

FLEET AIR ARM ASSOCIATION OF AUSTRALIA INC
NATIONAL POLICY DIRECTIVES
STANDARD OPERATING PROCEDURES MANUAL

Last update 22Nov21

Introduction

The Federal Council agreed to introduced Standard Operating Procedures at the Annual General Meeting held in Melbourne on 24 October 2015.

The Standard Operating Procedures will be attached to the National Constitution and provide operational support for the provisions set out in the Constitution.

Administrative Responsibilities

The Federal Council shall be responsible for approving any amendments, alternations or variations to the Standard Operating Procedures pursuant to the provisions set out in the Constitution at Clause 15 (Powers of the Federal Council).

The National Executive shall be responsible for the implementation and management of the Standard Operating Procedures pursuant to the provisions set out in the Constitution at Clause 16 (The National Executive)

Contents and Amendment Status

The contents of the Standard Operating Procedures are as follows:

Appendix	Title	Amendment Status
1	National Welfare Officers and Committees Guidelines	Original (Oct 2015)
2	Naval Aviation Capability Air Capable Ships	Original (Oct 2015)
3	ADF Conditions of Service Entitlements	Original (Oct 2015)
4	Slipstream Governance and Process	V8.0 (Nov2021)
5	Webmaster's Duties and Responsibilities	Original (Oct 2015)
6	Database Manager's Duties and Responsibilities	Original (Oct 2015)
7	Australian Naval Aviation Roll of Honour Governance Framework Policy & Process	Original (Oct 2018)

Appendix 1

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC)

STANDARD OPERATING PROCEDURE (SOP)

NATIONAL WELFARE OFFICERS AND COMMITTEES GUIDELINES

Reference: **Objects: Rule 3 Sub Rule 3.3: Assist with the welfare of former and serving naval aviation personnel and their families.**

Disclaimer

The application of the following protocols & procedures will be provided by the Association in good faith and “without prejudice,” and does not in any way state or imply any assumption that the information provided shall be interpreted as Legal and Binding on the Association and/or its Officers’.

Welfare assistance by definition excludes and exempts assistance of a financial nature and payment from the Association’s Financial Accounts and Funds.

Aims

The aim of this policy is to become an active and responsible member of the Alliance of Defence Service Organisation whenever and wherever possible, in pursuit of the betterment of conditions for veterans and past and present ADF members, and to ensure the effective delivery of their services.

A core aim is to assist former and current serving members and their families, to access Income Support Pensions, Compensation and other Veterans Affairs Welfare benefits and entitlements for Veterans, from the Department of Veterans Affairs and Centrelink.

Protocols and Procedures

The following protocols & procedures have been developed to assist and guide the Association’s Welfare Officers’ and Committee when required to provide members and their immediate families with support in times of hardship and distress.

Notification

Should, and when any member of the Association/Division, obtain knowledge of members in distress, they should notify the National/Division Welfare Officer as appropriate in the first instance and the following protocols should be activated.

Investigation

An assigned Welfare Officer shall meet with the distressed members and/or family to evaluate the nature and extent of the distressed circumstances, which may be Physical, Emotional and/or Financial.

Welfare Assistance

The type of assistance required and where it could appropriately be provided should be fully determined. This may consist of, but not be limited to the following.

Providing information and directing the aggrieved member and/or family to relevant qualified counselling or other services that may be available from Government and Non Government Agencies.

Provision and Referral of Services

Depending on the nature, urgency and circumstances and assistance required, consultation and advice with the Association/Division Welfare Officer must be sought in the first instance.

Where ongoing assistance is associated with the Department of Veterans' Affairs or other Government Agency entitlements and benefits, assistance shall be provided in conjunction with the National/Division Policy as set out in these guidelines and within the scope of the Protocols & Procedures.

ESO Advocate Training and Qualification

This should be aimed at, but not limited to encouraging Association Members to consider undertaking DVA Training Information Program (TIP), Advocate Training Courses that are available in all DVA State Offices as Qualified ESO Advocates.

Committees

Welfare Committees may be established by the Federal Council to assist, develop and progress policy initiatives as necessary, pursuant to Rule 14; Sub Rule 14.5.

Appendix 2

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC)

STANDARD OPERATING PROCEDURE (SOP)

NAVAL AVIATION CAPABILITY AIR CAPABLE SHIPS AND NAVAL

MARITIME AIRCRAFT OPERATIONS

Reference: **Objectives: Rule 3 Sub Rule 3.5: Provide a Forum for Naval Aviation matters.**

Disclaimer

The application of the following policy initiatives will be provided by the Association in good faith and “Without Prejudice,” and does not in any way state or imply any assumption that the information provided shall be interpreted as Legal and Binding on the Association and/or its Officers.

Background

The Fleet Air Arm Association of Australia was established and registered as a National Incorporated Association on 29/09/95, and brought together the knowledge, skills and experience of former and current Naval Aviators and Naval Aircraft Maintainers, operating both fixed and helicopter rotary wing RAN Naval Aircraft.

Aims

The aims of this policy is to provide a platform and forum at the National level of the Association for National & State Divisions and their members to contribute their views and ideas on Government policy relating to procurement initiatives and operational capabilities involving Naval Aircraft operations on RAN Air Capable Ships.

This should consist of but not be limited to the following areas of policy.

Respond to, and lodge Submissions on;

Australian Government White Papers on Force Structure Reviews and Defence Capability assessments and projections in the Maritime environment.

Australian Government Policy on Naval Maritime Aircraft selections and procurement.

Naval Maritime Aircraft Operations on Air Capable Anzac Class Frigates and Hobart Air Warfare Class Ships.

Naval Maritime Aircraft Operations on the Canberra Class (LHD) Landing Helicopter Dock Ships.

Naval Maritime Aircraft Operations at onshore bases

Policy Development

The National Executive has overall responsibility to develop Policy initiatives in consultation with State Divisions.

State Division's shall be encouraged to raise and submit policy initiatives on Naval Aviation matters, and lodge them with the National Executive.

The Policy proposals from State Division's will be gathered together and co-ordinated into a National policy response by National Executive in the first instance.

A draft policy document shall be produced and presented to the FCM for discussion and debate, and if agreed shall be adopted as the Association's Official Policy position on the subject matter.

Policy Submissions

The finalised policy document should be lodged with the appropriate area of Naval Command, under the Authority of the National Executive and released under the Signature of the National President.

Committees

Committees may be established by the Federal Council to assist, develop and progress policy initiatives as necessary pursuant to Rule 14; 14.5.

APPENDIX 3

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC)

STANDARD OPERATING PROCEDURE (SOP)

AUSTRALIAN DEFENCE FORCE CONDITIONS OF SERVICE

ENTITLEMENTS

Reference: **Objectives: Rule 3 Sub Rule 3.7: Do all such other things to promote and further the objects of the Association**

Disclaimer

The application of the following policy initiatives will be provided by the Association in good faith and “Without Prejudice,” and does not in any way state or imply any assumption that the information provided shall be interpreted as Legal and Binding on the Association and/or its Officers.

Aims

The aims of this policy is to become an active and responsible member of the Alliance of Defence Service Organisation whenever and wherever possible, in pursuit of the betterment of conditions for veterans and past and present ADF members, and to ensure the effective delivery of their services.

Policy Areas

This should consist of but not be limited to the following areas of policy.

Respond to, and lodge Submissions on;

Australian Government White Papers; on Defence Force Workplace Remuneration Arrangements (WRA’s) Pay & Conditions of Service, Allowances and Leave Entitlements.

Australian Government Policy; on ADF Military Superannuation Schemes, and Housing & Defence Home Loan Schemes.

Australian Government Policy; on ADF Personnel assignment & allotment and deployment to Ships and Units to Operational Warlike and non Warlike areas.

The entitlements for awarding ADF Honours and Awards for service rendered in declared Operational Areas.

The entitlements for granting Compensation and Service Age Pension benefits for service rendered in Operational Warlike and Non Warlike Areas from the Department of Veterans Affairs.

Policy Development

The National Executive has overall responsibility to develop Policy initiatives in consultation with State Divisions.

State Division’s shall be encouraged to raise and submit policy initiatives on Naval and ADF Personnel Service matters, and lodge them with the National Executive.

The Policy proposals from State Division's will be gathered together and co-ordinated into a National policy response by National Executive in the first instance.

A draft policy document shall be produced and presented to the FCM for discussion and debate, and if agreed shall be adopted as the Association's Official Policy position on the subject matter.

Policy Submissions

The finalised policy document should be submitted to the appropriate area of the ADF Personnel Service Directorates, and the Ex Service Organisations ADSO & DFWA, under the Authority of the National Executive and released under the Signature of the National President.

Committees

Committees may be established by the Federal Council to assist, develop and progress policy initiatives as necessary pursuant to Rule 14; 14.5.

**FLEET AIR ARM ASSOCIATION OF AUSTRALIA
STANDARD OPERATING PROCEDURE (SOP)
SLIPSTREAM GOVERNANCE AND PROCESS**

INTRODUCTION

1. Slipstream is produced pursuant to Clause 4.14 of the National Constitution, which sets in place a provision to print or publish magazines that the Association may think desirable for the promotion of its Objects. The magazine has evolved since the beginnings of the Fleet Air Arm and has been adopted as the flagship periodical of the Association.

2. This document sets out a governance and process framework for the development, production and distribution of Slipstream Magazine, and its financial management.

BACKGROUND

3. Slipstream was traditionally produced in a hard copy print format in four editions and distributed to members in March, June, September and December annually. For hard copy versions this timetable remains.

4. With the introduction of the Association's new website in 2015, an electronic format of Slipstream provided members with an alternative option on how they choose to receive the magazine. Since then the number of members who have opted for the softcopy version has increased year-on-year, and now accounts for more than 30% of its distribution.

5. Commencing with the June 2019 edition, the format of the softcopy version of Slipstream evolved again to take advantage of emerging technology. It has now moved to a separate online publishing site that provides a more interactive reading experience for members who elect to receive it in this format. An electronic copy is also stored on the FAAAA website, as per earlier practice, but is now primarily for archiving and research purposes.

AIM

6. The aim of this SOP is to provide clear governance and process on the development, production and distribution of Slipstream, and its financial management.

SUBSCRIPTION OPTIONS

7. New and existing members residing in Australia may elect to receive either the hard copy option or the soft copy option of Slipstream. Members residing overseas shall only have the option of the soft copy.

8. There shall be no opting-out option, nor any election to unsubscribe from Slipstream during the tenure of their membership.

9. In special circumstances overseas members may be granted the hard copy option by the National Executive. Justifying conditions might include, but are not limited to, the following:

- (a) the member has no access to a home-based computer device and/or internet or has a lack of computer skills necessary to access the softcopy version,
- (b) age and/or disabling medical conditions that impose limitations and restrictions on operating a computer-based system; or,
- (c) the continued enjoyment and benefits received from readership of Slipstream in the traditional hard copy print format is in the best interests of the member.

10. Where the National Executive approves hard-copy issue to an overseas member, the respective Division shall only be charged the standard domestic levy for the member without imposition of additional overseas postage costs.

SLIPSTREAM REVENUE

11. Slipstream revenue shall be generated by means of a per-copy **Levy**, which shall be invoiced to Divisions quarterly and managed in a separate Slipstream Account by the National Executive.

12. The Slipstream Levy shall be set each year by the Federal Council, having regard to advice from the National Treasurer. It shall comprise a two-tier structure to accommodate the different costs for the printed hard-copy and the online electronic soft-copy, respectively. The levy for the online electronic soft copy shall be set at not less than 50% of the levy for the hard print copy.

13. The two-tier Levy structure and its quantum shall be recorded in the Minutes of the Federal Council Meeting and shall apply from the date of the Meeting unless otherwise specified.

14. Divisions shall make payment to the National Body each quarter, as follows:

Slipstream Levy X No. of hard/soft copies distributed to their Members in that quarter

Note: For the purposes of calculating payment, “Their Members” shall be defined as follows:

Class of Member	Payment to be made by:	Date of Effect
Full Members (including Perpetual) and Associate members.	The Division to which the member belonged at the time Slipstream was distributed to the member.	Extant.
Life Members Honorary Members		Commencing with the Slipstream of March 2022 (inclusive).

SLIPSTREAM COSTS

15. Slipstream costs shall be paid from the Slipstream Account managed by the National Executive. Typically, these costs will comprise:

Activity	Expenses (incurred specifically for the activity)
Development	This refers to Slipstream Editor Expenses. See below.
Production	Printer
Distribution	Postage. Stationery: Envelopes, Labels. Ink and Paper for distribution team.

Editor's Costs

16. It has become customary in the past to pay the Slipstream Editor for expenses incurred in the development of each edition. However, the process has not been a formal one, leading to a lack of visibility and vigilance over what has become a major annual expenditure item. Cost claims have included such items as:

- Microsoft Office subscriptions
- Adobe Creative Cloud subscriptions
- Internet charges
- Paper and printer ink for proof copies
- Training on Adobe products
- Telephone expenses
- Purchase of or upgrades to personal computers and/or peripherals, including memory, hard disks and graphics cards
- Maintenance contracts for computers

17. It is an important and enduring principle that fair and reasonable costs specific to the production of Slipstream should be reimbursed. This may include, for example, specialised software necessary to typeset the magazine; ink and paper expended on Slipstream, and essential 'one off' training if required. However, it is imperative that such expenditure is not only transparent but is properly budgeted for. Accordingly, these expenses must be identified by the Editor for each year in advance, and authorisation obtained from the National President (through the National Secretary) for a budget to cover them, prior to commencement of each annual period.

18. Most Editors would already have 'generic' services such as internet, telephone and 'vanilla' software, and unless Slipstream work specifically increases their costs for such services, reimbursement would not normally be contemplated. However, each Editor's circumstances will be different and, if he/she believes that increases over and above their normal generic costs should be reimbursed, a case should be made for consideration.

19. If any hardware or peripherals are purchased at FAAAA expense they become the property of the Association and are to be recorded as Association Assets by the National Treasurer. Their value is to be depreciated, and eventually 'written off', according to standard accounting practices.

20. In the event an Editor resigns before the items are written off, he/she may be offered the opportunity to purchase the hardware items at the current depreciated value, or at some lesser value determined by the National Executive, having regard to considerations such as potential shipping costs, and the age and condition of the hardware etc.

21. In the event of an Editor becoming medically unfit to continue as Editor, or dies, the National Executive has the authority to write off the residual value of any remaining hardware asset, having regard to the circumstances. With respect to medical unfitness, this must be supported by a medical practitioner.

22. In the context of the above paragraphs, the maximum dollar value the National Executive may reduce or write off is not to exceed the delegation set out under Clause 16.2 of the National Constitution.

23. Software is considered to be 'consumable' and shall have no residual value.

Returned Copies

24. In the event a hard-copy Slipstream cannot be delivered to a recipients recorded mailing address, Australia Post returns it to the Association's PO Box number and may charge a return postage fee. This cost shall be met from the Slipstream Account, but the Member is then to be removed from the hard-copy distribution list until his/her correct postal address can be verified.

Gratuitous Copies

25. In each print run, a number of 'gratuitous' copies shall be printed and distributed to selected individuals or units without charge. This may include, but is not strictly limited to, COMFAA HQ, Squadrons and Ships' Flights. Gratuitous copies are given to promote the Association and, hopefully, to encourage people to join. Hard copies are not to be given to members (of any Class) of the Association.

26. The number of gratuitous hard copies and who they go to shall be determined by the National Secretary on behalf of the National Executive. In determining this number, the Secretary should be mindful of the cost to the Association, balanced against any benefit they bring.

27. Where possible distribution costs for gratuitous copies should be minimised – for example, by using the internal Defence mailing system rather than Australia Post and by providing on-line copies.

28. All other costs associated with gratuitous copies shall be met from the Slipstream Account.

Spare Copies

29. In each print run, a number of 'spare copies' shall be printed and held by the Association, for contingency and archive purposes.

30. The number of spare copies in each print run shall be determined by the National Secretary on behalf of the National Executive. In determining this number, the Secretary should be mindful of their cost to the Association, and the need to avoid unnecessary wastage. As a rough guide, the number of spare copies in a print run should be not more than 3% of the total number of members + gratuitous copies.

31. The cost of spare copies and their subsequent distribution, if that becomes necessary, shall be met from the Slipstream Account.

RESPONSIBILITIES

32. The **Federal Council** shall be responsible for:

- (a) setting the Slipstream Levy each year, having regard to the advice of the National Executive, and
- (b) considering proposed changes to this document from time to time, as required and, if necessary, out of session.

33. The **National Executive** shall be responsible for:

- (a) managing the Slipstream Account (National Treasurer),
- (b) maintaining a register of any hardware owned by the FAAAA in the production of Slipstream (National Treasurer),
- (c) approving, on an annual basis, the agreed figure for Editor's costs/reimbursements (National President),
- (d) maintaining a budget each year for all forecast Slipstream expenditure (National Treasurer),
- (e) negotiating a 'max price' quote from the printer each year to give cost predictability and to inform calculation of the Slipstream Levy (National Secretary/Treasurer),
- (f) determining the number of hard-copy magazines required in each print run for members, gratuitous copies and spares (National Secretary),
- (g) recommending to the Federal Council what the Slipstream Levy quantum should be, to meet the next four editions of the magazine. In doing so it will have regard to:

- [i] the number of hard copy Slipstreams required. This will include the number required for FAAAA members of all classes, for gratuitous purposes and for spares,
 - [ii] the anticipated total cost in the forward year for development, production, printing and distribution for that number, and
 - [iii] the requirement to maintain the Slipstream Account in a healthy state, with not less than three- and one-half times the quarterly cost of production to be held in contingency.
- (h) submitting to each Division a quarterly invoice for the amount owed for hard and soft copies for members in their Division (National Treasurer), and
 - (i) reviewing this document from time to time, as required, and submitting it to the Federal Council for approval of any changes (National Secretary),
 - (j) undertaking the following when Slipstream Editor not available (National Secretary):
 - [i] Checking 'Proof' on behalf of Slipstream Editor when they are not located on site. Checking the 'Proof' is not 'Proof Reading' but consists of examining and:
 - Ensuring Volume, Number and Date are correct under banner.
 - Ensuring Information Page (normally Page 2) is correct with office holders and details; contents page is correct and corresponds with correct page; page date stamp is correct.
 - Ensuring all pages are correctly formatted, that is articles and pics fit into a page and nothing is cut-off. If so, refer back to the Editor.
 - Advising Editor that the proof is acceptable or not.
 - Contacting the Editor to resolve any uncertainties.
 - [ii] Sending Hard Copy immediately after printing to the Slipstream Editor by Express Post to allow sufficient time to answer members questions, recommendations etc.

34. The **Slipstream Editor** shall be responsible for:

- (a) preparing four issues of the magazine each year in both hard and soft-copy formats and submitting them to the printer.
- (b) sending the 'soft copy' to the National Database Manager for electronic distribution.
- (c) the design, format and selection of content for each issue. He/she reserves the right to edit all manuscripts. Reference to commercial products does not imply the Association's endorsement. This must be annotated on the information page.
- (d) itemising a budget of expenses, he/she will incur during each year (in advance) and submitting it to the National Treasurer no later than 15

September each year for approval. This budget forecast will be the basis of reimbursement each quarter over the forward year, in arrears.

- (e) continually monitoring his costs and pricing. In the event that the Editor's costs increase/decrease during the year, he/she may liaise with the National Treasurer to seek an amendment to his/her budget for its remaining term, and
- (f) liaising with the National Treasurer to ensure production costs do not blow out as a result of any variables within his control. To this end the Editor shall work within the following constraints unless previous agreement to deviate from them has been received from the National Executive:
 - Maximum Number of pages per issue: 48
 - Maximum paper weight: 80 gsm
 - Maximum number of colour pages per hard copy edition: 12, as determined by the Editor.

35. Divisions **of the Fleet Air Arm Association** shall be responsible for:

- (a) payment within 30 days of the Slipstream remittance to the National Treasurer, as advised, on completion of the distribution of each quarterly edition to members, and
- (b) keeping the National Database manager advised of any changes to their members' Slipstream requirements, such as changes to hard/softcopy options and postal and email address changes.

36. This version of this Standard Operating Procedure supersedes all previous versions.

V6.0 approved by the Federal Council Meeting on 24Oct20

V7.0 approved in consultation with Federal Council delegates, 31 March 2021

APPENDIX 5

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC)

STANDARD OPERATING PROCEDURE (SOP)

NATIONAL WEBMASTER'S SPECIFIC DUTIES AND GUIDELINES

SPECIFIC DUTIES OF THE WEBMASTER

- xx.1 Run the FAAAA website efficiently and effectively, and ensure material on it is up to date.
- xx.2 Liaise with Division Secretaries and any other relevant bodies or persons to elicit information for the website.
- xx.3 Maintain the website instruction manual to assist in handovers to subsequent webmasters.
- xx.4 Liaise with the Database Manager to ensure current member lists are posted on the website.
- xx.5 Liaise with Webics to ensure the maintenance of the site.
- xx.6 Ensure that the annual maintenance fee is paid (normally for 12 months in advance) and that the domain registration fee is renewed (normally bi-annually). Details are in the Instruction Manual.
- xx.7 Provide a webmaster's report to Slipstream magazine on request, and to the National Secretary for the Federal Council meeting.
- xx.8 Attend National Executive meetings as often as possible and provide advice on the website.
- xx.9 Upon relinquishing the position, continue to provide support to the new webmaster for a period of at least 12 months, wherever possible.

APPENDIX 6

FLEET AIR ARM ASSOCIATION OF AUSTRALIA (INC)

STANDARD OPERATING PROCEDURE (SOP)

NATIONAL DATABASE MANAGERS SPECIFIC DUTIES AND GUIDELINES

SPECIFIC DUTIES OF THE NATIONAL DATABASE MANAGER

The National Database Manager shall be a current member of the Fleet Air Arm Association of Australia. He shall be a member of the National Executive.

The principal duty of the National Database Manager is to maintain a National Database of all FAAAA members past and present, and to ensure it is accurate and up to date. More specific duties are set out in FAAA Standard Operating Procedures.

- xx.1 Maintain the National Database of all FAAA members.
- xx.2 Ensure that membership records are maintained accurately and are up to date, and that all Fields are utilised to the extent possible.
- xx.3 Provide reports and statistical analysis as follows:
 - To Secretaries of Divisions, whenever any details of their members change.
 - To the National Secretary, for the production of Slipstream mailing labels
 - To the webmaster, in regard to membership lists for website publication.
 - To any office bearer on request.
- xx.4 Manage applications for membership according to the various agreements between the National Executive and Divisional Presidents.
- xx.5 Maintain and update the National Database Instruction Manual to assist in handovers to subsequent Database Managers.
- xx.6 Upon relinquishing the position, continue to provide support to the new National Database Manager for a period of at least 12 months, wherever possible.

THE AUSTRALIAN NAVAL AVIATION ROLL OF HONOUR GOVERNANCE FRAMEWORK POLICY AND PROCESS

BACKGROUND

1. In 2008 the Fleet Air Arm Association of Australia noted there were a significant number of military Rolls of Honour purportedly listing those killed in pursuit of Australian Naval Aviation. These Rolls varied from one another depending on their underpinning criteria: for example, some included names of RAN aviation people killed in circumstances other than flying operations (such as in motor vehicle accidents), whilst others included non-RAN personnel who lost their lives on RAN ships, such as RAAF members in the sinking of Her Majesty's Ships *Sydney* and *Perth*.
2. The Association wrote to the Chief of Navy (CN) at the time, asking for an official list of aviation personnel deaths. CN advised that Navy Office could not produce the list but would work with the Association in development of such a Roll.
3. The Association believed that a FAAAA RoH should only contain the names of those who died as a result of naval aviation operations. Criteria were therefore developed in association with the Royal Australian Navy.
4. These criteria were agreed at the Association's Federal Council Meeting in October of 2009 and were then forwarded to CN for endorsement. The names resulting from their application were mounted on a 'Wall of Honour' placed outside the doors of the Fleet Air Arm museum at HMAS Albatross. An elaborate dedication ceremony was conducted on 11 November 2009, which included a Navy Guard and Band, a flypast of aircraft and two RAN chaplains to consecrate the list of dead.
5. This Governance Framework serves to enshrine the Criteria that underpin the Roll, and defines the process that must be followed should any person or body seek to make changes either to the criteria themselves, or any or all of the names on the Roll arising from their application.

NOMENCLATURE

6. The Roll of Honour referred to herein is the "**Fleet Air Arm Association of Australia Roll of Honour**" (FAAAA RoH) to signify its ownership and status, and to set it apart from the many other unofficial rolls of honour.

CRITERIA

7. The following are the two agreed criteria for the FAAAA RoH:
 - **All RAN/RANVR/RANR personnel who lost their lives as a result of naval aircraft operations.** The term "operations" covers those killed in action as well as those who died as a result of an aircraft accident, including those killed whilst serving with the Royal Navy or while flying in the United

Kingdom. The important factor is that they were RAN, RANVR or RANR aviators and their death was due to a flying incident.

- **Other Service persons who lost their lives as a result of Australian naval aviation operations.** Up to and during World War 2, RAN cruisers carried aircraft piloted by RAAF officers of 9 Squadron. These aircraft were involved in naval aviation accidents and in enemy action, and their crews were 'attached' to an RAN vessel and should therefore be included. After much deliberation, however, it was decided that those RAN aviators and RAAF pilots who lost their lives as a result of being in a ship that was sunk by enemy action would not be included as their deaths were not related to a flying incident.

DISPLAY

8. The names of those in the FAAAA RoH will be displayed on the "Wall of Honour" situated outside the Fleet Air Arm Museum at Nowra Hill. The wall is managed by the Fleet Air Arm Association whose National Executive body will pay for any new plaques, or approved changes to existing ones.
9. The names of those on the FAAAA RoH will also be displayed:
 - a. on a suitable board in the Fleet Air Arm Museum. The board is managed by the Museum, who will pay for any additions or approved changes to it, and
 - b. on a dedicated page on the Association's website.

CHANGES TO THE CRITERIA OF THE ROLL

Authority for Change

10. The authority for changes to the Criteria that underpin the FAAAA RoH is vested in the Federal Council.
11. Any change to either of the two RoH Criteria will have far reaching consequences, as even alteration of a single word can affect not only eligibility of future names, but also those already upon it. Such change cannot be considered lightly - it must only occur in exceptional circumstances, and must have universal agreement in full knowledge of its effect and consequences.

Process for Change

12. Proposed changes or additions to the FAAAA RoH criteria may be raised only at the Division or at National Executive level. They are to be submitted in writing to the National Secretary in the form of a Special Resolution for consideration at the Federal Council, as per clauses 14 & 19.5 of the Constitution.
13. The Resolution should contain specific detail of the proposed change(s) and sufficient detail and argument to support it.

14. In considering proposed changes to the criteria, the Federal Council should be guided by the following principles:

- a. The reason for the proposed change. The existing criteria were agreed by the Federal Council and have served us well. Changes to them must only be considered in exceptional circumstances and, even then, should not be taken lightly.
- b. The implications of the proposed change. Any alteration to the criteria, even by a single word, can have very significant implications for existing names on the roll. Some names of our dead may need to be removed from the Roll. Similarly, names which previously did not comply may need to be added. This will not only be a highly emotive process but may well be expensive in terms of replacing and affixing plaques and amending existing FAAAA RoH Boards.
- c. Actions required. In the event the Federal Council does approve change(s) to the criteria, it should be specific in regard to the exact nature of the change, what action is required and who is to do it.

15. In the event the FCM rejects any part or all of the Resolution its decision is final. No further avenue of appeal is available.

CHANGES TO THE **CONTENT** OF THE RoH

16. Changes to (or addition of) a name on the Roll will only ever affect just one record at a time, rather than all of them. Furthermore, as each Record contains only Rank, Initials, Surname and Date of Death, the scope of change is small.

17. The authority for changes to names on the Roll, either existing or new, is vested in the National President. In exercising that authority he will have regard to the recommendations of **an expert panel** constituted to examine the proposed change(s), in consideration of their historical and factual accuracy and adherence to the FAAAA RoH criteria.

Process for Change

18. Proposed changes or additions to the content of the FAAAA RoH may be raised by any individual or at Division/National Executive level. They are to be submitted in writing to the National Secretary.

19. The submission should contain specific detail of the change(s) requested and sufficient evidentiary material to support the claim.

20. The National Secretary will forward the submission to the National President who will nominate an expert panel to consider the matter. The panel should comprise not less than three people who have an interest in FAA history, and would normally include the Webmaster and the Manager of the FAAM although this is not mandatory.

21. The expert panel is to consider the proposed change(s), using the agreed criteria as their benchmark. In this process they may consult with any other parties to verify the accuracy of information presented to them. At the conclusion of the process they will prepare a short report for the National President with a recommendation whether to accept the change(s) or not, and their reasons.

22. The National President will consider the recommendations of the expert panel and decide whether the change(s) will be accepted, not accepted, or referred to the Federal Council where doubt or controversy exists. He will advise the National Secretary of his decision in writing.

23. Approved changes to the FAAAA RoH will have significance insofar as they will require new/replacement plaques to the Wall of Honour, and amendments/additions to the Roll where it is promulgated. The National Secretary will be responsible for advising relevant people of the change(s): in particular, the Wall of Service administrator, the Manager FAAM, the Webmaster, the editors of 'Slipstream' and 'FlyBy', and all Division Presidents.

24. In the event the Delegate's decision is not agreed, it can be appealed to the Federal Council by the individual or organisation who raised the proposal.

Version: October 2018

Unanimously passed by the Federal Council Meeting of October 2018.
