



Marine Rescue NSW

Protocol Guide

(SOP ADM 19)

05/03/2023

Quick Links

Scope and purpose	3
Policy context	3
Protocol Officers	3
Procedure.....	4
1. Marine Rescue NSW Uniform.....	4
1.1. Regular Member and Operational Staff Uniform	4
1.2. Provisional Member Uniform	4
1.3. Corporate Uniform	5
1.4. Dress Codes – Regular Member and Operational Staff	6
1.5. Correct use of uniforms	10
1.6. Headwear and caps	11
1.7. Approved footwear	12
2. Medals and Awards	12
2.1. Commissioner’s Citations	13
2.2. Long Service Awards.....	14
2.3. National Medal	16
2.4. Multiple Medals	18
2.5. When to wear Ribbons, Medals and Miniatures.....	18
2.6. Presentation of Medals and Awards	18
2.7. Unofficial Medals	19
3. Saluting	19
3.1. When to salute	19
3.2. How to salute	20
4. Flags and Flagpoles	20
4.1. Flags on vessels.....	20
4.2. Flags at base or facilities	22
5. Acknowledgement of Country	24
5.1. Acknowledgement of Country.....	24
5.2. Welcome to Country	25
6. Commissioning of Marine Rescue NSW base, vessel or facility	25
7. Funerals	26
7.1. Funeral Services	26
7.2. Honour Guard	26
7.3. Ribbons, Medals and Caps of the Deceased.....	27
7.4. Flags	27

7.5. Memorial Services	27
8. Scattering of Ashes	27
Appendix I – Rank and Insignia	28
Appendix II – Australia’s Honours.....	35
Appendix III- State Awards	36
Appendix IV – Order of Wear.....	37
Appendix V – Insignia Set.....	45
Appendix VI – Event Run Sheet (Example)	46
Appendix VII – Event Program (example).....	48

Scope and purpose

Every organisation has their own protocols on how to undertake certain tasks. Marine Rescue NSW is no different. As a uniformed organisation, Marine Rescue NSW has developed this procedure to guide, inform and outline correct procedures for all volunteers and staff to adhere to in relation to ceremonial events, meetings, functions and standards of dress.

As an emergency service, Marine Rescue NSW needs to appropriately identify its members by way of them wearing an appropriate uniform. The uniform identifies members and staff of Marine Rescue NSW and as such, our people must maintain exemplary standards of dress, personal appearance, conduct, behaviour and attitude in order to present Marine Rescue NSW in the best light. The provision of a uniform to members of Marine Rescue NSW is subject to the member’s acceptance of the protocols by which the uniform is worn.

As Marine Rescue NSW is a maritime rescue service some historic protocol and practices of His Majesty’s Navy have been adopted. However, Marine Rescue NSW is not a military or law enforcement body and as such, some procedures will differ. The aim of this standard operating procedure is to provide guidance, consistency and professionalism during our work.

Policy context

This standard operating procedure is guided and informed by:

- Marine Rescue NSW Code of Conduct
- SOP Appointments Ratings Insignia and Uniforms
- SOP Honours and Awards
- Marine Rescue NSW Constitution and Rules
- State and Federal protocols and regulations

These documents links can be found at the end of this document.

Protocol Officers

Marine Rescue NSW understands that at times protocols may need clarification. Please contact the Protocol Officer in your region for assistance. These roles and contacts are:

State Protocol Officer protocol@marinerescuensw.com.au

Regional Protocol Officers

Protocol Representative Sydney protocol.syd@marinerescuense.com.au

Protocol Representative Hunter Central Coast protocol.hcc@marinerescuensw.com.au

Protocol Representative Illawarra protocol.ill@marinerescuensw.com.au

Protocol Representative Mid North Coast protocol.mnc@marinberescuensw.com.au

Protocol Representative Monaro protocol.mon@marinerescuensw.com.au

Protocol Representative Northern Rivers protocol.nr@marinerescuensw.com.au

Procedure

1. Marine Rescue NSW Uniform

1.1. Regular Member and Operational Staff Uniform

Marine Rescue NSW regular members and operational staff are issued with a uniform and are expected to maintain and wear their uniform in the correct manner.

Uniform items can be replaced every year. The Unit Commander can request new uniforms for a volunteer if required ahead of these timeframes.

There are two uniform types provided by Marine Rescue NSW to its regular members and operational staff.

- Operational uniform: Blue uniform primarily worn by boat crews, radio operators, Unit support members and operational staff.
- Dress uniform: Navy blue and white uniform worn by those appointed to or holding senior positions, including the Commissioner, Deputy Commissioners, senior operational staff, Unit Commanders, Deputy Unit Commanders and Unit Executives.

1.2. Provisional Member Uniform

When joining Marine Rescue NSW, the member remains Provisional for six months from their join date. Provisional members are issued with a polo or t-shirt, a cap, name badge and photo ID. After six months, the Unit Executive can transition a provisional member to regular member and a full uniform is despatched. Members who achieve a Rating while Provisional can request a full uniform and associated epaulettes.



- Blue t-shirt or polo shirt
- Name badge on right side, horizontally aligned with bottom of Marine Rescue text

MRNSW members are issued photo ID which should be carried or displayed while on duty, particularly when participating in fundraising activities.



T-SHIRT



POLO



1.3. Corporate Uniform

Marine Rescue NSW Staff are issued with a corporate uniform which can be worn as corporate attire. Operational Staff can wear the Corporate Uniform in circumstances where it is not essential to wear the Dress Uniform.



1.4. Dress Codes – Regular Member and Operational Staff

To ensure members are correctly attired for their duties or an event, a uniform Dress Code has been developed. The Dress Codes are as follows:

Uniform Reference Number	Order of Uniform Wear
Operational Uniform	
1	Working Blues (Short)
1A	Working Blues (Long)
1B	Ceremonial Blues (Ribbons)
1C	Ceremonial Blues (Medals)
Dress Uniform	
2	Dress Whites (Ribbons)
2A	Dress Whites (Ribbons and Tie)
2B	Ceremonial Dress Whites (Medals and Tie)
2C	Ceremonial Dress Whites (Ribbons, Tie and Tunic)
2D	Ceremonial Dress Whites (Medals, Tie and Tunic)

1: Working Blues (Short)

- Blue cargo shorts
- Blue short sleeve shirt
- Rating epaulette
- Issued web belt
- Deck shoes or black boots
- Baseball cap or broad brim hat
- Wet weather PPE (optional, worn as required)
- Navy Jacket
- Plain Socks (optional if wearing deck shoes)
- Name tag (if worn on vessels must have magnetic clasp)
- Ribbons optional (if worn on vessels must have magnetic clasp)



Notes: **Normal operational duty.** Shoes and Boots must be clean and serviceable. Shirt must be tucked in.

1A: Working Blues (Long)

- Blue cargo trouser
- Blue long or short sleeve shirt
- Rating epaulette
- Issued web belt
- Deck shoes or black boots
- Baseball cap or broad brim hat
- Beanie (if purchased)
- Wet weather PPE (optional, worn as required)
- Navy Jacket
- Sunglasses
- Plain Socks (optional if wearing deck shoes)
- Name tag (if worn on vessels must have magnetic clasp) Please see link to medal section
- Ribbons optional (if worn on vessels must have magnetic clasp) Please see link to medal section



Notes: **Normal operational uniform.** Shoes and Boots must be clean and serviceable. Long sleeve shirt must be either buttoned at the wrist or neatly rolled up to above the elbow. Shirts must be tucked in.

1B: Ceremonial Blues (Ribbons)

- Blue long cargo trouser
- Blue long or short sleeve shirt
- Rating epaulette
- Issued web belt
- Issued shoes or black boots
- Baseball cap
- Black socks
- Name tag
- Ribbons



Note: **This uniform would be worn to an event such as a Commissioning Ceremony or as designated by the event convenor.** Shoes and Boots must be clean and serviceable. Long sleeve shirt must be buttoned at the wrist. Shirts must be tucked in.

1C: Ceremonial Blues (Medals)

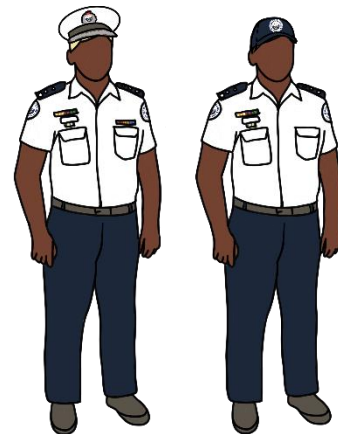
- Blue cargo trouser
- Blue long or short sleeve shirt
- Rating epaulette
- Issued web belt
- Issued shoes or black boots
- Baseball cap
- Black socks
- Name tag
- Medals



Notes: **This uniform would be worn to an event such as a funeral or commemorative events or as designated by the convenor.** Boots must be clean and serviceable. Boots must be clean with laces and zippers done up. Long sleeve shirt must be buttoned at the wrist. Shirts must be tucked in.

2: Dress Whites (Ribbons) add in image of no tie and peak cap

- Navy blue trousers or skirt
- White short sleeve shirt
- Appointment Insignia
- Black belt
- Black socks
- Black shoes – male
- Black court shoes – female
- White peak cap (if purchased)
- Navy cap supplied (coming soon)
- Name tag
- Ribbons



Notes: **This uniform would be worn to an event such as a Commissioning Ceremony.** Shoes must be clean and polished. Shirt must be tucked in.

2A: Dress Whites (Ribbons and Tie)

- Navy blue trousers or skirt
- White long sleeve or short sleeve shirt
- Appointment Insignia
- Navy tie – male
- Navy tie – female
- Black belt
- Black socks
- Black shoes – male
- Black court shoes – female
- White peak cap (if purchased)
- Navy cap supplied (coming soon)
- Name tag
- Ribbons



Notes: **This uniform would be worn to an event such as Commissioning's or as designated by the convenor.** Shoes must be clean and polished. Long sleeve shirt must be buttoned at wrist.

B: Ceremonial Dress Whites (Medals and Tie)

- Navy blue trousers or skirt
- White long sleeve or short sleeve shirt
- Appointment Insignia
- Navy tie – male
- Navy tie – female
- Black belt
- Black socks
- Black shoes – male
- Black court shoes – female
- White peak cap (if supplied)
- Name tag
- Medals



Notes: **This uniform would be worn at formal events such as funerals, commissioning's, commemorative events or as designated by the convenor.** Shoes must be clean and polished. Long sleeve shirt must be buttoned at wrist.

2C: Ceremonial Dress Whites (Ribbons, Tie and Tunic)

- Navy blue trousers or skirt
- White long sleeve or short sleeve shirt
- Tunic
- Appointment Insignia
- Navy tie – male
- Navy tie – female
- Black belt
- Black socks
- Black shoes – male
- Black court shoes – female
- White peak cap (if supplied)
- Name tag
- Ribbons



Notes: **Worn to formal events and ceremonies or as designated by the convenor.** . Shoes must be clean and polished. Long sleeve shirt must be buttoned at wrist.

2D: Ceremonial Dress Whites (Medals, Tie and Tunic)

- Navy blue trousers or skirt
- White long sleeve or short sleeve shirt
- Tunic
- Appointment Insignia
- Navy tie – male
- Navy tie – female
- Black belt
- Black socks
- Black shoes – male
- Black court shoes – female
- White peak cap (if supplied)
- Name tag
- Medals



Notes: **This uniform would be worn to formal events and ceremonies or as designated by the convenor.** Shoes must be clean and polished. Long sleeve shirt must be buttoned at wrist.

1.5. Correct use of uniforms

- Uniforms are only to be worn on official Marine Rescue NSW duties.
- Marine Rescue NSW uniform must not be worn mixed with any other uniform or civilian attire. Any such actions could be a breach of the Code of Conduct.
- Uniforms must be in good repair, neat, clean and well pressed.
- Shoes/boots are to be kept in a clean and polished state at all times and kept in a serviceable condition.
- Marine Rescue NSW name badges must be worn when in uniform. These are worn above and parallel to the top seam of the right pocket with the bottom of the Plate 3 millimetres above the seam, and central to the pocket.
- Uniforms must not be worn when consuming alcohol in a public place except, when attending a formal reception, dinner or an event/activity approved by the Commissioner.
- Uniform items can be replaced every year. The Unit Commander can request new uniforms for a volunteer if required ahead of these timeframes.
- The member is fully responsible for the care and maintenance of their uniform.
- Member wearing uniform for non-Marine Rescue NSW activities can be subject to disciplinary action and the cost of uniform replacement.
- A uniform or associated epaulettes shall not be interfered with or changed in any way. Any such actions could be a breach of the Code of Conduct.
- Commemorative lapel pins issued by Marine Rescue NSW or a Unit is not part of uniform and should not be worn with uniform. However, if a member wants to wear it on the uniform, it must be on the right collar and only one pin is allowed. Pins should not be worn whilst on boat crew or when wearing a lifejacket.

1.6. Headwear and caps

Marine Rescue NSW has three styles of headdress on issue:

- White peak cap
- Navy executive baseball cap
- Blue baseball cap
- Blue wide brim floppy hat

<p><i>White peak cap</i></p>		<p>The peak cap is worn with the white uniform and should not be worn with the operational blues.</p> <p>The peak cap is normally worn by the Commissioner and Deputy Commissioners, Senior Staff, Unit Commanders and Deputy Unit Commanders.</p>
<p><i>Navy cap</i></p>		<p>The Navy cap is to be worn by Unit Executives. The image to the left is a mock up only. Coming soon.</p>
<p><i>Blue baseball cap</i></p>		<p>The blue baseball cap is worn as part of the operational uniform. Members have the option of wearing either the blue baseball cap or blue wide brim floppy hat (see below). The caps are issued to members to provide sun protection when working outdoors.</p>
<p><i>Blue wide brim floppy hat</i></p>		<p>The floppy hat should only be worn when working outdoors or on boats, where it does not create a hazard. Members have the option of wearing either the blue baseball cap or blue wide brim floppy hat. The hats are issued to members to provide sun protection when working outdoors.</p>

When caps are worn

The formal peak cap or issued Baseball cap should be worn when:

- A member is at a Marine Rescue NSW function in uniform or representing Marine Rescue NSW at a function in uniform and the function is outdoors
- When the National Anthem is played outdoors
- A member is an integral part of a Marine Rescue NSW funeral parade
- Entering a building whilst on official Marine Rescue NSW business
- When in a church (females only)

When caps are not worn

Peak or baseball caps are not worn:

- When in a church (males only)
- When a chaplain conducts prayer for whatever Marine Rescue NSW purpose
- When the member is a bearer in the funeral parade
- When the national Anthem is played indoors
- Upon entering a Marine Rescue NSW Unit Meeting
- Upon entering a Marine Rescue NSW Base
- Inside an RSL Club

1.7. Approved footwear

Deck shoes are issued, as part of the full uniform requisition, for Regular Members and Provisional Members that have attained a MR Crew Rating. It is important from a health and safety standpoint that any member on a vessel wears appropriate approved footwear supplied by Marine Rescue NSW.

Black Sea (Mongrel Brand) Boots are also available for:

- Regular Members of BOM Climate Zone 6 – Alpine Lakes and Moama
- Existing or new Vessel Crew – Shoalhaven, Jervis Bay, Sussex Inlet, Ulladulla, Kioloa, Batemans Bay, Tuross Moruya, Narooma, Bermagui, Merimbula and Eden.

Marine Rescue NSW members outside of BOM Climate Zone 6, can purchase Black Sea (Mongrel Brand) Boots through Stores at full price.

2. Medals and Awards

Medals and Awards are awarded mainly through the Australian Honours and Awards System and the Australian Defence Department. There are also State/Territory and some approved non-Government medals and awards that can be worn. The type of Medal or Award will dictate how and where on your uniform it is to be worn.

Medals and Awards issued by the Australian Honours and Awards and The Australian Defence Department along with other 'approved foreign' Awards are worn on the left breast as laid out in the Order of Wear by the Honours and Awards Secretariat, Government House, Canberra. The Order of Wearing Australian Honours and Awards

All state and territory medals and awards are worn on the right breast as outlined in the 'Order of Wear for NSW.' The Order of Wear for State and Territory is Police, Fire, Ambulance, Rural Fire Service, State Emergency Service, Volunteer Rescue Association

and Marine Rescue. However, depending on the jurisdiction or organisation, the position of the highest award may differ. The NSW Police has their highest award starting furthest away from the heart, whereas the Australian Federal Police has their highest closest to the heart.

The following are the Medals of recognition for service to Marine Rescue NSW. They are worn on the right-hand side of your uniform and may be worn in conjunction with other approved NSW State awards. An example of other State Awards can be found in Appendix III.



The Commissioner's Commendation for Courage and Commendation for Service Medals and Ribbons are worn below the name badge.

It is recommended that Medals and Ribbon Bars that are not magnetically attached to the uniform are not to be worn on vessels or when wearing lifejackets.

2.1. Commissioner's Citations

Marine Rescue NSW issues the Commissioner's Citation at the Commissioner's discretion to mainly recognise the action or service of members in an incident or rescue that was significant and professionally undertaken. A Commissioner's Citation sits above the name badge. If a member receives a second citation, they will receive a citation with two anchors and dispense with the first citation.



In order of precedence a Commissioner's Citation sits below the Commissioner's Commendation for Courage and Commendation for Service. A Commissioner's Citation is worn on the right side above the name badge.

MRNSW Life Membership

Marine Rescue NSW Life Membership is the highest accolade Marine Rescue NSW can bestow upon its members. Issued by the MRNSW Board, the insignia citation is worn on the right side above the name plate.



MRNSW Unit Life Membership

Unit Life Membership provides an additional pathway for Units to recognize significant contributions to a Unit over many years by a member. The insignia pin is worn on the right side above the name plate.



Members who have received both awards can wear both insignias, however the MRNSW Life member citation should be in the senior position. Further, the Life Membership citation should also be in the senior position when worn with other internal or state issued citations, such as the Commissioner's Citation.

2.2. Long Service Awards

5 Year Insignia Pin

When a Marine Rescue NSW Member has served for a period of 5 years satisfactory service the member is issued with a 5 Year Pin.

The 5 Year Pin is worn on the **right hand side** of the uniform, centrally 3 millimetres above the top of the name tag above the right pocket.

When you receive, your 10 Year Medal and Ribbon Bar you no longer wear your 5 Year Pin.



10 Year Service Medal

When a Marine Rescue Member has served for a period of 10 years satisfactory service the member is issued with a 10 Year Medal.

The 10 Year Service Medal is worn on the **right hand side** of the uniform centrally with the top of the Riband 15 millimetres above the top of the seam of the pocket, the Name Plate is positioned centrally 5 millimetres above the top of the Riband.

The term Riband is used to denote the silk ribbon from which an Order, Decoration or Medal is suspended.



Ribbon Bar

After a member receives their medal for every day wear on the uniform the medal is represented by the wearing of a Ribbon Bar which is worn on the **right hand side** of the uniform centrally 3 millimetres above the top of the seam of the pocket, the Name Plate is then worn 5 millimetres above the ribbon bar. When you receive your 10 Year Ribbon Bar you no longer wear your 5 Year Insignia Pin.



The term Ribbon Bar applies to the silk Riband of an Order, Decorations and Medals, when the material is mounted to form a Ribbon Bar.

10 Year Clasp Set

When a member has completed an additional 10 years of diligent service they are entitled to and receive a Ten Year "clasp set".

The clasp features an embossed anchor in the centre, which is attached to the Riband, 10 MM above the top of the Medal suspender bar.

A Rosette with an Anchor embossed in the centre which is attached to the Riband on a Ribbon Bar. On a Miniature Medal a small clasp which is attached to the Riband. This clasp set is attached to the 10 year Service Medal it is worn on the right hand side of the uniform.



2.3. National Medal

When a Marine Rescue Member has served for a period of 15 years, satisfactory operational service, with Marine Rescue NSW or the member has accrued a total of 15 years' service from another approved organisation, the member can be awarded the Australian National Medal for Service.

Members can use unclaimed accrued external service time if the member was in the Australian Defence Force, or any of the state Police, Fire, Ambulance and any of the Volunteer Emergency Services. Any unclaimed prior external service will be considered in any nomination for a National Medal or associated Clasps.



The 15 year National Medal is worn on the **left hand side of the uniform** centrally with the top of the Riband 15 millimetres above the top of the seam of the pocket.

Ribbon Bar

After a member receives his or her medal for every day wear on the uniform, the medal is represented by the wearing of a Ribbon bar which is worn on the **left hand side** of the uniform centrally, 3 millimetres above the top of the seam of the pocket.

When the ribbon bar is worn alone the award of a clasp is indicated by the addition of a representation of the National Medal Rosette.

The National Medal Ribbon Bar sits to the member's left of an Emergency Services Medal Ribbon Bar.

The positioning of the Rosette on the Ribbon Bar is the same position as the Marine Rescue NSW Medal. This example is of a National Medal Bar with 45 years' service.



National Medal Clasp Set

A member having received a National Medal and has completed another 10 years' service is now entitled to an award of a clasp of the National Medal set. Consisting of a Bar 5 mm wide with 10 raised hemispheres along its surface.



Lapel Pins

Commemorative lapel pins previously issued by Marine Rescue NSW should be worn on the right collar of the uniform and only one pin is allowed. They can be worn on civilian attire on the collar or on suit or jacket lapel.

MRNSW State Radio Operator endorsement insignia pins are awarded to MR Radio and Watch Officers who have achieved endorsement to operate state-wide 24/7. The insignia pin should be worn on the right collar and only one pin is allowed.



2.4. Multiple Medals

Over the years the number of medals may grow, if so:

- For Males: they wear all Medals on a Bar. Medal Bars come in assorted sizes catering from 1 to how ever many you have. Ribbon Bars come in 1 to 4 and then after that the second row is placed on top with a 3mm gap
- Females wearing Ribbon Bars have the choice to wear in rows of 3 or 4 ribbons



2.5. When to wear Ribbons, Medals and Miniatures

The recipient of Australian Honours and Awards are allowed to wear them at any time they like. However, as a uniformed organisation there are set rules for the wearing of Honours and Awards:

Ribbon Bars

Ribbon Bars can be worn as everyday wear on both operational and dress uniform. They can also be worn to some functions as directed by the host; e.g. an informal luncheon at Government House.

Medals

Medals are to be worn to all official functions, on both operational and dress uniform. For an official function, tunic would normally be worn with dress uniform. The types of functions where medals will be worn are:

- Vessel commissioning
- Base opening
- Awards presentations
- Funerals
- ANZAC Day
- Memorial services
- As outlined on an invitation

Miniatures

Miniatures are worn at formal dinners. These are worn on a mess kit, tuxedo or lounge suit or evening wear for females. The events where you would wear them include:

- A black tie dinner
- An official reception at Government House
- As outlined on an invitation.

2.6. Presentation of Medals and Awards

Medals should be presented to the recipient by pinning or placing the medal on a medal hook that the recipient has placed on their uniform. Alternatively, the medal box set can simply be opened and handed to the recipient.

Those attending the presentation ceremony should wear full medals while the recipient should wear only any previously presented Ribbons.

2.7. Unofficial Medals

Ex-service organisations sometimes commission their own unofficial medals to mark participation in particular military campaigns, periods of service or types of service that have not been recognised through the Australian honours system. Awards made by foreign governments which have not been approved by the Governor-General for acceptance and wear are also “unofficial”.

There is no impediment to wearing such medals in appropriate private settings, such as a meeting of the relevant ex-service association, or a reception hosted by the relevant foreign government. Ideally, unofficial medals should not be worn at public ceremonial and commemorative events, but if they are worn as the occasion demands, the convention is that they are worn on the right breast.

Wearing of unofficial medals colloquially known as “tinnies” must not be included with approved medals and not worn on the left breast at public, ceremonial or commemorative events while in Marine Rescue NSW Uniform.

3. Saluting

Although Marine Rescue NSW is not a “Commissioned” organisation, there is no formal requirements to salute senior officers or senior officers of other organisations including the military. However, if you are saluted you should return the salute.

(Note: Only salute when wearing headdress. No headdress – no salute.)

As a maritime organisation Marine Rescue NSW has adopted the Navy style of saluting as outlined below.

3.1. When to salute

There will be occasions as a member of Marine Rescue NSW that you will be required to salute. If in full Marine Rescue NSW uniform, including peak cap or baseball cap, then the following places are appropriate:

- Laying of a wreath at a Cenotaph or memorial, whilst representing Marine Rescue NSW at an official function. After laying the wreath, take one step backward, salute, (salute position is held for a period of two marching paces or three seconds) about turn, and return to your original position.
- At a funeral of a Marine Rescue NSW member you would salute as required as part of an Honour Guard, and only if the family has requested Marine Rescue NSW activity.
- When a funeral cortege passes.
- Playing of the National Anthem or raising of the ANF at an official function.
- Immediate members of the Royal Family, Governor General and State Governor.

3.2. How to salute

- The action should appear natural.
- Right hand is raised from the attention position at the side of the body straight up to the peak/brim of the cap/hat.
- Hand should be roughly parallel to the ground with the leading edge slightly tilted down.
- Upper arm should be parallel to the ground with the fore arm and wrist in a straight line.
- Salute is normally held until it is returned or for a period of two marching paces.
- On completion of the salute the hand is brought smartly to the side of the body at the attention position.



4. Flags and Flagpoles

The following flags can be worn on Marine Rescue NSW Rescue Vessels and bases, in order of seniority:

- The Australian National Flag (ANF)
- NSW State Ensign
- Aboriginal Flag (equal status with Torres Strait Islander Flag)
- Torres Strait Islander Flag
- Marine Rescue NSW Flag

4.1. Flags on vessels

It is customary to hoist either the ANF or the State Ensign; not both on a vessel. Marine Rescue NSW has a number of different vessels in service. Not all vessels have the same rigging so the flags will be in different positions. However the flags should be consistent across the fleet. **The flags to be flown on Marine Rescue NSW vessels will be the Blue Australian National Flag (ANF) and the Marine Rescue NSW flag.**

Flag positions that may be used on Marine Rescue NSW vessels are:

- Main Mast
- Flag Portals

Because of the nature of our work, the ANF should be hoisted on a halyard to the peak of the main mast, it will then not need to be removed when towing.

Steber

Steber vessels have a starboard and port halyard, plus a flag portal amidships aft on the roof of the canopy or cabin.

The starboard side halyard will have the ANF and the Marine Rescue NSW flag on the port halyard. The flag portal is to be used for the Delta or Bravo flags depending on the operation. Once that operation is complete then the flag is removed.

Ocean Cylinder

The Ocean Cylinder in service are slightly different as some have starboard and port halyards and some don't. While others will have a starboard and port flag portal.

The flag setup for the Ocean cylinder is the same as the Steber, blue ANF on starboard side halyard or flag portal and the Marine Rescue NSW flag on the port halyard or flag portal. If the vessel have both halyards and portals then the flags fly from the halyards

The Delta or Bravo flags when in use, can be flown from either portal if halyards are being used. But, must only be flown from the port portal if both portals are in use.

Naiad

Naiad are becoming more common within the Marine Rescue NSW fleet. These vessels come with three (3) flag portals at the rear of the cabin.

The flag portal starboard will have the blue ANF and the flag portal port side will have the Marine Rescue flag. This leaves the midship portal free. The midship portal is to be used for the Delta or Bravo flag.

Rescue Water Craft

There is no requirement for RWCs (Jetski) to have flags, however if assisting with a towing operation the use of the Red and Blue lights are permitted. (See below)

Other vessels

By using the flag protocols set out above, Units can assess what is appropriate for their vessel.

Some vessels may only have one flag portal or none at all. If a vessel has only one flag portal then the ANF must be flown.

If no provision is provided for the delta flag during a tow, activate the vessels Red and Blue lights as outlined in SOP OP 05 *Vessel Towing*.

4.9 Displaying of Red and Blue Lights

4.9.1 Red and Blue Lights may be activated by the MRV throughout the duration of the tow. It should be noted that the use of flashing lights conveys no special privileges nor do they allow ColRegs to be ignored.

If no provision is provided for the delta flag during a tow, activate the vessels red and blue lights as outlined in SOP OP 05 *Vessel Towing*.

All crew members should be aware of flag protocols at induction and the vessel master should be responsible for the operational set-up of a vessel, including the use of flags. For questions and enquiries for Flags on vessels email:
protocol@marinerescuensw.com.au

4.2. Flags at base or facilities

If an appropriate flag pole exists at a base or facility any combination of flags can be hoisted.

Ideally all the flags should be the same size. None should be bigger than the ANF. That is the fly is twice the length of the hoist. The ideal size for a base is 1800 x 900.

There are many flagpoles on the market that may be used at a Marine Rescue base examples of which are as follows:

- Single pole
- Single pole with yard arms
- Single pole with Gaff
- Gaff rigged pole with yard arms

Currently, most Marine Rescue NSW bases have one the following flagpoles.

Single pole

Single pole straight forward designed for a single flag Marine Rescue NSW Batemans Bay Base (at half-mast in photo).



Single pole with yard arms

The most senior flag is hoisted to the truck others to the yard arm. Marine Rescue NSW State Head Office



If the Australian National Flag is being displayed from a flagpole fitted with a yardarm and is flying with a state flag and a house flag or pennant, the Australian National Flag should be flown from the top of the flagpole, the state or Aboriginal flag on the left of the yardarm, and the house flag or pennant on the right of the yardarm, as viewed from the front of the flagpole/gaff combination.

Single pole with gaff

Things change a bit now as the Gaff now becomes the senior position.



Gaff rigged pole with yard arms

Position protocols of a Gaff rigged flag pole in relation to a building. The Gaff of the Gaff rigged mast shall be facing in towards the building. Therefore, standing under the Gaff the Starboard yard arm is on the right and the port yard arm is on the left. The next senior position on this type of flagpole is the starboard yardarm followed by the port.

Hoisting flags Ensigns

Traditionally flags /ensigns are hoisted at 0800 hours. Given that at some Marine Rescue bases this is not always possible, it is recommended that the flags be hoisted prior to commencing duty if there is sufficient light and are hauled down at sunset or on close of business, whichever comes first. If a location can do so a 0800 hours hoisting should be done.

Half-Mast

To set the Ensign at half-mast for mourning, it shall first be hoisted to the masthead then lowered to the half-mast position. Current protocol dictates that this is one third from the "mast peak" of a normal flag pole, flying an average flag and one half from the "mast peak" when flying a small flag on a small pole. The principle is that the invisible Flag of Death is flown above the ensign.

Flags must not be flown at half-mast during the hours of darkness. The only exception to this is ANZAC Day and from the announcement of the death until the funeral of the Sovereign and the flag must be lit.



NOTE: For more information on flying flags go to:

[The Australian Prime Minister and Cabinet Flag Protocol site](#)

Or pick up a copy from your local member's office. They are also a good source for the Australian Flag.

5. Acknowledgement of Country

5.1. Acknowledgement of Country

An Acknowledgement of Country allows for any individual to pay their respects to the Traditional Custodians of the lands on which they are working. The importance of including a Welcome to Country and Acknowledgement of Country at the beginning of any event or meeting or even at the beginning of a day at school or work is an act of reconciliation in and of itself. It is a simple way of acknowledging and demonstrating an understanding of the complex relationship of living on and in the Country of the oldest continuous living culture in the world.

Marine Rescue NSW has consistently followed this practice for major events such as Commissionings, state or regional meetings and other significant events. Although not mandatory, Units are encouraged to adopt the practice of Acknowledgement of Country at Unit meetings and other Unit events and activities as appropriate moving forward.

Importantly, with an increase in volunteers and staff working flexibly and participating in online meetings from various locations, it is important to continue to recognise this cultural protocol.

The examples of Acknowledgement of Country below can be used at the beginning of a meeting, speech or formal event – when attending a face-to-face event and when online:

If you know who the Traditional Custodians are for the land on which you are hosting the meeting or formal event:

I acknowledge (insert Traditional Custodians name) on the lands that we are meeting today. I pay my respects to Elders past, present and emerging and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

I also acknowledge and pay my respects to our Aboriginal and Torres Strait Islander people joining us today.

If you do not know who the Traditional Custodians are for the land on which you are hosting the meeting or formal event:

I acknowledge the Traditional Custodians of the lands that we are meeting here today. I pay my respects to Elders past, present and emerging and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

I also acknowledge and pay my respects to our Aboriginal and Torres Strait Islander people/colleagues joining us today.

If you know who the Traditional Custodians are for the land on which you are hosting the meeting or recording the webinar:

I acknowledge that I am hosting/recording this meeting/webinar from the lands of the (insert Traditional Custodians name).

I also acknowledge the Traditional Custodians of the various lands on which you all work today and the Aboriginal and Torres Strait Islander people participating in this meeting/webinar.

I pay my respects to Elders past, present and emerging and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

If you do not know who the Traditional Custodians are for the land on which you are hosting/recording the meeting/webinar:

I acknowledge the Traditional Custodians of the various lands on which we work today and the Aboriginal and Torres Strait Islander people participating in this meeting/webinar.

I pay my respects to Elders past, present and emerging, and recognise and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

5.2. Welcome to Country

A Welcome to Country is a ceremony performed by Aboriginal or Torres Strait Islander Elders, or Traditional Owners who have been given permission to welcome visitors onto their traditional land. Only Traditional Owners/Custodians of the land on which the event takes place can deliver a Welcome to Country.

To arrange a Welcome to Country in your area, contact your Local Aboriginal Land Council. They can provide contact details for a Traditional Owner/Custodian. For more information on Indigenous protocol visit: https://www.indigenous.gov.au/contact-us/welcome_acknowledgement-country

6. Commissioning of Marine Rescue NSW base, vessel or facility

The opening of new Marine Rescue NSW premises or the commissioning of a vessel is a significant occasion for Marine Rescue NSW and the Unit. It signals to the community, that Marine Rescue and NSW Government are investing for the benefit of the community of NSW.

Any Commissioning requires a significant amount of pre-planning and as the State Minister for Emergency Services would normally attend in addition to numerous VIPs and community representatives, communication and invitations need to be prioritised. Please contact the Office of the Commissioner via emailing marree.doherty@marinerescuensw.com.au as soon as possible so that appropriate arrangements can be made

For any commissioning of new vessels or Unit Bases it is essential that you seek advice from the State Protocol Officer via emailing protocol@marinerescuensw.com.au as early as possible to seek advice to protocols related to events as these are managed through State Head Office

In relation to the formal name of new vessels, Units are at liberty to name them after, or in memory of a significant person that has contributed to the Unit or even apply an indigenous name as has occurred at a Greater Sydney Unit Commissioning.

Any vessel name will require the approval of the Commissioner well in advance of any Commissioning ceremony. Email protocol@marinerescuensw.com.au.

Appendix VI and VII at the end of this document are examples of a Commissioning Running Sheet and Ceremony Proceedings.

7. Funerals

7.1. Funeral Services

When attending a funeral of a Marine Rescue NSW member, all members should be in Ceremonials dress whites (Dress Order 2C). If a member does not have Ceremonial dress whites, Ceremonial Blues with medals (Dress Order 1C). Clean and pressed long pants and long sleeve shirt and baseball style caps. Members can also wear neat semi-formal civilian attire. Medals should also be worn.

Any Marine Rescue NSW participation within the funeral service should be at the express wishes of the family only. If Marine Rescue NSW is requested to participate Marine Rescue NSW may provide all or some of the following where practical.

Unless you have a role in the funeral, members should sit at the back of the chapel. All male members must remove caps before entering the chapel or indoor venue hosting the funeral.

7.2. Honour Guard

When the hearse arrives at the chapel entrance, members should form two ranks immediately outside the chapel door. All members of the honour guard must be wearing caps. The most senior officer will call the honour guard to attention as the casket is removed from the hearse. Once the casket is making its way into the chapel the senior officer will order "Honour guard salute", the honour guard will face forward toward the casket and salute. Once the casket has entered the chapel the next order will be "Honour guard attention" the salute is dropped. Then "Honour guard fall out" the Honour guard will turn towards the chapel. The honour guard then can join the rest of the mourners in the chapel.

In the event that the casket is preplaced, there is no requirement for an honour guard at the start.

If the casket is leaving the chapel all members of Marine Rescue NSW will, if possible, form another honour guard. The guard will line both sides of the drive way or road. As the hearse passes you location you will come to attention and salute. If in civilian attire you will come to attention and bow your head as the hearse passes. The salute will be dropped once the hearse passes. All members will stay in position until the hearse departs. On command from the respective officer in charge all members will turn toward the direction of the hearse and fall out.

7.3. Ribbons, Medals and Caps of the Deceased

The family may request the deceased's ribbons, medals and cap to be placed on the casket. This is often done by the Funeral Director. However, if requested, the medals should be placed on a cushion, the senior officer walks the cushion to the casket, places it on the casket and if possible, in the region of the members' chest. The cap should be placed at the head end of the casket, takes a step backward, salutes, about face, and returns to original position. This officer is permitted to wear headdress.

7.4. Flags

Every Australian citizen is entitled to have an Australian flag draped over their casket this can be arranged with the funeral director. If the family requests a Marine Rescue NSW flag at a funeral the flag should be placed as not to be intrusive and must not obstruct the casket. Displaying flags at a funeral must still comply with flag protocols.

7.5. Memorial Services



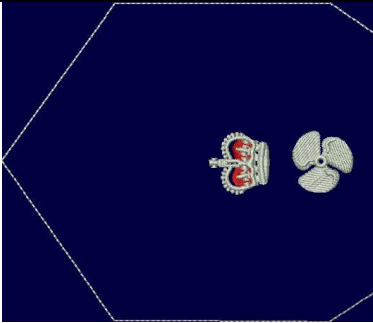
For memorial services, seek the advice of the family or host. If appropriate, Uniform Code 1C and 2C should be worn.

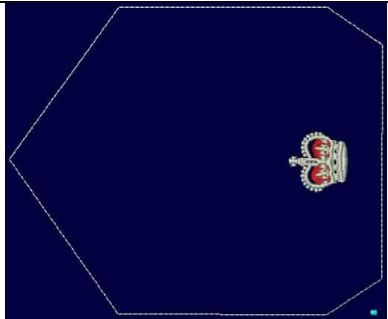
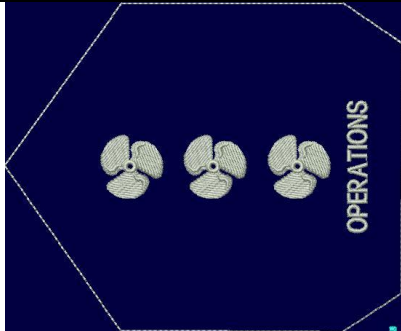
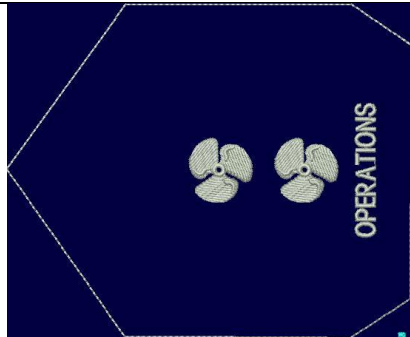
8. Scattering of Ashes

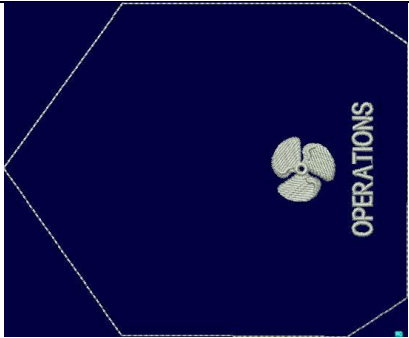
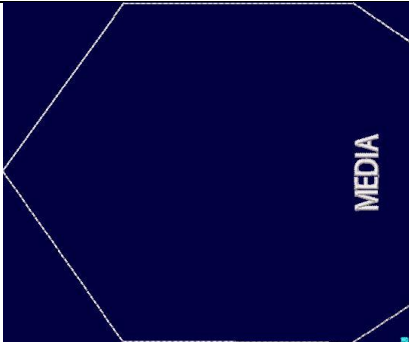
At times a Unit may be requested to assist with the scattering of Ashes. Unit Commander or Deputy Unit Commander must seek permission from the Zone Commander to utilise a Marine Rescue NSW vessel. Only Marine Rescue NSW members are permitted on the Marine Rescue NSW vessel and minimal vessel crew MUST be maintained.

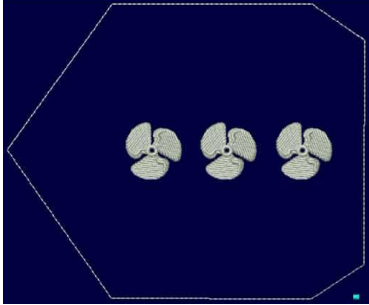
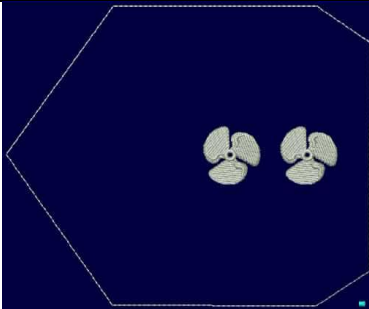
If you have any questions or would like further clarity about this document and the protocols explained please contact your Regional Protocol Officer or email protocol@marinerescuensw.com.au.

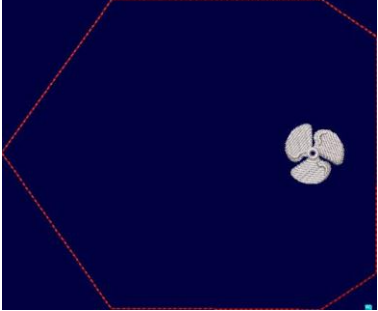
Appendix I – Rank and Insignia



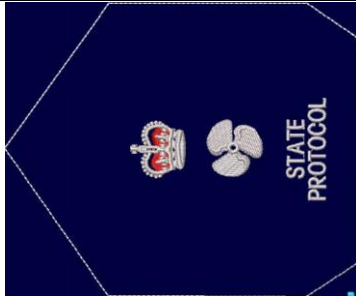

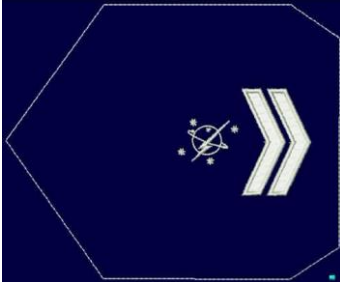
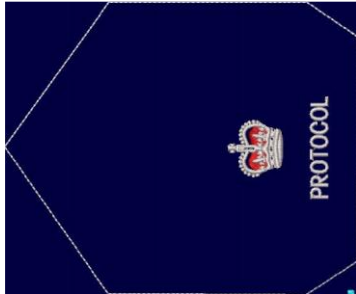
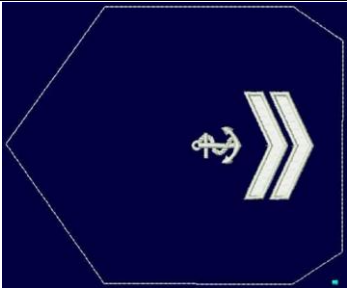
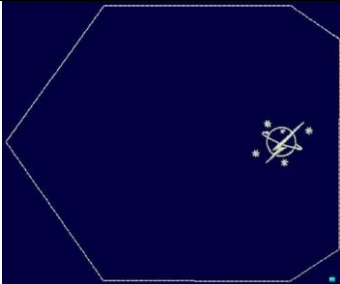
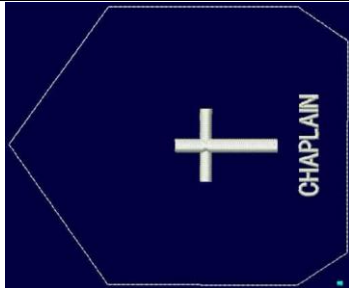
Marine Rescue NSW Rank, Ratings and Insignia Executives and Staff			
Ranks	Insignia	Position/s	Comments
Commissioner		Chief Executive Officer	
Deputy Commissioner		Chief Operations Officer, Chief Financial Officer	
Superintendent		Zone Commander	Rank for State Operations Senior Officer (staff) as determined by the Commissioner of MRNSW

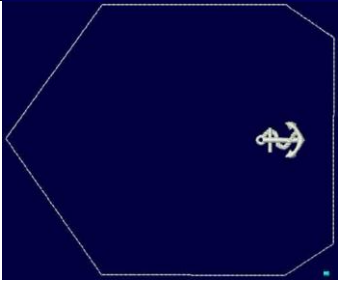

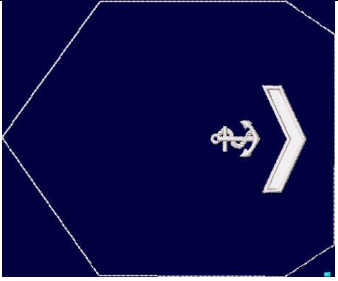
Inspector		Senior Manager Fleet Operations, Zone Duty Operations Manager, Zone Training Manager, Manager Emergency Systems	Rank for State Operations Management (staff) as determined by the Commissioner of MRNSW
State Operations Officer Level 3		State Operations Officer (Staff)	Insignia for State Operations Officer (staff) as determined by the Commissioner of MRNSW
State Operations Officer Level 2		State Operations Officer (Staff) Fleet Officer	Insignia for State Operations Officer (staff) as determined by the Commissioner of MRNSW

State Operations Officer Level 1		State Operations Officer (staff)	Insignia for State Operations Officer (staff) as determined by the Commissioner of MRNSW
Specialist Media		State Operations Media	Insignia for State Operations Officer (staff) as determined by the Commissioner of MRNSW

Marine Rescue NSW Rank, Ratings and Insignia Volunteers			
Ranks	Insignia	Position/s	Comments
Unit Commander			
Deputy Unit Commander			

Unit Executive		Treasurer /Training Officer/Administration Officer/Membership Officer etc.	
----------------	---	--	--

Vessel Operations		Radio Operations		Other	
Master		SAR Support Officer		State Protocol Officer	
Coxswain		Watch Officer		Protocol Officer	
Leading Crew		Radio Operator		Chaplin	

Crew				Member (no rating)	
Senior Crew and Rescue Water Craft Operator					

Appendix II – Australia's Honours



Appendix III- State Awards



Appendix IV – Order of Wear

Government House
Canberra ACT 2600

25 September 2007

THE ORDER OF WEARING AUSTRALIAN HONOURS AND AWARDS

The Governor-General notifies for general information the positioning of the wearing of Australian Orders, Decorations and Medals. This notification incorporates the positioning of the following awards: the Afghanistan Medal (notified in Special Gazette No. S422 of 22 October 2004); the Iraq Medal (notified in Special Gazette No. S421 of 22 October 2004); and the Australian Defence Medal (notified in Special Gazette No. S48 of 30 March 2006).

The Schedule, together with the Annexes to the Schedule, incorporates the new positioning of these awards and supersedes that notified in Commonwealth of Australia Gazette No. S101 of 4 April 2002.

Honours and Awards listed in the Schedule and Annexes in **BOLD** print are:

- those within the Australian System of Honours and Awards;
- those conferred by The Sovereign in exercise of the Royal Prerogative;
- those within the Order of St John; and
- foreign awards, the acceptance and wearing of which have been authorised by the Governor-General.
 - all imperial British awards made to Australian citizens after 5 October 1992 are foreign awards and should be worn accordingly.

Those Honours and Awards listed in the Schedule and Annexes in **UNBOLDED** print are Imperial awards.

THE ORDER OF WEARING AUSTRALIAN HONOURS AND AWARDS

THE SCHEDULE

VICTORIA CROSS (1)	VC
George Cross	GC
CROSS OF VALOUR	CV
KNIGHT/LADY OF THE GARTER	KG/LG
KNIGHT/LADY OF THE THISTLE	KT/LT
Knight/Dame Grand Cross of the Order of the Bath	GCB
ORDER OF MERIT	OM
KNIGHT/DAME OF THE ORDER OF AUSTRALIA (2)	AK/AD
Knight/Dame Grand Cross of the Order of St Michael and St George	GCMG
KNIGHT/DAME GRAND CROSS OF THE ROYAL VICTORIAN ORDER	GCVO
Knight/Dame Grand Cross of the Order of the British Empire	GBE
COMPANION OF THE ORDER OF AUSTRALIA	AC
Companion of Honour	CH
Knight/Dame Commander of the Order of the Bath	KCB/DCB
Knight/Dame Commander of the Order of St Michael and St George	KCMG/DCMG
KNIGHT/DAME COMMANDER OF THE ROYAL VICTORIAN ORDER	KCVO/DCVO
Knight/Dame Commander of the Order of the British Empire	KBE/DBE
Knight Bachelor (<i>NB: Confers title of "Sir" - no postnominals</i>)	
OFFICER OF THE ORDER OF AUSTRALIA	AO
Companion of the Order of the Bath	CB
Companion of the Order of St Michael and St George	CMG
COMMANDER OF THE ROYAL VICTORIAN ORDER	CVO
Commander of the Order of the British Empire	CBE
STAR OF GALLANTRY	SG
STAR OF COURAGE	SC
Companion of the Distinguished Service Order	DSO
DISTINGUISHED SERVICE CROSS	DSC
MEMBER OF THE ORDER OF AUSTRALIA	AM
LIEUTENANT OF THE ROYAL VICTORIAN ORDER	LVO
Officer of the Order of the British Empire	OBE
Companion of the Imperial Service Order	ISO
MEMBER OF THE ROYAL VICTORIAN ORDER	MVO
Member of the Order of the British Empire	MBE
CONSPICUOUS SERVICE CROSS	CSC
NURSING SERVICE CROSS	NSC
Royal Red Cross (1st Class)	RRC
Distinguished Service Cross	DSC

The Schedule (continued)

Military Cross	MC
Distinguished Flying Cross	DFC
Air Force Cross	AFC
Royal Red Cross (2nd Class)	ARRC
MEDAL FOR GALLANTRY	MG
BRAVERY MEDAL	BM
DISTINGUISHED SERVICE MEDAL	DSM
PUBLIC SERVICE MEDAL	PSM
AUSTRALIAN POLICE MEDAL	APM
AUSTRALIAN FIRE SERVICE MEDAL	AFSM
AMBULANCE SERVICE MEDAL	ASM
EMERGENCY SERVICES MEDAL	ESM
MEDAL OF THE ORDER OF AUSTRALIA	OAM
ORDER OF ST JOHN (3)	
Distinguished Conduct Medal	DCM
Conspicuous Gallantry Medal	CGM
Conspicuous Gallantry Medal (Flying)	CGM
George Medal	GM
CONSPICUOUS SERVICE MEDAL	CSM
AUSTRALIAN ANTARCTIC MEDAL (4)	AAM
Queen's Police Medal for Gallantry	QPM
Queen's Fire Service Medal for Gallantry	QFSM
Distinguished Service Medal	DSM
Military Medal	MM
Distinguished Flying Medal	DFM
Air Force Medal	AFM
Sea Gallantry Medal	SGM
Queen's Gallantry Medal	QGM
ROYAL VICTORIAN MEDAL	RVM
British Empire Medal	BEM
Queen's Police Medal for Distinguished Service	QPM
Queen's Fire Service Medal for Distinguished Service	QFSM
COMMENDATION FOR GALLANTRY	
COMMENDATION FOR BRAVE CONDUCT	
Queen's Commendation for Brave Conduct	
COMMENDATION FOR DISTINGUISHED SERVICE	
War medals, campaign medals, active service medals and service medals (see Annex 1)	
POLICE OVERSEAS SERVICE MEDAL (5)	
HUMANITARIAN OVERSEAS SERVICE MEDAL (5)	
CIVILIAN SERVICE MEDAL 1939-1945	
Polar Medal	
Imperial Service Medal	
Coronation, Jubilee, Remembrance and Commemorative medals (in order of date of receipt) (see Annex 2)	

The Schedule (continued)

DEFENCE FORCE SERVICE MEDAL	
RESERVE FORCE DECORATION	RFD
RESERVE FORCE MEDAL	
DEFENCE LONG SERVICE MEDAL	
NATIONAL MEDAL	
AUSTRALIAN DEFENCE MEDAL	
AUSTRALIAN CADET FORCES SERVICE MEDAL	
CHAMPION SHOTS MEDAL	
Long Service Medals (6)	
ANNIVERSARY OF NATIONAL SERVICE 1951-1972 MEDAL	
Independence and Anniversary Medals (in order of date of receipt)	
Foreign Awards (in order of date of authorisation of their acceptance and wearing)	

By His Excellency's Command



Malcolm Hazell
Official Secretary to the Governor-General

The Schedule (continued)

Notes:

1. Refers to the Imperial *Victoria Cross* and the *Victoria Cross for Australia*.
2. Provision for further awards at this level within the Order of Australia was removed by Her Majesty The Queen on 3 March 1986 on the advice of the Prime Minister.
3. Listed to indicate where any awards within the Order of St John should be worn; however, the Service Medal of the Order of St John should be worn as a Long Service Medal after all other Imperial Long Service awards. Post-nominals within the Order of St John are not recognised as notified in the Governor-General's media release of 14 August 1982.
4. The Australian Antarctic Medal was known as the Antarctic Medal until 18 December 1997.
5. Clasps to these medals should be worn on the ribbon in order of date of receipt commencing from the bottom of the ribbon.
6. Includes Imperial efficiency and long service awards.

General Notes:

The *Unit Citation for Gallantry*, the *Meritorious Unit Citation* and the *Group Bravery Citation* are not positioned in The Order of Wearing Australian Honours and Awards. For members of uniformed services, they should be worn in accordance with the dress rules of the particular Service concerned. Civilian personnel awarded the *Group Bravery Citation* should wear the insignia on the left lapel or left breast. Should other honours or awards have been awarded, the *Group Bravery Citation* should be worn centrally, approx 10mm above these.

The insignia for The Queen's Commendation for Brave Conduct is worn directly on the coat after any medal ribbons.

The Mention in Despatches is an Imperial award. It is not positioned in the Order of Wearing Australian Honours and Awards. The Department of Defence provides advice on the wearing of the emblem.

**WAR MEDALS, CAMPAIGN MEDALS, ACTIVE SERVICE MEDALS
AND SERVICE MEDALS (1901 onwards)**

South African War

Queen's South Africa Medal
King's South Africa Medal

World War I

1914 Star
1914-15 Star (1*)
British War Medal
Mercantile Marine War Medal
Victory Medal

Naval General Service Medal 1915-62 (2* & 3*)
General Service Medal 1918-62 (2* & 3*)

World War II

1939-45 Star
Atlantic Star (4*)
Air Crew Europe Star (4*)
Africa Star
Pacific Star (5*)
Burma Star (5*)
Italy Star
France and Germany Star (4*)
Defence Medal
War Medal, 1939-45

AUSTRALIA SERVICE MEDAL 1939-45

Post-World War II

AUSTRALIAN ACTIVE SERVICE MEDAL 1945-1975 (3*)

Korea Medal
United Nations Service Medal for Korea (6*)

Naval General Service Medal 1915-62 (2* & 3*)
General Service Medal 1918-62 (2* & 3*)
General Service Medal 1962 (3*)

VIETNAM MEDAL

VIETNAM LOGISTIC AND SUPPORT MEDAL (7*)

Annex 1 (continued)

AUSTRALIAN ACTIVE SERVICE MEDAL (3*)
INTERNATIONAL FORCE EAST TIMOR MEDAL
AFGHANISTAN MEDAL
IRAQ MEDAL
AUSTRALIAN SERVICE MEDAL 1945-1975 (3*)
AUSTRALIAN SERVICE MEDAL (3*)
RHODESIA MEDAL

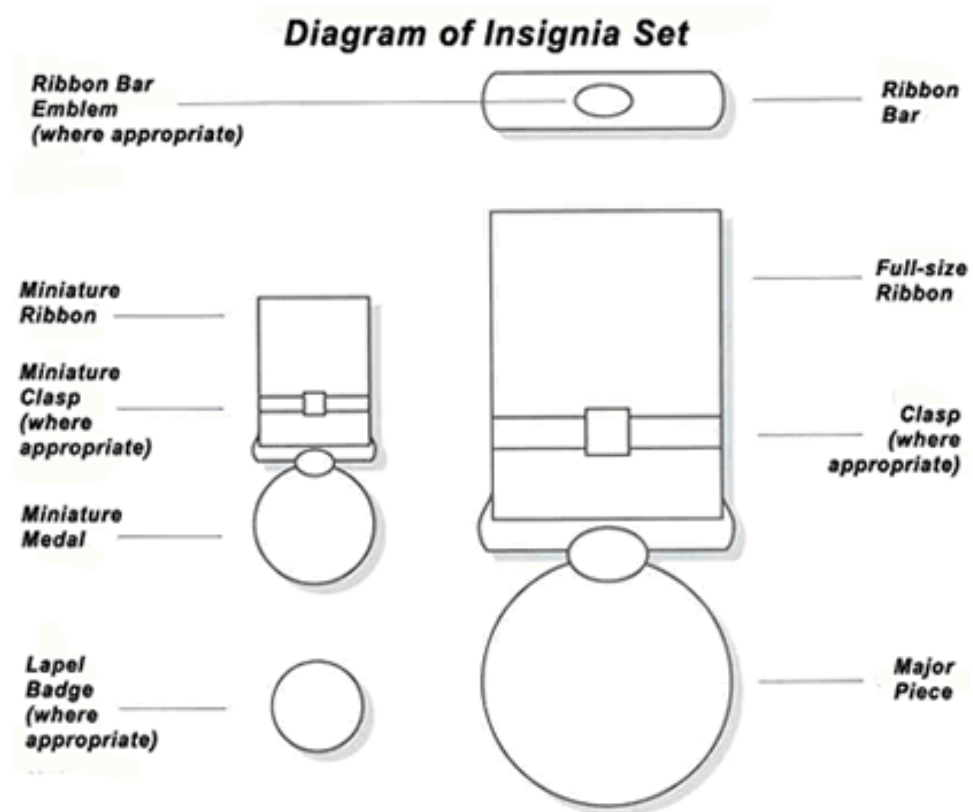
Notes:

- 1*. Recipients of the *1914 Star* are not eligible for the award of the *1914-15 Star*.
- 2*. The order of wearing of the *Naval General Service Medal 1915-62* and *General Service Medal 1918-62* (Army and Air Force) will vary from person to person depending on when the person earned the first clasp. If the first clasp relates to service between World War I and World War II, the medals should be worn immediately after World War I war medals. If the first clasp relates to service after 2 September 1945, the medals should be worn immediately after the *United Nations Service Medal for Korea*.
- 3*. Clasps to these medals should be worn on the ribbon in order of date of receipt.
- 4*. Only one of these three Stars could be awarded to an individual. Should a person have qualified for two of these awards, the Star first earned is worn with the Clasp of the second Star. Only one Star and one Clasp may be worn even if the person qualified for all three Stars.
- 5*. Only one of these two Stars could be awarded to an individual. Should a person have qualified for both the *Pacific Star* and the *Burma Star*, the Star first earned was awarded together with the appropriate Clasp denoting the service that would have qualified for the other Star.
- 6*. Uniquely, although a foreign award, the *United Nations Service Medal for Korea* is worn immediately after the *Korea Medal*. All other foreign awards for which official permission has been given to accept and wear are worn as Foreign Awards.
- 7*. A person who has been awarded the *Vietnam Medal*, or who is eligible for the award of the *Vietnam Medal*, is not eligible for the award of the *Vietnam Logistic and Support Medal*. These medals are of equal status.

**CORONATION MEDALS, JUBILEE MEDALS, REMEMBRANCE MEDALS
AND COMMEMORATIVE MEDALS (1901 onwards)**

KING EDWARD VII's CORONATION MEDAL
KING GEORGE V's CORONATION MEDAL
KING GEORGE V's SILVER JUBILEE MEDAL
KING GEORGE VI's CORONATION MEDAL
QUEEN ELIZABETH II's CORONATION MEDAL
QUEEN ELIZABETH II's SILVER JUBILEE MEDAL
80th ANNIVERSARY ARMISTICE REMEMBRANCE MEDAL
AUSTRALIAN SPORTS MEDAL
CENTENARY MEDAL

Appendix V – Insignia Set



Appendix VI – Event Run Sheet (Example)



Commissioning Ceremony Evans Head 31

3pm – 4pm, Monday 23 January
Marine Rescue Evans Head
Ocean Drive, Evans Head

Master of Ceremonies: Mal Jeffs

Order of Proceedings	
3pm	<p>Call to order and introduction of Official Party (MC)</p> <ul style="list-style-type: none"> The Hon. Steph Cooke MP, Minister for Emergency Services and Resilience, Minister for Flood Recovery Chris Gulaptis MP, Member for Clarence Richie Williamson, The Nationals candidate for Clarence Alex Barrell, Deputy Commissioner Marine Rescue NSW Darcy Henriksen, Marine Rescue NSW Regional Director, Northern Rivers Aunty Simone Barker, a Traditional Owner and Custodian of Bandjalang Country Councillor Robert Mustow, Mayor, Richmond Valley Council Angela Jones, Director, Richmond Valley Council Inspector Ashley Slapp, SES Northern Rivers Command Captain Raelene Davies, RFS Woodburn Arthur “Ged” Oldfield, Marine Rescue NSW Chaplain (MR Port Macquarie) Greg Blackburn, Marine Rescue Evans Head Unit Commander Marine Rescue Evans Head members and families Unit Commanders and Deputy Commanders from surrounding units <p>Apologies:</p> <ul style="list-style-type: none"> Avan Christie, President, Evans Head SLSC
	Welcome (MC)
	MC to introduce Aunty Simone Barker, a Traditional Owner and Custodian of Bandjalang Country who will perform a Welcome to Country
	Welcome to Country, performed by Aunty Simone Barker
	MC invites all to stand for the Australian National Anthem (<i>first verse only</i>)
	MC introduces The Hon. Steph Cooke MP, Minister for Emergency Services and Resilience, Minister for Flood Recovery
	Address by The Hon. Steph Cooke MP, Minister for Emergency Services and Resilience, Minister for Flood Recovery
	MC thanks Minister Cooke and introduces Greg Blackburn, Marine Rescue Evans Head Unit Commander

	Address by Greg Blackburn, Marine Rescue Evans Head Unit Commander
	MC thanks Mr Blackburn and introduces Alex Barrell, Deputy Commissioner, Marine Rescue NSW
	Address by Alex Barrell, Deputy Commissioner, Marine Rescue NSW
	MC asks guests to make their way to the vessel which will be positioned on the pontoon next to the boat ramp
	Minister Cooke and Mr Barrell to present Commissioning Certificate to Greg Blackburn
	Mr Blackburn to invite Heather Stacey to unveil the vessel's name
	MC introduces Marine Rescue NSW Chaplain Arthur "Ged" Oldfield
	Blessing of vessel EH31 – Marine Rescue NSW Chaplain Ged Oldfield
	MC leads three cheers for the vessel
	MC thanks Chaplain and guests and advises conclusion of official ceremony
	Photographs with official guests and vessel
3.45pm	Light refreshments served at the base

Appendix VII – Event Program (example)

Vessel specifications		Thank you	
<p>Manufacturer: Naiad</p> <p>Model: Split console</p> <p>Hull material: Aluminium</p> <p>Vessel length: 10m overall, 9.5m surveyed length</p> <p>Power: Twin 300hp Suzuki outboards</p> <p>Speed: 25 knots cruising, 40 knots maximum</p> <p>Range: 273Nm at 27 knots</p> <p>Maximum POB: 10</p> <p>Fuel: 900 litre capacity</p> <p>Navigation and communications aids: Raymarine suite, FLIR, Radio Direction Finder, Radar, Sonar</p> <p>Safety equipment: as per survey requirements, includes a defibrillator, O2 and Life Saving Appliances (LSAs)</p>		<p>Marine Rescue Evans Head would like to thank the following organisations for their efforts, assistance, and generosity.</p> <p>NSW State Government NSW Police Force Raymarine – BME (Barrenjoey Marine Electronics) Suzuki Marine Australia Yamba Welding and Engineering</p> <p>and</p> <p>all Unit members, their families and our generous supporters amongst the local boating community.</p>	
<p>MARINE RESCUE NSW <i>Volunteers saving lives on the water</i></p>			<p>Commissioning Ceremony Evans Head 31 23 January 2023</p>

Official Guests	Ceremony Proceedings	Commissioning Order and Presentation
<p>The Hon. Steph Cooke MP Minister for Emergency Services and Resilience, Minister for Flood Recovery</p> <p>Chris Gulaptis MP Member for Clarence</p> <p>Richie Williamson The Nationals candidate for Clarence</p> <p>Cr Robert Mustow Mayor, Richmond Valley Council</p> <p>Alex Barrell Deputy Commissioner, Marine Rescue NSW</p> <p>Darcy Henriksen Regional Director, Marine Rescue NSW Board</p> <p>Arthur 'Ged' Oldfield Marine Rescue NSW Chaplain</p> <p>Aunty Simone Barker A Traditional Owner and Custodian of Bandjalang Country</p> <p>Greg Blackburn Unit Commander, Marine Rescue Evans Head</p>	<p>Arrival of guests and assembly</p> <p>Opening introductions and welcome Master of Ceremonies Mal Jeffs</p> <p>Welcome to Country Aunty Simone Barker</p> <p>Invitation to join in the singing of the Australian National Anthem</p> <p>Australians all let us rejoice, For we are one and free; We've golden soil and wealth for toil; Our home is girt by sea; Our land abounds in nature's gifts Of beauty rich and rare; In history's page, let every stage Advance Australia Fair. In joyful strains then let us sing, Advance Australia Fair</p>	<p>Address by Official Guests: The Hon. Steph Cooke MP Unit Commander Greg Blackburn Deputy Commissioner Alex Barrell</p> <p>Commissioning certificate presentation Guest to assemble at the pontoon</p> <p>Blessing ceremony Conducted by Marine Rescue NSW Chaplain Arthur 'Ged' Oldfield</p> <p>Cheer the vessel Three cheers led by Mal Jeffs</p> <p>Conclusion of official ceremony Light refreshments will be served at the base</p>