



RAE COPRS POLICY STATEMENT

**Head of Corps
Royal Australian Engineers
School of Military Engineering
Steele Barracks
Moorebank Avenue
MOOREBANK NSW 2170**

May 2008

STATEMENT NO 1 - RAE CORPS POLICY STATEMENTS

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

Original Signed

**W.G. Budd, CSC
Brigadier
Head of Corps
Royal Australian Engineers**

DISTRIBUTION

RAE Corps List A

VERSION CONTROL DATA

Title:	Statement 1 – RAE Corps Policy Statements
Author:	SO2 HOC
Approver:	HOC
Version Number:	Version 1.0
Date of Approval:	8 MAY 2008
Summary of last modification:	Initial issue of Statement
Modified by:	
Next review date:	March 2009

Sect	Topic	Changes

RAE CORPS POLICY STATEMENTS

References:

- A. CA Directive 05/01 dated 17 May 01
- B. ATI 1-13/2006 dated Apr 06

Introduction

1. The Head of Corps (HOC) is responsible for policy relating to the Corps. To achieve this HOC is authorised by reference A to issue statements or instructions on Corps Policy and technical matters that are applicable to RAE units or individuals.
2. Nothing in these statements or instructions shall alter existing policy contained in Defence or Army instructions or other official Defence publications.

Aim

3. The aim of this policy statement is to:
 - a. define the use of RAE policy statements;
 - b. provide guidelines for the format and content of the statements; and
 - c. indicate the method of amending and updating the statements.

POLICY

General

4. RAE policy statements promulgate HOC policy on Corps matters.

RAE Corps Policy Statements Content

5. Content recommended for issue as a policy statement may be originated by any RAE member or unit. Requests are to be forwarded to the SO2 HOC who will present the request for consideration at the next meeting of the RAE Corps Committee meeting. Amendments to policy statements are to be actioned in the same manner.
6. Each policy statement is to be numbered and is to contain:
 - a. **Title Page.** The Title Page is to be in the same format as this policy statement.
 - b. **Introduction.** Each statement is to include a brief statement on the need for the policy statement.
 - c. **Aim.** The aim is to contain a clear statement as to the purpose of the policy statement.
 - d. **Distribution List.** The standard distribution list for policy statements is per RAE Corps List A detailed below.

- e. **Version Control.** Each policy statement is to contain a version control metadata sheet at page 2. All amendments and complete re-writes are to be tracked on the version control sheet IAW reference B.

Review of Statements

7. The policy statements are to be reviewed annually by the SO2 HOC for currency. Statements are to be re-issued by HOC as required.

Management

8. All matters pertaining to Corps policy statements are to be managed by the SO2 HOC, including filing and security of the original documents.

List of RAE Corps Policy Statements

9. The list of current and proposed Corps Policy Statements is at annex A.

Annex:

- A. List of RAE Corps Policy Statements

RAE Corps List A:

HOC
 Representative Honorary Colonel Commandant
 Regional Honorary Colonels Commandant
 DHOC Heritage – CO SME
 DHOC Capability Development – SO1 M&S BOS LWDC
 DHOC Reserves – CO 22 Const Regt
 SO2 HOC SME
 SO HOC SME
 Corps RSM – HQ CATC RAE Trades & Training
 ENGSPD DMO
 SO1 Engr CBRNE DGLD
 SO1 CBRNE AHQ
 Director Capability Ops & Plans AHQ
 CA RAE DOCM-A
 CA RAE SCMA
 DIGO – LTCOL B. Sloan
 SO2 Engr Trade Trg CATC
 SO2 Engr Doctrine SME
 SO2 Combat Support Development LHQ
 SO2 Force Engr HQ JOC
 SO2 MGI (DNCW AHQ)
 SO2 Engr DGLD
 CO/RSM 1 CER
 CO/RSM 2 CER
 CO/RSM 3 CER
 CO/RSM 4 CER
 CO/RSM 5 CER
 CO/RSM 8 CER

CO/RSM IRR
CO/RSM 21 Const Regt
CO/RSM 22 Const Regt
CO/RSM HQ 6 ESR
OC/SSM 3 Fd Sqn
OC/SSM 13 Fd Sqn
OC/SSM 35 Fd Sqn
OC/SSM 17 Const Sqn
OC/SSM 21 Const Sqn
OC/SSM 1 Topo Svy Sqn
OC/SSM 21 Const Sqn
CO/RSM 19 CE Wks
RSM SME

LIST OF RAE CORPS POLICY STATEMENTS

1. The list of current and proposed Corps Policy Statements is below:
 - Statement 1 – Corps Policy Statements
 - Statement 2 – The RAE Corps Committee
 - Statement 3 – The RAE Corps Fund
 - Statement 4 – The RAE Corps Shop
 - Statement 5 – RAE Associations
 - Statement 6 – RAE Memorials (proposed)
 - Statement 7 – The RAE Banner
 - Statement 8 – Representative Colonel Commandant and Colonel Commandants
 - Statement 9 – RAE Corps Heritage (proposed)
 - Statement 10 – RAE Corps Property (proposed)
 - Statement 11 – RAE Top Sapper (proposed)
 - Statement 12 – Naming of RAE Equipment (proposed)
 - Statement 13 – RAE Corps Publications – Australian Sapper Magazine
 - Statement 14 – RAE Corps Sports and Adventure Training (proposed)
 - Statement 15 – RAE Support to Funerals
 - Statement 16 – RAE Corps Heraldry (proposed)
 - Statement 17 – Inter-Army Contacts and Affiliations (proposed)
 - Statement 18 – The RAE Corps Website
 - Statement 19 – RAE 20 & 30 Years Service Certificates
 - Statement 20 – RAE Overseas Care Packages (proposed)
 - Statement 21 – RAE Unit Histories/Diaries (proposed)
 - Statement 22 – RAE Corps Capability Committee
 - Statement 23 – RAE Overseas Lateral Recruits (proposed)
 - Statement 24 – Sir John Holland Award (proposed)

2. Requests for additional policy statements or proposed amendments to existing statements are to be staffed through the SO HOC located at SME.