompanied or unaccompanied. The banner may be moved unaccompanied under the following guidelines:

- a. Units are responsible for freight and cartage expenses associated with the movement of the Banner;
- b. During transit, the Banner is to be secured under lock and key in its transit container;
- c. For security purposes, the transit container and the keys to the container are to be despatched under separate consignments when moving by air unaccompanied;
- d. Units are to collect the banner immediately upon arrival at the destination. Under no circumstances is TNT Fail Safe Freight to be utilised as a secured storage facility; and
- e. Units are to liaise with the Corps RSM in regard to movement details.

10. A flow chart detailing the movement of the Banner by TNT Fail Safe Freight and unit transport asset are detailed in annex A.

MOVEMENT OF THE BANNER BY ROAD

11. Units collecting the Banner utilising unit resources are to provide Escorts when the Banner is being transported by road. During overnight halts when travelling by road, the Banner is to be secured in an armoury or guard room, or be picqueted by the escort. Travel and Subsistence is on a "user pays basis".

12. The Banner is to be carefully inspected, as are the embellishments and belt, immediately prior to each change of responsibility for care. The representative is responsible to complete the SI 054, as at annex B, on transfer from one location to another. Units are to report all instances of damage or neglect to the Corps RSM within 24 hours. In the event of damage, no attempt is to be made to affect any repairs to the Banner, embellishments or belt without HOC approval. Units are to complete an L&D and forward to the Corps RSM for processing through DMO Land Systems Division.

DISPLAYING THE BANNER

13. Because of the Banner's value both in monetary and intrinsic terms, and because of the Corps' undertaking for its protection and care, appropriate precautions must be taken to avoid any possibility of damage. The Banner is not to be displayed uncased in anterooms, clubs or offices.

14. Procedures for the use of the Banner at Mess functions are to be in accordance with the Ceremonial Manual Vol 1, Chapter Five, para 5.38. Annex C details the position of the Banner at mess functions.

PARADING THE BANNER

15. When parading the Banner, the formation drill, the lowering of the Banner and the paying of compliments are to be strictly in accordance with Chapter Five of the Ceremonial Manual. The exception is that the Banner is to be let fly at all times in the 'carry' position to avoid damage to the fringe. Banner Party composition and guard strengths, all members of which are to be RACT, are to be as follows:

- a. 50 man guard:
 - (1) Commander - Captain; and
 - (2) Banner Party - Lieutenant and two Senior NCOs.
- b. 100 man guard:
 - (1) Commander - Major; and
 - (2) Banner Party - Lieutenant and two Senior NCOs.

16. When necessary, units should seek the guidance of the Corps RSM during the preparation for parading the banner, to ensure that the format and drill movements are in accordance with the Ceremonial Manual.

17. Unit Commanders are to hold sufficient rehearsals prior to the parading of the Banner to ensure that the highest standard of drill is attained. The Banner is not to be used for rehearsals. A practice Banner Belt, Banner and Pike are held at ALTC for use at rehearsals, and should be requested at the same time that the Banner is booked.

18. The Banner is reasonably fragile and can easily be damaged by water. The Banner is not to be paraded if it is raining at the time of "March on". If the Banner becomes wet during a parade it is to be dried in the following manner:

- a. it is to be placed **FLAT** between dry, pre-washed white towels, and
- b. the towels are to be replaced periodically until it is completely dry.

19. The Corps RSM is to be contacted prior to the drying procedure and will give advice and assistance if necessary. Under no circumstances is the Banner to be "hung" to dry. When away from Bandiana and not on display or being paraded, the Banner is to remain cased and secured in an armoury.

REPAIRS TO/CLEANING OF THE BANNER

20. When damage is reported or cleaning is required, the Corps RSM is to coordinate through DMO Land Systems Division, Victoria Barracks Melbourne. The point of contact is the National Fleet Manager on ph 03 9282 6009.

21. DMO is the only organisation authorised to commit funds for repair or cleaning of the Banner and accoutrements. The Corps RSM is to liaise with DMO in relation to any repairs/cleaning and:

- a. Advise the Corps of the time required for any repairs/cleaning to be completed.
- b. Ensure the Banner is not booked for any activities during the period of expected repair.

- c. If booked, either cancel the booking with the unit concerned or, if deemed appropriate, delay the repairs (only when the damage is minor).

LAYING UP THE BANNER

- 22. HRH Princess Alice passed away on 29 Oct 04. The Banner may remain in service until it becomes unserviceable, uneconomical to repair, or the appointment of a new Colonel in Chief. The current Corps Banner can be paraded until the official presentation of the new Corps Banner.
- 23. In accordance with the Corps Committee meeting, dated 18 March 2011, the Committee voted for the Corps Banner to be laid up as per extant policy, currently the Soldier's Chapel - Army Rectruit Training Centre. This decision is to remain extant unless there is a change in Army Policy.
- 24. The Banner will be laid up IAW with the Army Ceremonial Manual Vol I, Chapter 10, under the direction of the Corps RSM.

Annexes:

- A. Flow chart for booking and movement of Banner by TNT Fail Safe Freight and unit assets
- B. The Princess Alice Banner Loan Voucher SI 054
- C. Procedures for Use of the Princess Alice Banner at Mess Functions
- D. Damage Report

BOOKING AND MOVEMENT OF BANNER

1. The following flow chart details the requirements for booking the Corps Banner and movements by TNT Fail Safe/Unit means.

Unit Books Corp Banner – 2 months notice

Signal Sent to Corps RSM detailing the following:

Unit:

Date Required:

POC – Name – Ph No:

Type of activity:

Means of moving the Banner (TNT – Unit Assets):

Date Return:

Transport Arrangements

Liaison with Corps RSM on means of Transport 2 weeks prior

TNT Fail Safe:

- POC TNT Fail Safe 1800819561
- Banner Box Keys sent by Corps RSM – Registered Mail 1 week prior
- On receipt of Keys unit contacts Corps RSM – Unit to organise transportation via 1800 number – preferred movement Mon – Wed for pick up.
- Delivery will be within 48hrs
- On receipt the Corps Banner to be inspected and Corps RSM advised of receipt and condition of Banner.

Unit Assets

- Designated soldier's name for pick up forwarded to Corps RSM
- Corps RSM/Representative arranges receipt of Banner with POC, SI 054 completed.
- POC briefed on escort's duties and responsibilities by Corps RSM/Representative

**ANNEX B TO
RACT POLICY STATEMENT NO 17
DATED 24 MAY 11**

THE PRINCESS ALICE BANNER LOAN VOUCHER ITEMS

SI 054 Revised May 2005		Department of Defence									
Inventory											
• Items appearing on this inventory are not to be removed without the authority of										Authority	
Issued to				Issued by				Serial number			
Stock number	Item	Quantities									
1	2	Date	Date	Date	Date	Date	Date	Date	Date	Date	Total on issue
8354-97-221-0615	Banner	1									1
NIC	Royal Crest	1									1
8345-66-044-0278	Royal Cord Tassel	1									1
8435-97-221-0619	Belt Ceremonial RACT Crimson	1									1
NIC	Cup Pike Ceremonial	1									1
NIC	Pike 2 Piece with CW Bag	1									1
8345-66-044-0278	Case Colour	1									1
8465-66-013-0864	Sword Officer Infantry	2									2
8565-66-013-0996	Scabbard Sword Infantry	2									2
NIC	Sword Clayberg - Note CPS 17	1									1
NIC	Scabbard Sword - Clayberg	1									1
NIC	Knot Sword White Leather	2									2
NIC	Slung Equipment 3 pce	2									2
NIC	Belt Buckles Rising Sun	5									5
8465 GRPD	Belt White Webb	3									3
1003-99-960-0072	Bayonet Chrome M7	3									3
1005-66-200-2003	Scabbard Bayonet Chrome	3									3
8465-66-290-7762	Cap Bayonet Chrome M7	3									3
NIC	Mag SA F88 Chrome	3									3
1005-66-100-2008	Sling SAA White	3									3
NIC	Metal Sword Hooks S/Steel	2									2
NIC	Caps Blue	3									3
8400- GRPD	Gloves White PR Leather	2									2
8400 GRPD	White Gloves Cotton	3									3
NIC	Transit Case Keys	2									2
Posted to ledger (Initials only) ➡		3	4	5	6	7	8	9	10	11	53

PROCEDURES FOR THE USE OF THE PRINCESS ALICE BANNER AT MESS FUNCTIONS

1. The Princess Alice Banner may be displayed at appropriate Mess functions with the approval of the Corps RSM. This annex outlines the procedures to be used for the handling of the Banner on such occasions.
2. Movement of the Banner into the Mess can be achieved by one of the following methods:
 - a. The Banner can be positioned, cased, in the Mess prior to the Dinner. The Banner Ensign can uncasing it with the assistance of Mess staff or orderlies and march the Banner into the Dining room.
 - b. The Banner can be cased and marched under escort from its place of safekeeping to the Mess. It is then uncased outside the Mess (in the foyer during inclement weather) and the Banner Ensign only then marches the Banner into the Dining room. The escorts remain outside until the Banner is safely in the Mess
 - c. The Banner is uncased at its place of safe keeping and marched straight into the Mess Dining room. Again only the Banner Ensign marches the Banner into the Mess.
3. Once in the Mess, the Banner Ensign positions the Banner then takes one pace back and salutes. They then hand the accoutrements to the Mess staff and assume their seat at the Dinner. All members in the Mess are to stand to attention when the Banner is marched uncased through the Mess.
4. The Banner should be located at the foot of the table either in an upright stand or secured in a bracket on the wall. The Banner may be displayed in conjunction with the National flags, but at the opposite end of the table. Appendix 1 shows the Banner's position in various table configurations.
5. Care should be taken to ensure that the Banner is well protected from accidental damage and from Mess staff brushing against it. Mess staff must be briefed on the location of the Banner prior to the Dinner.
6. The Banner may be positioned in the Mess at the following times:
 - a. prior to the Mess members moving into Dinner; or
 - b. marched in and positioned by the Banner Ensign after the Mess members have moved into Dinner but prior to grace.
7. The Banner is marched out of the Mess just prior to the Dining President handing over to the Dining Vice President. On the command of the Dining President the Banner Ensign is to replace the accoutrements, march to the Banner, halt one pace from the Banner, salute, step forward and remove the Banner, right or left turn and march out. To avoid damage to the Banner crest, the Banner should be carried at 45 degrees or less inside Messes. The Banner is returned to its place of safe keeping in the same manner in which it arrived.

8. The Banner Ensign, when parading the Banner at mess functions is to be a lieutenant and the escorts are to be WO/SNCOs.

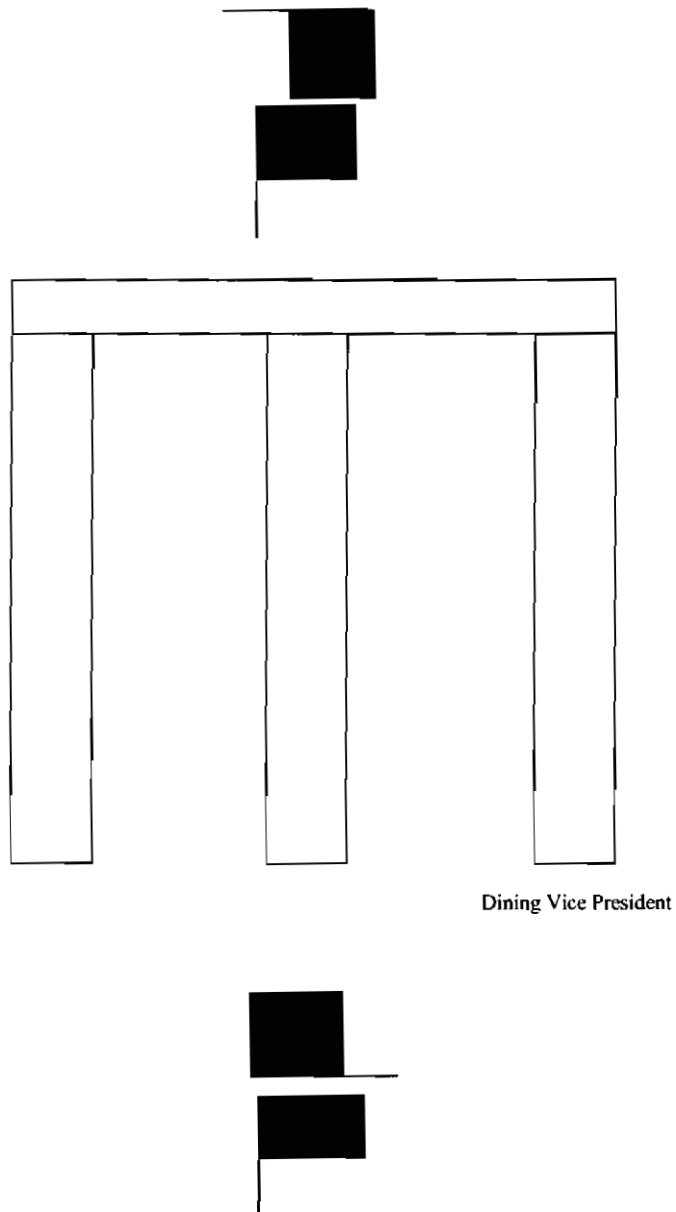
Appendix:

1. Location of Banner at Various Table Configurations

**APPENDIX I TO
ANNEX C TO
RACT POLICY STATEMENT NO 17
DATED 24 MAY 11**

LOCATION OF BANNER AT VARIOUS TABLE CONFIGURATIONS

Position of Banner at Two or Three Legged Table Configuration



- A - Preferred position (Banner Horizontal).
- B - Alternate position if position A is inappropriate (Banner upright).
- C - Alternate position if position A/B is inappropriate
- D – Alternate position if position C is inappropriate

Position of Banner at One-leg Table Configuration



Dining Vice President



- A - Preferred position (Banner Horizontal).
- B - Alternate position if position A is inappropriate (Banner upright).
- C - Alternate position if position A/B is inappropriate
- D – Alternate position if position C is inappropriate

1. Extract from Ceremonial Manual Vol 1, Chapt 5, para 5.38.

5.48 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).

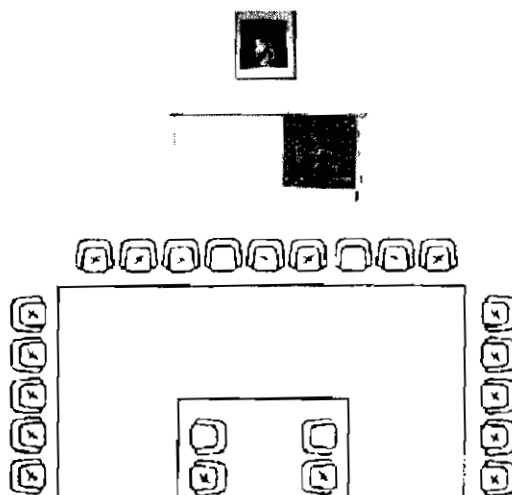
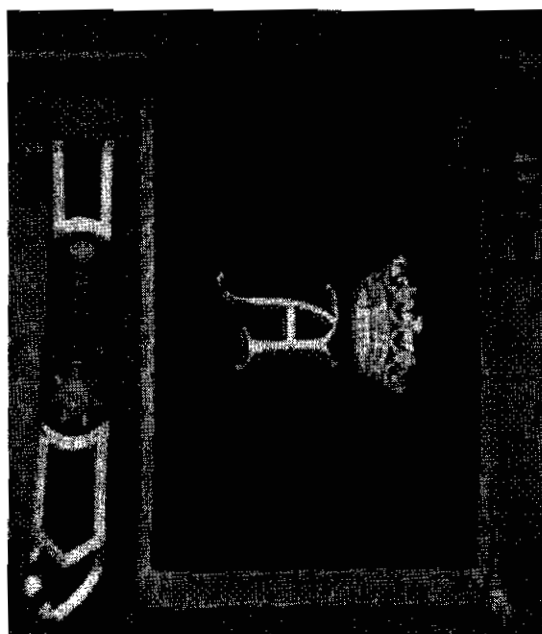


Figure 5-10: Displaying a single Banner during a Regimental Dining in night



Obverse Side

DAMAGE REPORT

On receipt of the Corps Banner, in accordance with CPS 17 para 18-19 the POC is to conduct a check of the Banner and its ancillary equipment to identify and notate any damages to the Banner.

Unit:	Recipient Details	Date:

Inspection Coding:	Serviceable: S	Attention by Corps RSM: A
--------------------	----------------	---------------------------

<input type="checkbox"/>	Banner	<input type="checkbox"/>	Belt Buckle Rising Sun
<input type="checkbox"/>	Banner Fringe	<input type="checkbox"/>	Belt White Web
<input type="checkbox"/>	Royal Crest	<input type="checkbox"/>	Bayonet Chrome
<input type="checkbox"/>	Royal Cord Tassel	<input type="checkbox"/>	Scabbard Bayonet Chrome
<input type="checkbox"/>	Belt Ceremonial Royal Crimson	<input type="checkbox"/>	MAG F 88 Chrome
<input type="checkbox"/>	Cup Pike	<input type="checkbox"/>	Sling SAA White
<input type="checkbox"/>	Pike 2 piece	<input type="checkbox"/>	Metal Sword Hooks S/Steel
<input type="checkbox"/>	Sword Officer Infantry	<input type="checkbox"/>	Caps Blue
<input type="checkbox"/>	Scabbard Sword Officer Infantry	<input type="checkbox"/>	Gloves White Leather
<input type="checkbox"/>	Sword Clayberg	<input type="checkbox"/>	Gloves White Cotton
<input type="checkbox"/>	Scabbard Sword Clayberg	<input type="checkbox"/>	Case Colour
<input type="checkbox"/>	Slung Equipment		

Rating

<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Unsatisfactory
---------------------------------------	-------------------------------	---

Comments:

Signature	Name	Date