



## **RACT POLICY STATEMENT**

**Office of the Deputy Head of Corps  
Royal Australian Corps of Transport  
Headquarters Army School of Transport  
Tobruk Barracks  
PUCKAPUNYAL VIC 3662**

**STATEMENT No: 17**

### **THE PRINCESS ROYAL BANNER**

**This Policy Statement to be reviewed by:**

**Jan 2016**

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

**P.M. NOTHARD, AM, CSC  
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 ROYAL BANNER**

#### **INTRODUCTION**

1. On Saturday the 1<sup>st</sup> of June 2013, Her Excellency, Ms Penelope Wensley AC, the Governor of Queensland, presented the Banner of Her Royal Highness, The Princess Royal, Corps Colonel-in-Chief, to the RACT at a parade conducted at Amberley in Queensland.

#### **AIM**

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

#### **LODGING OF THE BANNER**

3. When not in use, the Banner, together with its Colour Belt, Gilt Royal Crest and Pike is to remain lodged in a display case provided for that purpose at the Tobruk Barracks Officers Mess, Army School of Transport Puckapunyal.

4. The method of lodging is detailed in the Ceremonial Manual.

#### **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 Banner, the requesting unit/formation and or organisation is to provide the Corps RSM with a description of the parade, electronic photo of the Banner Party (in ceremonial dress with the Banner) and a separate photograph of the frontage of the parade with the Banner in place. The details of the parade, including the names of the ensign/escorts and the photographs, as per annex A, are retained for historic purposes within the Head of Corps Cell.

#### **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 there is a minimum guard strength for the parading of the Banner, IAW paragraph 15, 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 assets are detailed in annex B.

### **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".

### **INSPECTION OF THE BANNER**

12. The Banner is to be carefully inspected, as are the accoutrements and the Colour Belt, immediately prior to each change of responsibility for care. The unit representative is responsible to complete the SI054, in annex C, 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, accoutrements or Colour 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. Annex D below provides additional instructions detailing 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 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.

16. The Banner Party composition and the escort to the Banner, is to consist of a formed body of troops (of Squadron equivalent size) under the command of an officer. All members are to be RACT with a minimum strength as follows:

- a. Escort Commander - Captain;
- b. Banner Ensign - Lieutenant;
- c. Banner Escorts - Senior NCO (Two); and
- d. Escort to the Banner - Two Guards with 30 other ranks in each.

17. On the occasion that the Banner is to be paraded as part of a Guard of Honour the Ceremonial Manual Chapter on Guards of honour is to be utilised.

18. 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.

19. 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 by the Corps RSM for use at rehearsals, and should be requested at the same time that the Banner is booked.

20. When the Banner is carried the armed Banner Escorts are to be posted one pace either side of, and in line with, the Banner.

21. Once the Banner 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. If the unit parading the Banner is Squadron size the SSM does not form part of the Banner Party. When the Banner Party marches off the parade the RSM remains in position with the troops and once the Banner Party has left the parade ground/area, and the troops on parade have completed the salute, the RSM remains in position.

22. The Banner 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'.

23. Bayonets are to be fitted to the weapons of armed Banner Escorts, and must be fixed irrespective of whether the Banner is 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 Banner.

### **DRYING THE BANNER**

24. 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 with dry towels, until the Banner is completely dry.

25. 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

Puckapunyal and not on display or being paraded, the Banner is to remain cased and secured in an armoury.

### **REPAIRS TO AND CLEANING OF THE BANNER**

26. When damage is reported or cleaning is required, the Corps RSM is to coordinate the requirements through DMO Land Systems Division, Victoria Barracks Melbourne. The point of contact is the National Fleet Manager of Non Combat Accoutrements on ph 03 9282 5494.

27. 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 (where the damage is of a minor nature).

### **LAYING UP THE BANNER**

28. On the death of the Colonel in Chief, HRH Princess Royal, the Banner will remain in service as it does not need to be laid up immediately. The Banner may remain in service until it becomes unserviceable, uneconomical to repair or the Corps seeks a new Colonel in Chief. Colours/Banners generally have a 'life expectancy' of between 25 – 30 years at which time they are should be inspected/considered ready for laying up.

29. The Banner is to be laid up IAW with the Ceremonial Manual, in a place selected by the Corps Committee.

30. The Corps RSM is responsible for organising the Laying Up Ceremony.

### **Annexes:**

- A. Capture of parade detail for Corps History
- B. Flow chart for booking and movement of Banner by TNT Fail Safe Freight and unit assets
- C. The Princess Royal Banner Loan Voucher SI 054
- D. Procedures for use of the Princess Royal Banner at Mess functions
- E. Damage Report

**THE PRINCESS ROYAL BANNER**

**CAPTURE OF PARADE DETAIL FOR CORPS HISTORY**

1. Requesting unit/formation or organisation:

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2. Occasion (e.g. Corps Birthday parade, identify the significance of having ‘The Princess Royal Banner’ on parade):

.....  
.....  
.....

3. List other Colours/Banners on the same Parade:

- a. .... b. ....
- c. .... d. ....
- e. .... f. ....
- g. .... h. ....

4. Details of Banner Party:

a. Banner Ensign:

PMKeys No..... Rank..... Inits..... Surname.....  
Posted Unit.....

b. Senior Escort:

PMKeys No..... Rank..... Inits..... Surname.....  
Posted Unit.....

c. Junior Escort:

PMKeys No..... Rank..... Inits..... Surname.....  
Posted Unit.....

**Note 1.** To be returned in electronic format with a photograph of the Banner party (c/w Banner) and also a separate photograph of the frontage of the parade with the Banner in place.

**BOOKING AND MOVEMENT OF BANNER**

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

**Unit Books Corp Banner – Two (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 two (2) weeks prior

**Using TNT Fail Safe:**

- POC TNT Fail Safe 1800 819 561
- Banner Box Keys sent by Corps RSM – Registered Mail one (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 Banner to be inspected and Corps RSM advised of receipt and the condition of the Banner.

**Using 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

**RACT POLICY STATEMENT NO 17  
DATED JAN 14**

**THE PRINCESS ROYAL BANNER LOAN VOUCHER ITEMS**

Save data	Add record	Print	Email this form	◀ Previous record	Next record ▶						
SI 054 Revised May 2005		Department of Defence									
<b>Inventory</b>											
• <i>Items appearing on this Inventory are not to be removed without the authority of</i> ▶					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 ROYAL BANNER AT MESS  
FUNCTIONS**

1. The Princess Royal 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. The Banner is never to be left unattended in the Mess.
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 uncased 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 Party then marches the Banner into the Dining room.
  - c. The Banner is uncased at its place of safe keeping and marched straight into the Mess Dining room.
3. Once in the Mess, the Banner Party halts and the Banner Ensign brings the Banner to the Order position, and then orders Banner Escort Present Arms. The Banner Ensign then positions the Banner then takes one pace back and salutes. The Banner Ensign then orders Attention. The Banner Party then hand their 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 hung from a bracket secured on the wall. The Banner may be displayed in conjunction with the National flags, but at the opposite end of the table. Appendix 1 to this annex, 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.

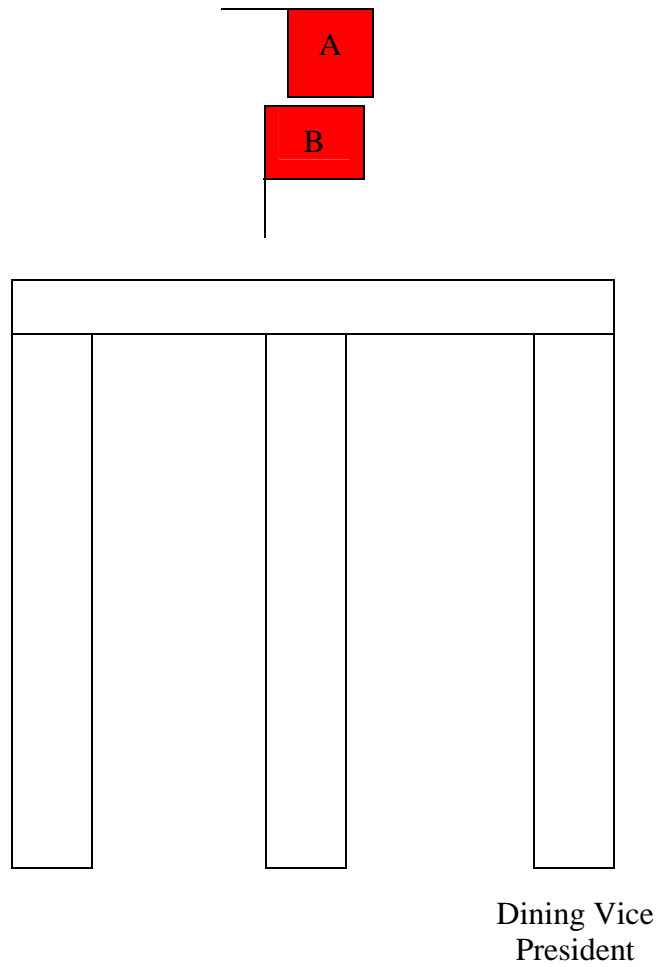
7. The Banner is marched out of the Mess just prior to the Dining President handing over to the Dining Vice President. On the command of the Dining President the Banner Party is to replace their accoutrements, march to the Banner and halt one pace from the Banner. The Banner Ensign then orders Present Arms and Banner Party salutes. Banner Ensign then completes the salute, steps forward and removes the Banner, and adopts the order position, then orders Attention. The Banner Party then turns and marches out of the Mess.
8. 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.
9. 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

**LOCATION OF BANNER AT VARIOUS TABLE CONFIGURATIONS**

**Position of Banner at two or three legged table configuration**



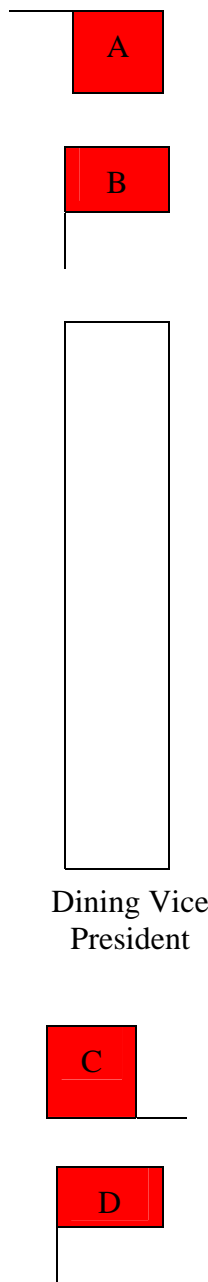
A - Preferred position (Banner Horizontal).

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**



- 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:

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**

**DAMAGE REPORT**

1. On receipt of the Banner, in accordance with paragraph 11 above, the POC is to conduct a check of the Banner and its ancillary equipment to identify and notate any damages to the Banner.

<b>Unit:</b>	<b>Recipient Details</b>	<b>Date:</b>

<b>Inspection Coding:</b>	<b>Serviceable: S</b>	<b>Attention by Corps RSM: A</b>
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<input type="checkbox"/> Banner <input type="checkbox"/> Banner Fringe <input type="checkbox"/> Royal Crest <input type="checkbox"/> Royal Cord Tassel <input type="checkbox"/> Belt Ceremonial Royal Crimson <input type="checkbox"/> Cup Pike <input type="checkbox"/> Pike two (2) piece <input type="checkbox"/> Sword Officer Infantry <input type="checkbox"/> Scabbard Sword Officer Infantry <input type="checkbox"/> Sword Clayberg <input type="checkbox"/> Scabbard Sword Clayberg <input type="checkbox"/> Slung Equipment	<input type="checkbox"/> Belt Buckle Rising Sun <input type="checkbox"/> Belt White Web <input type="checkbox"/> Bayonet Chrome <input type="checkbox"/> Scabbard Bayonet Chrome <input type="checkbox"/> MAG F 88 Chrome <input type="checkbox"/> Sling SAA White <input type="checkbox"/> Metal Sword Hooks S/Steel <input type="checkbox"/> Caps Blue <input type="checkbox"/> Gloves White Leather <input type="checkbox"/> Gloves White Cotton <input type="checkbox"/> Case Colour
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<b>Rating</b>
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<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Unsatisfactory
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Comments:

<b>Signature</b>	<b>Name</b>	<b>Date</b>