



## **1.0 Content of this Routine Order**

1.1 FROs are ordered in a manner which prioritises items of operational importance before items of record, and includes a table of contents for enhanced navigation.

### **1.2 Table of Contents**

2.0	<i>AAL Training Portal.....</i>	<i>1</i>
3.0	<i>Officer Development Program (ODP) – Online Elements.....</i>	<i>1</i>
4.0	<i>Constitution Review Committee.....</i>	<i>1</i>
5.0	<i>Expressions of Interest – Chief Commissioner.....</i>	<i>2</i>
6.0	<i>Expressions of Interest – Public Officer.....</i>	<i>2</i>
7.0	<i>Council Ratification of Appointments.....</i>	<i>2</i>
8.0	<i>Changes to Annual Subs and New Member Fees.....</i>	<i>2</i>
9.0	<i>Changes to AAL Manual.....</i>	<i>2</i>
10.0	<i>Status of Policy Documents.....</i>	<i>3</i>
11.0	<i>Revised Indemnity Information on Forms 17a and 20.....</i>	<i>3</i>
12.0	<i>AAL Review 2020.....</i>	<i>4</i>
13.0	<i>Use of the League’s Australian Business Number (ABN).....</i>	<i>4</i>
14.0	<i>Officer Warrants.....</i>	<i>4</i>
15.0	<i>Awards and Brevets.....</i>	<i>4</i>
16.0	<i>Federal Orders Issued.....</i>	<i>5</i>
17.0	<i>Important Dates for 2019/2020.....</i>	<i>5</i>

## **2.0 AAL Training Portal**

2.1 Effective from 1 April 2019, the Australian Air League maintains a Training Portal located at <https://training.airleague.com.au>

2.2 Located within the Australian Air League Inc. Training Portal – and requiring access to be granted for each section - is:

2.2.1 The Officer Development Program (ODP);

2.2.2 The Child Safety Package (currently under development);

2.2.3 The Risk Management Package (currently under development).

2.3 The intention is to add additional training packages in due course and as the need arises.

## **3.0 Officer Development Program (ODP) - Online Elements**

3.1 The current Stage 2 and Stage 3 ODP workbooks have now been converted to online courses hosted on the AAL Training Portal – refer FTI 10, #1 of 2019 (issued simultaneously with this FRO) for details.

## **4.0 Constitution Review Committee**

4.1 The Constitution Review Committee (CRC) has been formed as a sub-committee of the Council of the League (COL).

4.2 Terms of Reference for the CRC were approved by the Executive of the COL in early February and that approval was endorsed by the full COL at the meeting on Sunday 17 March 2019.

4.3 As mentioned in FRO 6/2018 at paragraph 8.3, members are invited to make suggestions for consideration which may be forwarded to: [constitutionreview@airleague.com.au](mailto:constitutionreview@airleague.com.au)

4.3.1 Any submissions need to be received by **17 March 2019**.

## **5.0 Expressions of Interest – Chief Commissioner**

5.1 A call for Expressions of Interest in the role of Chief Commissioner, next term commencing 1 January 2020, has been issued - refer FRO #2 of 2019 (issued simultaneously with this FRO), for details.

6.1.1 Expressions of Interest are to be submitted to the Chairman by **29 June 2019**.

## **6.0 Expressions of Interest – Public Officer**

6.1 A call for Expressions of Interest in the role of Public Officer, next term commencing 1 January 2020, has been issued - refer FRO #3 of 2019 (issued simultaneously with this FRO), for details.

7.1.1 Expressions of Interest are to be submitted to the Chairman by **29 June 2019**.

## **7.0 Council Ratification of Appointments**

7.1 The COL has ratified the decision of the **Executive of the COL** to promote Gp Comr Jeff Remington, MSA to Lt Comr and to appoint him as Group Executive Commissioner of New South Wales Boys Group, on the recommendation of NSW Boys' Group Council, effective 1 January 2019.

7.1.1 This appointment confers upon its incumbent a seat on the COL.

7.1.2 This term of office will conclude on 31 December 2023.

7.2 The COL has ratified the decision of the **Chief Commissioner** to appoint Gp Lt Deanne Grinter, as Acting Federal Education Officer.

7.2.1 This appointment confers upon its incumbent a seat on the COL.

7.2.2 There is no term of office for this appointment.

7.3 The COL has ratified the decision of the **Chief Commissioner** to appoint Gp Comr Michael Hodge, as Acting Federal Administration Commissioner.

7.3.1 This appointment confers upon its incumbent a seat on the COL.

7.3.2 There is no term of office for this appointment.

7.4 The COL has ratified the decision of the **Chief Commissioner** to promote Gp Comr Martin Ball to Lt Comr and to appoint him as Group Executive Commissioner of South Australia Group, effective 8 December 2018.

7.4.1 This appointment confers upon its incumbent a seat on the COL.

7.4.2 This term of office will conclude on 31 December 2023.

## **8.0 Changes to Annual Subs and New Member Fees**

8.1 The amounts of fees charged by Federal to Groups, for renewal of Annual Subscriptions and New Member Fees, have been amended - refer FAI 82, #1 of 2019 (issued simultaneously with this FRO), for details.

## **9.0 Changes to the AAL Manual**

9.1 Section 14 Flight Drill – Adjustment of Diagrams

9.1.1 Paragraph 18.9/Diagram 9 - refer FFI #55, 1 of 2019 (issued simultaneously with this FRO), for details.

9.1.2 Paragraph 18.10/Diagram 10 – refer FFI #55 as above.

9.2 Section 16 (various) Syllabi – Update to First Aid Syllabus

9.2.1 Paragraph 42 First Aid - refer FFI #56, 2 of 2019 (issued simultaneously with this FRO), for details.

## 10.0 **Status of Policy Documents**

10.1 For the information of members, below is a summary of AAL Policy documents to be found at: [https://manual.airleague.com.au/wiki/Australian\\_Air\\_League:Books/Manual](https://manual.airleague.com.au/wiki/Australian_Air_League:Books/Manual) (Section 1 Policies) and also at <https://www.airleague.com.au/policies/>

Policy Number	Policy Name	Version	Version Date	Review Date
1.1	Privacy Policy	3	17-Feb-19	31-Dec-19
1.2	Internet & Social Media Policy		08-Jan-04	under review
1.3	Alcohol, Drug & Smoking Policy	1	05-Mar-19	31-Dec-20
1.4	Sun Protection Policy	2	17-Feb-18	31-Dec-19
1.5	Blank			Blank
1.6	Development & Public Relations Policy		01-Jul-11	under review
1.7	Composite Units- Basic Squadron Unit - Combined Units		01-Jul-13	31-Dec-19
1.8	Communication Policy		01-Jul-11	under review
1.9	Code of Conduct Policy	3	26-Jan-19	31-Dec-19
1.10	Duty of Care Policy	2	17-Feb-18	31-Dec-19
1.11	Child Safety Policy, Child Safety Code of Conduct and Procedure	4	29-Jan-19	31-Dec-19
1.12	First Aid Kit Policy			under review
1.13	Sponsorship Policy		01-Jul-13	under review
1.14	Health and Safety Suite of Related Policies and Procedures incorporating	2	02-Feb-18	31-Dec-19
	Health and Safety Policy			
	Risk Management Policy			
	Anti-Discrimination, Bullying & Harassment Policy			
	First Aid Policy			under review
	Incident Reporting Procedures			
1.15	Blank			Blank
1.16	Gift Policy	1	17-Feb-17	under review
1.17	Member Grievance Resolution Policy	1	17-Feb-18	31-Dec-19
1.18	Data Protection Protocol & Policy	1	17-Jan-19	31-Dec-20
1.19	Data Breach Response Plan	1	05-Mar-19	31-Dec-20

## 11.0 **Revised Indemnity Information on Forms 17a and 20**

11.1 Forms 17a (Application to Attend Activity) and 20 (Application for Membership) were revised due to issues with indemnity wording, and old versions were withdrawn.

11.2 Refer to FRO #1 of 2019 (issued early February 2019, on an exception basis) for further important details.

## **12.0 AAL Review 2020**

12.1 The next AAL Review will be held on the Gold Coast, in Queensland, on Saturday 3 October 2020 - refer FFC #1 of 2019 (issued simultaneously with this FRO), for details.

## **13.0 Use of the League's Australian Business Number (ABN) 66 585 094 960**

13.1 In the interests of good governance, the League maintains a register of all usages of its ABN.

13.2 Any and all agreements legally binding upon the Australian Air League Inc. (regardless of which level of unit seeks to enter into them) must be executed by the Chief Commissioner under the ABN of the League.

13.2.1 AAL Units must not attempt to enter such agreements without referral, through the chain of command, to the Chief Commissioner.

13.3 The above ABN cannot be used for any other types of agreements, by any AAL Unit, without proper authorisation.

13.3.1 Approval can be sought to use this ABN, through the chain of command, to the Chief Commissioner.

13.3.2 Approval will not be unreasonably withheld.

13.4 AAL Units are not able to use any other ABN for any of the above purposes.

## **14.0 Officer Warrants**

### **14.1 Transfers to Retired Officer List**

14.1.1 N12281 Grinter, Maureen, GpComr NSWG

### **14.2 Withdrawal of Officer Warrants**

14.2.1 C17273 Dalton, Joanne VIC 27 Jun 2018

14.2.2 V22753 Shearwood, Bryson VIC 27 Jun 2018

### **14.3 Officer Warrants Issued**

14.3.1 Q3907 Bassett, Nicholas John QLD 10 Oct 2018

14.3.2 Q3839 Chappell, Ryan Jarrod QLD 26 Jan 2019

14.3.3 Q3946 Dugdale, Lucas QLD 26 Jan 2019

14.3.4 Q4232 Hodgson, Andrew QLD 26 Jan 2019

14.3.5 L2326 Huggard, Kirsty Helen QLD 26 Jan 2019

14.3.6 C17300 Khalilova, Liliya VIC 23 Aug 2018

14.3.7 L2292 Koops, Bianca Anne QLD 26 Jan 2019

14.3.8 Q4147 McConnell, Damian John QLD 10 Oct 2018

14.3.9 V22287 Norton, Troy Raymond VIC 22 Nov 2018

14.3.10 Q4169 Parker, Philip David QLD 10 Oct 2018

14.3.11 L2295 Rawling, Lindsay Jean QLD 26 Jan 2019

## **15.0 Awards and Brevets**

### **15.1 External Awards Approved to Wear**

#### **15.1.1 V20246 McGrath, Bryan**

15.1.1.1 AUSTRALIAN ACTIVE SERVICE MEDAL WITH EAST TIMOR CLASP

15.1.1.2 INTERFET MEDAL

15.1.1.3 AUSTRALIAN DEFENCE MEDAL

15.1.1.4 UNTAET MEDAL

## **16.0 Federal Orders Issued**

16.1 The last regular Federal Routine Order, FRO 7/2018 dated 30<sup>th</sup> November 2018, was issued in December 2018. Since then, the following ad hoc Federal Orders have been issued:

<b>16.1.1</b>	<b>Instructions</b>	Nil
<b>16.1.2</b>	<b>Standing Orders</b>	Nil
<b>16.1.3</b>	<b>Circulars</b>	Nil
<b>16.1.4</b>	<b>Routine Orders</b>	1
	FRO 1/2019	Forms 17a and 20

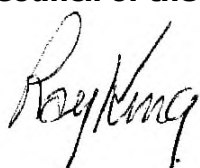
16.2 The following Federal Orders have been issued in conjunction with this Routine Order:

<b>16.2.1</b>	<b>Instructions</b>	4
	FAI 83 1/2019	Changes to ASUBS and NM Fees
	FFI 55 1/2019	Flight Drill Competition Diagrams
	FFI 56 2/2019	First Aid Syllabus Update
	FTI 10 1/2019	ODP
<b>16.2.2</b>	<b>Standing Orders</b>	Nil
<b>16.2.3</b>	<b>Circulars</b>	1
	FFC 1/2019	AAL Review 2020
<b>16.2.4</b>	<b>Routine Orders</b>	2
	FRO 2/2019	Chief Comr EoI
	FRO 3/2019	Pub Off EoI

## **17.0 Important Dates for 2019/20**

- **Saturday 23<sup>rd</sup> March 2019** – Cadet of the Year Day – Sydney (Camden Airport)
- **Friday 31<sup>st</sup> May 2019** – All Units' 2018-19 Financial Returns due at Group HQ
- **Saturday 17<sup>th</sup> August 2019** – Council AAL - Sydney
- **Saturday 9<sup>th</sup> December 2019** - Annual General Meeting 2019 (to be confirmed).
- **Saturday 15<sup>th</sup> February 2020** – Council AAL – Sydney (details to be confirmed)
- **Sunday 31<sup>st</sup> May 2020** – All Units' 2019-20 Financial Returns due at Group HQ
- **Saturday 15<sup>th</sup> August 2020** – Council AAL – Sydney (to be confirmed)
- **Saturday 3<sup>rd</sup> October 2020** – AAL Review – Gold Coast, Queensland
- **Saturday 12<sup>th</sup> December 2020** - Annual General Meeting 2020 (to be confirmed).

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



Comr Ray King, MSA  
Operations Commissioner