



RAE CORPS POLICY STATEMENT

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STATEMENT 18 - RAE CORPS INTERNET WEBSITE

Issued by the Head of Corps Royal Australian Engineers for application within the Royal Australian Engineer Corps.

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DISTRIBUTION

RAE Corps List A

VERSION CONTROL DATA

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Sect	Topic	Changes

RAE CORPS INTERNET WEBSITE

References:

- A. DIMPI 7/17/18/19/2000.
- B. DCA Directive 16/05 dated 26 Oct 05.
- C. Defence Security Manual (DSM).

Introduction

1. The RAE Corps Internet Website is hosted on the DEFWEB site in order to comply with the current regulations contained in references A, B and C.
2. The “Official” RAE Corps Internet Website is aimed at serving and ex-serving members, RAE Associations and the public. The Website will provide access to unclassified information on RAE matters.
3. The RAE Corps Internet Website is managed by SO2 RAE HOC and a Webmaster¹ who has exclusive access to the site for the purpose of maintenance and updating.

Aim

4. The aim of this Policy Statement is to:
 - a. List the main menus contained on the web site;
 - b. Explain how the site will be utilised; and
 - c. Specifying the procedures for contributors to the web site.

MAIN MENUS

5. The main menus on the RAE Corps Internet Web Site are as follows:
 - a. **Welcome.** Provides a brief description of the Website and also includes contact details for Website Manger and Webmaster.
 - b. **Information.** There are several sub-menus that include:
 - (1) RAE Heritage² that will contain the following sections:
 - (a) A concise history of the Corps;
 - (b) Customs and Traditions – including The Waterloo Dinner;
 - (c) Heraldry – badges, flags and banners; and
 - (d) Corps Museum.

¹ Currently Mr Warren Ennis

² Corps Policy Statement No 9 deals with Corps Heritage.

- (2) The Corps of Today and Tomorrow, incorporating:
 - (a) Careers and courses;
 - (b) Unit locations map; and
 - (c) (Modular Engineer Force) MEF – the proposed way ahead;
- (3) RAE Corps Sports³:
 - (d) Individual Corps sports – including fixture lists;
 - (e) Link to the RAE Golf Club; and
 - (f) Team and individual sporting achievements throughout the year.
- c. **RAE Appointments.** Containing the following sub-menus:
 - (1) HOC Staff including contact details;
 - (2) Honorary Corps Appointments - a list of the Colonels Commandant and the Representative Colonel Commandant; and
 - (3) Corps Committee Members⁴ - included on this page is the Corps Constitution and Minutes of the latest Corps Committee Meeting.
- d. **RAE Corps Policy Statements⁵.** The page contains RAE Corps Policy Statements that are classified unrestricted.
- e. **HOC.**
 - (1) A message and Corps update from the current incumbent (and a portrait and biographical details).
 - (2) The HOC Staff – brief description of what they do.
- f. **The RAE Corps Shop⁶:**
 - (a) Price list – updated regularly;
 - (b) Photographs of main stock items;
 - (c) Method of ordering on-line (Email initially); and
 - (d) Provide details of the shop location and opening hours.

³ Corps Policy Statement No 14 deals with Corps Sports.

⁴ Corps Policy Statement No 2 deals with the Corps Committee.

⁵ Corps Policy Statement No 1 deals with Corps Policy Statements.

⁶ Corps Policy Statement No 4 deals with the Corps Shop.

- g. **The Australian Sapper Magazine**⁷. This menu will incorporate:
- (1) An electronic version of the current (and some previous) issues of the magazine;
 - (2) Guidelines for contributors – including method of submission;
 - (3) Contact details for the editorial team; and
 - (4) Deadline dates for units and individual contributors.
- h. **Corps Fund Subscriptions.** This Menu provides details on voluntary subscriptions including the amount payable and methods of payment. Also details of any major expenditure from the fund. The up-to-date Corps Funds Brochure will be included.
- i. **RAE Corps Photo Gallery.** This menu will host:
- (1) Up-to-date photographs from the current Corps;
 - (2) Operational photographs (unrestricted); and
 - (3) Historical and RAE Association photographs.

RAE Corps Internet Website Utilisation

6. The RAE Corps Internet Website is the main medium for providing an up to date, informative and interesting insight into the Corps. The target audience is serving and ex-serving members, RAE Associations and the general public. The site will be regularly maintained and updated to ensure accuracy and clarity of the information contained therein.

Method for Contributing to the RAE Corps Internet Website

7. The main accepted method for contributing to the RAE Corps Internet Web Site is via Email to the Webmaster or Website Manager. Alternative methods include submission by disc or hard copy. Please contact the Webmaster or Web Manager prior to making any submission. SO2 HOC is responsible for vetting all submissions to ensure they comply with current regulations and do not breach the restriction contained in reference A, B and C.

Summary

8. The RAE Corps Internet Website is intended to be an easily accessible medium by which the Corps can promote itself to the widest possible audience. There are restrictions on the type of material that can be used and these are fully explained in references A, B and C. Contributors to the site must adhere to the restrictions and are encouraged to contact SO2 HOC or the Webmaster before making any submissions. The site belongs to the Corps family so we welcome any ideas for items to be included.

⁷ Corps Policy Statement No 13 deals with Corps Periodicals.