



RAE CORPS POLICY STATEMENT

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May 2008

STATEMENT NO 2 - THE RAE CORPS COMMITTEE

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

Original Signed

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Brigadier
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DISTRIBUTION

RAE Corps List A

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THE ROYAL AUSTRALIAN ENGINEERS CORPS COMMITTEE

Reference:

- A. Corps Constitution dated May 2008.

Introduction

1. This policy statement deals with matters associated with the Royal Australian Engineers Corps Committee (RAECC).

Aim

2. The aim of this policy statement is to describe the purpose and composition of the RAE Corps Committee (hereinafter referred to as the Committee). Details of the responsibilities method of conduct of the Committee and Corps Funds are contained in the RAECC Constitution dated May 2008 at Annex A.

Purpose

3. The purpose of the Committee is to foster esprit-de-corps and to maintain and promote Corps traditions and heritage by:
- a. Providing guidance and assistance to the Army History Unit to manage historical items and information relevant to Corps heritage;
 - b. Providing guidance and finance to write and publish Corps History books or other publications relevant to Corps History such as unit histories;
 - c. Maintaining and promoting established Corps customs and traditions;
 - d. Providing effective management of RAE Corps Funds and Corps Property. Further details are available in Corps Policy Statement No's 3 and No 10;
 - e. Providing certificates to sappers in recognition of 20 and 30 years of service to the Corps. Further details are available in Corps Policy Statement No 19;
 - f. Providing prizes to recognise the outstanding Sapper selected from Combat Engineer Initial Employment training courses and RMC graduations. Further details are available in Corps Policy Statement No's 11 and No 24;
 - g. Providing wreaths (and) or letters of condolence to families of departed serving Sappers – further details are contained in Policy Statement No 15;
 - h. Providing financial support by loan or grant to Corps sporting teams and Corps Adventurous Training activities. Further details are available in Corps Policy Statement No's 3;
 - i. Providing financial support by loan or grant to RAE units or RAE Associations to support Corps functions or activities. Further details are available in Corps Policy Statement No's 3;

- j. Maintaining liaison with RAE Associations on matters of Corps interest and assisting them with recruiting;
- k. Establishing and maintaining the RAE Intranet and Internet Website to provide current and ex service members with current information relating to the Corps. Details are contained in Policy Statement No 18, and
- l. Conducting any other activity or function that enhances esprit-de-corps and military engineering within Defence and the civil community.

RAECC Members, Meetings, Minutes and Quorum

4. **RAECC Members.** The RAECC will consist of:

Chairman – Head of Corps (HOC);

Vice Chairman – CO SME – Representative ARA CO;

RAE Representative Colonel Commandant;

RAE Corps RSM – Representative ARA ORS;

RAE GRES Officer (appointed by HOC) – Representative GRES Officer;

Senior GRES OR Soldier (appointed by HOC) – Representative GRES ORS;

Treasurer (appointed by CO SME);

Secretary (appointed by CO SME);

Property Member (appointed by CO SME); and

Additional personnel who may be requested to participate in a Corps Committee meeting are:

Regional Colonels Commandant;

RAE unit CO/OC and RSM/SSM; and

Any other person invited by HOC.

Meetings

5. **RAECC Meetings.** Meetings will be conducted as follows:

- a. An Annual General Meeting (AGM) will be conducted each year in conjunction with the RAE Corps Conference.
- b. The RAECC Secretary is to notify committee members of an AGM, in writing, at least four weeks prior to the meeting date.

- c. The RAECC Secretary is to provide committee members with a meeting agenda at least two weeks prior to the meeting.
- d. The RAECC may convene an extraordinary meeting to deal with 'out of session' business when the need arises, provided all Committee members are notified of the meeting.
- e. Any member of the Corps may propose an agenda item for consideration by the RAECC.
- f. In the absence of the Chairman and Vice Chairman, the Chairman may nominate a committee member to chair an AGM or Extraordinary meeting.

6. **RAECC Minutes.**

- a. The RAECC Secretary is to record and maintain minutes of all RAECC meetings.
- b. The Chairman, or in his absence the Vice Chairman, must approve RAECC meeting minutes.
- c. The Chairman, or in his absence the Vice Chairman, retain the right of veto over any decisions recorded in the Minutes.

7. **RAECC Meeting Quorum.** The quorum for an AGM or Extraordinary meeting is five RAECC members. One of the five members must be the Chairman, Vice Chairman or, a Chairman appointed by the HOC.