



## **GENERAL**

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### **2.0 Updated Forms and Administrative Processes**

2.1 Officers Commanding Squadrons and Group Staff are reminded of the updated forms and administrative processes, which are now in effect, for the promotion to Warrant Officer Rank and initial Officer Rank, as detailed below.

2.2 The processes concerned are:

2.2.1 Promotion to Warrant Officer Rank (applicable to cadets turning 18, and new adult uniformed members).

2.2.2 Promotion to Officer Rank (applicable to Warrant Officers moving to 2<sup>nd</sup> Officer).

2.3 The updated forms are available on AAL Wiki, and are:

2.3.1 Form 41 [Application for Promotion to Warrant Officer Rank];

2.3.2 Form 41a [List of Character References];

2.3.3 Form 41b [Reference Check]; and

2.3.4 Form 21 [Officer Promotions and Appointments].

2.4 These changes took effect on 1 January 2021 and further details may be found in Federal Administration Instruction No 85 (F/AI/02/20), which was issued on 30 November 2020.

2.5 Officers Commanding at all levels, as well as Group Staff involved with these processes in each Group, must now be familiar with the updated forms and procedures.

2.6 Any inquiries should be directed, via chain of command, to the Federal Administration Commissioner.

### **3.0 National Redress Scheme**

3.1 It is formally advised to all members, that the Australian Air League was declared to be a participating institution in the National Redress Scheme (NRS) by the Commonwealth Minister for Families and Social Services, effective 31 December 2020.

3.2 The necessity for the League to have attempted to join the NRS has recently (25 February 2021) been amplified by a new Governance Standard (Governance Standard 6), added by the Australian Charities and Not-for-profits Commission (ACNC), which requires a registered charity to take all steps to join the NRS.

- 3.3 Whilst it is not currently possible to quantify the full financial impact of this declaration on the League over the lifetime of the scheme, it is currently estimated that there is a potential liability of somewhere in the vicinity of \$200,000, for currently known claims.
- 3.4 Members will be able to see the summarised actual and potential cost to their funds in the 2021 Financial Year Reports, a summary of which will be available for viewing late in the third quarter of 2021.

#### **4.0 Federal Team – Expressions of Interest**

- 4.1 A number of members of the Federal Team are contemplating stepping back by the end of 2021, in the interests of renewal and reinvigoration, and some positions are already vacant.
- 4.2 Last year, it was indicated that a call for expressions of interest (EOI) would be issued in early 2021.
- 4.3 Work on other high priority tasks has slowed down the development of more up-to-date Position Descriptions for these roles, so a call for expressions of interest are expected to be ready by June 2021.
- 4.4 Officers who lodged an EOI at the request of the previous Chief Commissioner, which has been accessible by the current incumbent, have been contacted.
- 4.5 If there is any Officer who has lodged an EOI but has not been contacted, they are urged to contact the undersigned via email: [chiefcomr@airleague.com.au](mailto:chiefcomr@airleague.com.au) before the end of May.

#### **5.0 Update to Social Media related rules**

- 5.1 The AAL Manual will be updated in the first half of 2021 to clarify rules regarding the posting of items on Social Media, amongst other things.
- 5.2 This will be carried out once a detailed review of the proposed wording has been vetted by the League's solicitors.

#### **6.0 Update to Forms 17a, 20 and 20a**

- 6.1 The following forms have been updated in the AAL Manual at *Section 4 Communication*, Sub-Section 5, with enhanced indemnity wording:

- |     |          |           |                                   |
|-----|----------|-----------|-----------------------------------|
| 6.1 | Form 17a | (04/2021) | [Application to attend Activity]; |
| 6.2 | Form 20  | (04/2021) | [Application for Membership]; and |
| 6.3 | Form 20a | (04/2021) | [Adult Supporter Record].         |

- 6.2 From 1 May 2021, no other version of these forms can be accepted.

#### **7.0 Other Amendments to the AAL Manual [IMPORTANT INFORMATION FOR OCs]**

- 7.1 The AAL Manual has been amended in a number of places, as detailed below:

**7.1.1 Section 6, Paragraph 1.2** - This change was made on the advice of our legal advisers and points out that when a cadet reaches the age of 18 years they must, among other things, complete a **new Form 20** signed by themselves, to replace the one originally signed by their parent or guardian.

**7.1.2 Section 6, Paragraph 6.1.6.3.4** - This change was made on the advice of our legal advisers and points out that the WWCC holder is responsible for ensuring that their WWCC is renewed prior to expiry and that their membership is to be suspended if they cannot or will not comply. **They must also cease to participate in League activities.**

**7.1.3 Section 6, Paragraph 6.1.6.3.5** - This change was made on the advice of our legal advisers and points out that should the WWCC holder have their WWCC

withdrawn or suspended, by the relevant government authority, their membership is to be immediately suspended. **They must also cease to participate in League activities.**

**7.1.4 Section 8, Paragraph 8.18.12.3** - This change was made on the advice of our legal advisers and points out that should a new adult member fail to supply a WWCC within 3 months of the Date of Joining (**DoJ**) on their Form 20, their membership is to be immediately suspended. **They must also cease to participate in League activities.**

***It should be noted, especially taking into account the change to Section 6, Para 1.2, that a cadet reaching their 18<sup>th</sup> birthday is also covered by this paragraph, with the DoJ deemed to be the date of their 18<sup>th</sup> Birthday, for the purposes of calculating the 3 months grace period.***

7.2 It should be further noted that any suspension of membership applies to their activities within the Uniformed or "Training" Section and not to their rights as a member of the AAL Inc., e.g. voting at General Meetings and Postal Ballots.

## **8.0 2021 AAL Child Protection Initiative**

- 8.1 Members will recall that the AAL has engaged *Bravehearts*, an organisation with extensive expertise in the area of child protection, to carry out a full audit of the League's current child protection policies, perceptions and actions.
- 8.2 A survey was emailed to all adult members with known email addresses on 28 January and, by survey's end, *Bravehearts* had received a number of responses equivalent to 36.8% of those who had received the email.
- 8.3 The COL wishes to express its thanks to all those who took the time to respond.
- 8.4 Unfortunately, this response rate means that the viewpoint of almost two thirds of the community remains unknown. This may impact on the implementation of any remedial actions.
- 8.5 Part of the agreed output of this initiative will be the implementation of two e-learning modules. These are expected to be available by the end of June.
- 8.6 Further information will be provided as it comes to hand.

## **9.0 Squadron/Wing Financial Returns**

- 9.1 The financial year for units below Group level ends on 31 March 2021.
- 9.2 See Federal Administration Circular F/AC/1/2021, issued simultaneously with this Routine Order, for all details regarding the submission of these critical returns.

## **10.0 Federal Orders Issued**

10.1 The last regular Federal Routine Order, FRO 13/20 dated 30<sup>th</sup> November 2020, was issued on 30<sup>th</sup> November 2020. Since then, the following ad hoc Federal Orders have been issued:

<b>10.1.1</b>	<b>Instructions</b>	Nil
<b>10.1.2</b>	<b>Standing Orders</b>	Nil
<b>10.1.3</b>	<b>Circulars</b>	Nil
<b>10.1.4</b>	<b>Routine Orders</b>	1
	F/RO/14/20	National Redress Scheme

10.2 The following Federal Orders have been issued in conjunction with this Routine Order:

<b>10.2.1</b>	<b>Instructions</b>	Nil
<b>10.2.2</b>	<b>Standing Orders</b>	Nil
<b>10.2.3</b>	<b>Circulars</b>	1
	F/AC/01/21	Squadron/Wing Financial Returns
<b>10.2.4</b>	<b>Routine Orders</b>	1
	F/RO/02/21	Gazette

**11.0 Important Dates for 2021/2022**

- **Sunday 31<sup>st</sup> May 2021**– All Units' 2020-21 Financial Returns due at Group HQ
- **Saturday 21<sup>st</sup> August 2021** – Council AAL – Sydney (tbc).
- **Saturday 11<sup>th</sup> December 2021** – Annual General Meeting (tbc)
- **Saturday 19<sup>th</sup> February 2022** – Council AAL – Sydney (tbc).

**Issued for and on behalf of the  
Council of the Australian Air League Inc.**



Comr Ray King, MSA  
Operations Commissioner