



# Australian Air League

F/RO/01/18  
Wednesday  
28<sup>th</sup> February 2018

## FEDERAL ROUTINE ORDER

### **1.0 External Honours Awarded**

- 1.1 In the 2018 Australia Day Honours List, Chief Commissioner Ian Rickards, LM, DSA and Bar, MSA was conferred with the Medal of the Order of Australia in the General Division.
- 1.2 The Council of the Australian Air League Inc. congratulates Chief Comr Rickards on receiving this honour and grants him permission to wear the award on his uniform.

### **2.0 Relinquishment of Appointment**

- 2.1 Andrew Dennis has relinquished his appointment as Federal Education Commissioner, relinquished his Officer Warrant and resigned from the League with effect from 17<sup>th</sup> February 2018.
- 2.2 The Council of the Australian Air League Inc. wishes to express its gratitude to former Comr Dennis, MSA on his service to the League over a number of years and, more particularly, during his eight years of appointment as Federal Education Commissioner, both acting and confirmed.

### **3.0 Promotions**

- 3.1 The following promotions were ratified by the Council:
- 3.1.1 V21503 Gp Lt Alistair Thomas promoted to the rank of Group Commissioner with the appointment of Group Operations Commissioner, Victoria Group, effective 10 November 2017

### **4.0 Officer Warrants Withdrawn**

- 4.1 The following Officer Warrants have been withdrawn:
- |       |        |                     |      |
|-------|--------|---------------------|------|
| 4.1.1 | N18069 | Wilkins, Jonathan P | NSWB |
| 4.1.2 | N16763 | Bates, Daniel L     | NSWB |
| 4.1.3 | N62047 | Chamley, Michael    | NSWB |
| 4.1.4 | V22327 | Powell, Cameron     | VIC  |
| 4.1.5 | V21665 | Emery, Dale         | VIC  |

### **5.0 Officer Warrants Issued**

- 5.1 The following Officer Warrants have been approved:
- |       |        |                      |     |
|-------|--------|----------------------|-----|
| 5.1.1 | V22481 | Rosca, David         | VIC |
| 5.1.2 | V22171 | Fleming, Alexander V | VIC |
| 5.1.3 | V22420 | Ting, Kenneth        | VIC |
| 5.1.4 | C17183 | Newbery, Rebecca     | VIC |
| 5.1.5 | C16976 | Badans, Samantha     | VIC |

### **6.0 Membership Terminations Due to Lack of Valid Background Check**

- 6.1 The following membership has been terminated:
- |       |       |                   |     |           |
|-------|-------|-------------------|-----|-----------|
| 6.1.1 | L2180 | Lange, Patricia M | QLD | Associate |
|-------|-------|-------------------|-----|-----------|

### **7.0 Awards and Brevets**

#### **7.1 AAL Brevets**

7.1.1 **AAL Silver Wings**

V22958

Richards

S

VIC

11-Nov-2017

**8.0 AAL Manual Amendments**

8.1 The Australian Air League Manual located on *AAL Wiki* at <http://manual.airleague.com.au> (see F/SO/02/15 for access details) has been amended as follows:

**8.2 Section 6 Para 13: Procedure for Promotion of NCOs**

8.2.1 Amendment to allow for copies of Form 22s to be sent to Wing OCs, where applicable.

8.2.2 The flowcharts have been amended at 13.9 and 13.10 to allow for this change.

8.2.3 Paragraph 13.8 now reads:

8.2.3.1 "Upon completion, OC Squadrons forward the Form 22 to their Group for recording, issue of authority cards and badges. A copy of the Form 22 is also to be sent to the Wing, where applicable. Group staff may refuse to process documentation if the paperwork is incomplete, or if they have evidence that the candidate is not eligible or suitable for promotion."

**8.3 Section 10 Para 33: Catafalque Ceremonies**

8.3.1 Amendments to prevent units from carrying **ANY** items when forming Catafalque Parties, including flags, and to make it necessary for the unit OC to advise the host organisation, in writing prior to the event, that no items, whatsoever, will be carried by the Catafalque Party.

8.3.2 Refer to Section 10 Paragraphs 33.2.4 through 33.2.8 inclusive for full details.

**9.0 NCO Assessments**

9.1 The NCO assessments For Leading Cadet, Corporal and Sergeant have been updated and are known as Version 2 (2018 03).

9.2 These new NCO Assessments are effective immediately and previous versions are not to be used.

9.3 NCO Assessments have been distributed to Field Commissioners/Officers and are available to authorised officers.

**10.0 NCO Handbook Section 5 (Corporal)**

10.1 The NCO Handbook Section 5 (Handbook) has been updated and now incorporates up to date information on Flag protocols.

10.2 The updated handbook (Version 2) is available for download at the AAL Manual at [https://manual.airleague.com.au/wiki/Training:NCO\\_Handbook](https://manual.airleague.com.au/wiki/Training:NCO_Handbook)

**11.0 New and Updated Policies**

11.1 The Chief Commissioner in his Annual Report to the Annual General Meeting, in December 2017, advised members that:

"The Council in February 2017 approved and issued the new Child Protection, Duty of Care and Code of Conduct policies.

"As part of this project we have still to complete a Work Health and Safety Policy, a Bullying, Harassment and Discrimination Policy and a Volunteer Grievance Policy.

"The League is working closely with Moores Legal, who are associated with Our Community, to implement a Legal compliance review and provision of training to ensure that our policies meet the League's objectives.

"The Council has approved a funding budget of \$20,000 for the provision of this advice which will include Moores Legal Carrying out a legal compliance review of the policies that AAL has and any additional policies that should be considered."

11.2 As a result of this review the current status of our Policies is:

11.2.1 Policy 1-01 Privacy Policy – this policy has been rewritten to comply with current legislation which came into effect in February 2018. The new policy is Version 2

11.2.2 Policy 1-03 Alcohol and Drug Policy – amended – current version is Version 2

11.2.3 Policy 1-04 Sun Protection Policy – amended - current version is Version 2

11.2.4 Policy 1-09 Code of Conduct Policy – amended - current version is Version 2

11.2.5 Policy 1-10 Duty of Care Policy– amended - current version is Version 2

11.2.6 Policy 1-11 Child Protection Policy – change of title to Child Safety Code of Conduct and Procedure - current version is Version 3

11.2.7 Policy 1-14 Health and Safety Suite of Related Policies and Procedures – Version 1 which includes:

11.2.7.1 Health and Safety Policy

11.2.7.2 Risk Management Policy

11.2.7.3 Anti-Discrimination, Bullying & Harassment Policy

11.2.7.4 First Aid Policy (NB this is not included at this time)

11.2.7.5 Incident Reporting Procedure

11.2.8 Policy 1-15 Member Grievance Resolution Policy – new Policy – version 1

11.2.9 Policy 1-16 Gift Policy – approved in principle by the Council of the League

11.3 It is envisaged that the updated Policies mentioned in paras 11.2.1 to 11.2.8 inclusive, will be loaded onto the WIKI site by mid May 2018

11.4 The First Aid Policy (para. 11.2.7.4) and the Gift Policy (para 11.2.9) will be finalised and be available in July 2018.

## **12.0 Corporate Governance**

12.1 Consequent to a "health check" review conducted by the League's legal advisers in late 2017 it is considered necessary for the organisation to exhibit a greater degree of transparency and demonstrably stronger levels of corporate governance.

12.2 Consequently, there will be a greater emphasis placed on these areas, especially with regard to financial matters.

12.3 Various measures have, or will soon be, implemented including the inclusion of reconciliations and bank statements at all levels of financial reporting.

12.4 Changes will be advised as and when implemented.

## **13.0 Squadron/Wing Financial Returns**

13.1 In line with the strengthening of Corporate Governance mentioned at 9.1 above, it is emphasised that Squadron/Wing Financial Returns are a key component and must not only be submitted in a timely manner but also be compiled fully, legibly and accurately.

13.2 Units which fail to achieve one or more of these criteria (timeliness, completeness, legibility, accuracy) will be required to have an audit conducted on their accounts at their own expense.

- 13.3 Whilst this penalty will impose an unnecessary cost on members of the relevant unit, it can be easily avoided by Officers Commanding ensuring that all financial obligations are carried out in a timely, complete, legible and accurate manner.
- 13.4 Units with a balance date of 31<sup>st</sup> March 2018 (any Unit that operates a bank account below Group level) are reminded that their end of year financial returns (two copies) are **required** to be lodged with their relevant Group Headquarters by no later than 31<sup>st</sup> May 2018.
- 13.5 The returns to be included are:
- 13.5.1 Cash Receipts for all accounts from April 2017 to March 2018 inclusive;
  - 13.5.2 Cash Payments for all accounts from April 2017 to March 2018 inclusive;
  - 13.5.3 Trial Balance for all accounts for the financial period;
  - 13.5.4 Income and Expenditure Account for the period ended 31<sup>st</sup> March 2018;
  - 13.5.5 Stock List as at 31<sup>st</sup> March 2018 valued at cost;
  - 13.5.6 Listing of all assets at the written down value and replacement value;
  - 13.5.7 Debtors Listing as at 31<sup>st</sup> March 2018;
  - 13.5.8 Creditors Listing as at 31<sup>st</sup> March 2018;
  - 13.5.9 Balance Sheet as at 31<sup>st</sup> March 2018.
  - 13.5.10 Copy of Bank Statement as at 31<sup>st</sup> March 2018 for all bank accounts
- 13.6 The above submission of documents may be in one of two forms:
- 13.6.1 By 'hard copy' (all items); OR
  - 13.6.2 By submission of the completed electronic 43/44 package plus a scanned copy of relevant Bank Statement(s).
- 13.7 Please note that Units which complete Forms 43/44 by hand must take stringent steps to ensure that these are completed fully, legibly and accurately; it is strongly suggested that the League's electronic 43/44 package be used in order to more easily meet the criteria of legibility and accuracy.
- 13.8 If any Unit doubts that they have the expertise or confidence to fully meet these requirements they are encouraged to contact their Group Finance Officer/Commissioner for assistance.
- 10.8.1 Any such assistance must be sought as early as possible in order that the criterion of "timeliness" may still be met.
- 13.9 All Groups are required to forward a copy of each Unit's end of year financial returns to the *Chief Commissioner*, to be received no later than 30<sup>th</sup> June 2018.
- 13.10 All Units are reminded that as per the AAL Manual at Section 8 paragraph 11.1.2 a copy of the reconciled monthly Forms 43 and 44 together with a copy of the relevant bank statement/s shall be forwarded to the Group Finance Commissioner/Officer within twenty-one (21) days of the close of the month.

#### **14.0 Australian Air League Reviews – 2018 & 2020 (update)**

- 14.1 The Australian Air League Review 2018 will be conducted:
- 14.1.1 In Sydney, New South Wales, at Crest Athletics Track, McLean Street, Georges Hall;
  - 14.1.2 On Sunday 23<sup>rd</sup> September 2018.
- 14.2 To assist members with long term forward planning, it is further advised that the Australian Air League Review 2020 will be conducted:

14.2.1 In Gold Coast, Queensland, at a venue to be advised;

14.2.2 On Saturday 3<sup>rd</sup> October 2020.

14.3 The above dates have been set in the context of the School Holiday and Public Holiday data, for each participating state, over the late September/early October time frame in the relevant years.

### **15.0 Federal Cadet of the Year**

15.1 Over the weekend of 17<sup>th</sup> and 18<sup>th</sup> February 2018, the annual selection of the League's Cadet of the Year (COY) was held at the NSW Boy's Group Air Activities Centre in Camden, NSW.

15.2 There were four candidates (all male) under consideration and the winner was:

10.2.1 Sqn Sgt Troy Norton of Victoria Group.

15.3 Further details on this year's candidates and the weekend's activities can be found on the League website.

### **16.0 Giving and Receiving of Gifts**

16.1 As a further consequence to the "health check" review mentioned in 9.1 above, it was suggested that the League look closely at instituting a Gift Policy.

16.2 Being a "not for profit" organisation with no provision for employees in its constitution, a grey area is entered if members receive sizeable gifts from other members, even if they are characterised as being given in their capacity as private citizens.

16.3 The tradition of hard-working members receiving modest gifts, on occasion, for their contribution to a Unit is not being criticised but there needs to be a practical limit.

16.4 Until a Gift Policy has been finalised, it is advised that:

16.4.1 A limit of \$100 is the maximum value for gifts to any deserving member in any single calendar year;

16.4.2 Any gift causing the above limit to be exceeded is to be referred to the relevant Group Executive Commissioner for written approval prior to presentation;

16.4.3 All gifts, recipients and values are to be noted in the Branch Minutes of a meeting prior to actual presentation, along with approvals by the Group Executive Commissioner for amounts over the limit;

16.4.4 Even gifts characterised as being donated fully or partially in one or more members' capacity as private citizens will be covered by the above.

16.5 In addition to the foregoing, it should be noted that soliciting funds from members or non-members - whether in person or via such mechanisms as social media, pamphlets, posters, telephone calls, or specialised online fundraising sites - for presentation to a member of the League, can adversely impact the public image of the League.

16.5.1 No such solicitation shall be carried out without the prior written permission of the relevant Group Executive Commissioner.

16.5 The Council has approved, in principle, the need for a Gift Policy and work will continue in coming months on the details.

### **17.0 Federal Orders Issued Since the Last Regular Federal Routine Order**

17.1 Federal Orders are routinely issued on a quarterly basis, dated 28 February; 31 May; 31 August; and 30 November.

17.2 Federal Orders may be issued on an "ad hoc" basis where time is of the essence and the topic is sufficiently important to warrant separate distribution.

17.3 The last regular Federal Routine Order, FRO 5/2017 dated 30 November 2017, was issued on 14<sup>th</sup> December 2017. Since then, no ad hoc Federal Orders have been issued.

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

**17.4.1 Instructions** Nil

**17.4.2 Standing Orders** Nil

**17.4.3 Circulars** **3**

FEC 1/2018: AAL Review 2018 – Education Information

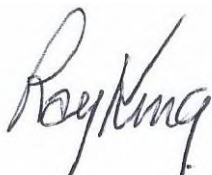
FEC 2/2018: AAL Review 2018 – Chuck Glider Flight Comps

FFC 1/2018: AAL Review 2018

#### **18.0 IMPORTANT DATES for 2018 & 2019**

- **Thursday 31<sup>st</sup> May 2018** – All Units' 2017-18 Financial Returns due at Group HQ
- **Saturday 25<sup>th</sup> August 2018** – Council AAL
- **Sunday 23<sup>rd</sup> September 2018** - AAL Review – Sydney
- **Saturday 1<sup>st</sup> December 2018** - Annual General Meeting 2018 (t.b.c.).
- **Saturday 2<sup>nd</sup> & Sunday 3<sup>rd</sup> February 2019** – Cadet of the Year Weekend
- **Saturday 16<sup>th</sup> February 2019** – Council AAL
- **Friday 31<sup>st</sup> May 2019** – All Units' 2018-19 Financial Returns due at Group HQ
- **Saturday 24<sup>th</sup> August 2019** – Council AALd
- **Saturday 30<sup>th</sup> November 2019** - Annual General Meeting 2018 (t.b.c.).

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



Comr. Ray King, MSA  
Operations Commissioner