



| 314SQNA AFC SOP 1/16

SQUADRON COMMAND

1. Command of No 314 (City of Wollongong) Squadron rests with the Commanding Officer, as appointed by the Officer Commanding No 3 Wing and promulgated in HQAAFC POR or 3WGAAFC RI.

SQUADRON APPOINTMENTS

2. The CO shall appoint staff and senior cadets to positions within the Squadron. These members have the authority of the CO and must act IAW any applicable duty statements.
3. The relationships between these positions are detailed in annex A.
4. Current incumbents can be found in CadetOne (C1), except for members of the unit safety committee, who are listed separately on the safety notice board, and flight commanders and section commanders, who are listed separately on the SQN notice board.

FLIGHT STRUCTURE

5. Cadets not appointed to Squadron management positions will be allocated to one of two flights, 'Hargrave Flight' and 'Kingsford-Smith Flight'. These flights will be of approximately equal size, and will have an even distribution of cadets from each training stage. Each flight will be commanded by a Flight Commander (FLTCDR), of the rank CSGT (where possible). These flights will form the basis of Squadron daily parade.
6. The responsibilities of the FLTCDR include:
 - a. ensuring the dress and bearing of all cadets in their flt is of a high standard;
 - b. conducting drill practices as directed by the CSQNWOFF;
 - c. being knowledgeable of all cadets' strengths and weaknesses;
 - d. ensuring motivation and 'esprit de corps' is strong within their flt; and
 - e. mentoring and development of their subordinates.
7. Each cadet will also belong to one of two sections within their flight. Each section will be commanded by a Section Commander (SECTCDR), of the rank CCPL (where possible).
8. The responsibilities of the SECTCDR include:
 - a. ensuring the dress and bearing of all cadets in their sect is of a high standard; and

- b. being the first point of contact for cadets in their sect on all matters except where OH&S, Equity & Diversity or similar policies permit direct approach to staff or the CO.

TRAINING PARADES

9. 314 Squadron will parade each Tuesday evening from 1830 h to 2145 h during the school term, unless otherwise directed.

- a. The parade program is as follows:

1830 h	Cadets arrive, building open
1840–1855 h	Squadron Daily Parade and Roll Call
1855–1910 h	Squadron Drill Practice
1910–1930 h	Commanding Officer's Brief
1930–2020 h	Period One
2020–2040 h	Break, canteen open
2040–2130 h	Period Two
2130–2135 h	Dismissal Parade
2135–2145 h	Administration Time, cadets dismissed
2145 h	End of Parade

10. Cadets should not arrive before 1830 h. In the event that a cadet arrives before the building is open, their parent/guardian must wait with them until an AAFC staff member has arrived and the building has been opened. This is to ensure the safety of the cadet.

11. Parents/guardians should arrive NLT 2145 h to collect their son/daughter/ward. Cadets must wait inside or adjacent to the building until their parent/guardian has arrived.

12. The first Tuesday evening training parade of each calendar month will be a CO's parade.

DUTY

13. The CNCO in charge of duty (CNCOIC DUTY) will maintain a roster detailing the following appointments, on a rotating basis:

- a. Duty Officer (DO), an IOC or OOC;
- b. Duty Member (DM), of the rank CCPL or LCDDT;
- c. Canteen Manager (CANMAN), of the rank CCPL or LCDDT; and
- d. Canteen Assistant (CANASST), of the rank LCDDT.

14. Duties of members filling these appointments include:

- a. the DO will ensure that the DM has completed all tasks on the Duty Checklist, and sign the Duty Log at the end of the parade;
- b. the DM will complete all tasks on the Duty Checklist, record significant events on the duty log and ensure that visitors are directed to staff in the admin office;

- c. the CANMAN will prepare canteen stocks for sale during break, pack up before the end of break and complete the Daily Stocktake and Cash Reconciliation form for submission to the ADMINO at the conclusion of break; and
- d. the CANASST will assist the CANMAN.

BUILDING ACCESS

- 15. Staff will be issued a PIN code for the alarm system, a main key, a key for the admin office and a key for the key cabinet. Keys for restricted areas will be issued only to staff holding certain appointments, eg the ADMINO will be issued a key for the admin cupboard. Other keys will be stored in the key cabinet.
- 16. A cadet who requires a key as part of their rostered duties should approach a staff member, who will unlock the key cabinet, issue the required key/s and lock the key cabinet.
- 17. Any member who is issued a key from the key cabinet is responsible for returning it before they leave the building.

IDENTIFICATION

- 18. All staff and cadets must wear a current AAFC identity card (or an ADF identity card for ADF Support staff) whilst on SQN premises.

VISITORS

- 19. Visitors must be directed to the admin office, where a staff member will ensure that they sign the Visitor Log, issue them with a Visitor Pass and conduct a Visitor Safety Brief.
- 20. Visitors must be directed to the admin office, where a staff member will ensure that they read the Visitor Safety Brief and sign the Visitor Log, then issue them a Visitor Pass.

ATTENDANCE AND LEAVE

- 21. The following types of activity are compulsory for all cadets:
 - a. Tuesday evening training parades;
 - b. National Service Day memorial service, on 14 Feb or the closest Saturday to that date;
 - c. ANZAC Sunday ceremonies, on the Sunday before ANZAC Day;
 - d. ANZAC Day ceremonies, including one Dawn Service, on 25 Apr;
 - e. Vietnam Veterans & Long Tan Day memorial parades, usually during August;
 - f. 314 Squadron Annual Ceremonial Parade and Presentation of Awards (IAW Annex E to HQAAFC RI 15/08), usually during November or December;
 - g. 314 Squadron Annual Dining-In Night, usually in December.

22. Members are required to attend the entire training parade each Tuesday evening, unless permission is granted by the SQNXI for them to depart early, and such permission is recorded on the duty log by the DM or the SQNXI.

23. When a cadet is aware in advance that they will be absent from a compulsory parade, they should obtain an Application for Leave from the admin office or from the SQN web site, complete it, have it signed by their parent/guardian (if the cadet is under the age of 18 years) and submit it to the SQNXI through the DM.

24. When a cadet is absent from a compulsory parade at short notice, they should, at the next opportunity, submit an Application for Leave in the manner described in para 23.

25. A cadet who is absent from a Tuesday evening training parade will initially be marked as 'absent' on the nominal roll. Applications for Leave will be processed regularly by the SQNXI, after which the ADMINO will update the nominal roll to 'leave' or 'sick' where appropriate.

26. A cadet who is marked as 'absent' for three consecutive Tuesday evening training parades must parade before the SQNXI to justify continuation of their enrolment.

ILLNESS/MISADVENTURE NOTIFICATION

27. To help ensure that existing illnesses/misadventures are not exacerbated by AAFC training activities, when a cadet is unfit to participate in drill or other scheduled activities of a physical nature they should submit a letter to the SQNXI, through the DM, during Squadron Daily Parade. The letter should include:

- a. rank, name and service number;
- b. nature of illness/misadventure;
- c. dates that participation in activities of a physical nature are to be avoided; and
- d. parent/guardian's name and signature (if the cadet is under the age of 18 years).

CADET DRIVERS/PASSENGERS OF CADET DRIVERS

28. IAW SOADMIN/POL/09 (3) cadets may only drive to/from Tuesday evening training parades and Squadron activities where approval is granted by the cadet's parent/guardian and accepted by the CO and recorded at the SQN, and cadets may only drive other cadets to/from Tuesday evening training parades and Squadron activities where the parent/guardian of the cadet passenger knows the driver and has granted approval which has been accepted by the CO and recorded at the SQN.

29. Templates for recording parent/guardian approval and requesting the CO's acceptance can be obtained from the SQN web site.

NON-SALUTING AREAS

30. The following are designated as non-saluting areas:

- a. admin office;

- b. corridors;
 - c. dormitories, except when being used as a classroom;
 - d. kitchen;
 - e. main room, when being used as a mess area, ie during break;
 - f. store rooms; and
 - g. toilet/shower areas.
31. Appropriate compliments are to be paid in all other areas.

STANDARD OF DRESS

32. Staff and cadets are to wear uniform to all parades, unless otherwise directed. Uniform for each parade will be DPU, except for CO's parades.
- a. Staff may choose to wear Service Dress (SD 1B or SD 1C), with qualification badges as appropriate, instead of DPU.
 - b. Civilian instructors should wear business-style attire.
33. Dress for a CO's parade will be as follows:
- a. Service Dress (SD 1B) (long sleeve shirt and tie) for the cool-weather season (April to October); and
 - b. Service Dress (SD 1C) (short sleeve shirt) for the warm-weather season.
34. Jumpers are optional at all times throughout the year, however cadets are required to bring a jumper to parades during the cool-weather season. Refer to AAP 5135.003 Manual of Dress for further detail on seasonal change-over dates.
35. All members should maintain the highest standard of dress at all times, including on the way to and from parades and other activities. Civilian attire, including school uniform, must not be mixed with AAFC uniform.
36. All members are to ensure that uniform is worn IAW the AAFC Manual of Dress and AAP 5135.003 Manual of Dress.
- a. For males, faces are to be shaven IAW AAP 5135.003 Manual of Dress and no longer than three hours prior to the commencement of a duty period.
37. Headdress is to be removed at all times whilst inside the building except when required to pay complements:
- a. at the beginning and the end of each instructional lesson;
 - b. at the beginning and the end of the CO's brief; and

- c. when visiting the CO's office.
38. Exemptions from wearing uniform should be sought from the CO through the SQNXI.

MOVEMENT IN UNIFORM

39. Cadets must not run or play sport while wearing AAFC uniform.
40. A cadet carrying a backpack must wear the shoulder straps over both shoulders, except when marching across the parade ground to or from the car park when it is to be carried in the left hand, unless a medical condition prevents this.

ADMINISTRATION

41. Only those members performing administrative duties may enter the admin office.
42. When answering the telephone, the ADMINO or delegate should use the phrase "314 Squadron, *rank name* speaking, how can I help you?"
43. During the break, cadets may enter the admin office to browse the SQN library or to use the SQN computers designated for such use.
- a. Any publications borrowed from the SQN library must be recorded by the DM before being removed from the admin office.
 - b. Cadets using the SQN computers must observe the rules as posted.
44. Senior cadets may borrow equipment such as laptop computers for the purpose of lesson preparation and delivery, with prior approval from the TRGO or CI, providing each loan is recorded on the equipment loan register before the item is removed from the admin office.
45. The CO will maintain a record of which staff have been issued PIN codes and keys.
46. Staff and cadets are required to use C1 for administrative functions related to their AAFC service and C-LOG to request any issue or exchange of uniform.
- a. C1 can be accessed at the URL <http://cadetone.aafc.org.au>.
 - b. C-LOG can be accessed at the URL <http://log.cadetone.aafc.org.au>.

TRAINING

47. The TRGO will publish an annual schedule including extra-curricular activities at the beginning of each training year.
48. Cadets who miss a Tuesday evening training parade are to contact their subject instructor/s to receive information they have missed.
49. Staff and cadets should regularly check the 'Activity Calendar' under the 'Activities' menu in C1 and nominate for activities that they are interested in attending.

50. Selection for extra-curricular activities where limited positions are available will usually be on the basis of attendance at Tuesday evening training parades and other activities.

TAKING AND RECEIPTING OF MONEY ON BEHALF OF THE SQUADRON

51. Any member taking monies on behalf of the SQN must ensure that it is receipted correctly and stored securely.

52. The C1 Finance Module is to be used to create a receipt. The member creating the receipt is to print a copy of the receipt for the payer only if one is requested by the payer.

53. Monies should only be taken and receipted by members of the rank CWOFF and above.

54. No member should receipt money from themselves or a member of their family.

55. The FINO will complete a Sundry Payments form for submission to the CO at the conclusion of each weekly squadron training parade.

CANTEEN

56. The ADMINO will raise a Daily Stocktake and Cash Reconciliation form and complete the opening stocktake at the commencement of each weekly squadron training parade.

57. The CANMAN and CANASST will complete the Daily Stocktake and Cash Reconciliation form for submission to the ADMINO at the conclusion of break.

58. The ADMINO will verify the Daily Stocktake and Cash Reconciliation form and submit it to the FINO, who will submit it to the CO with the Sundry Payments form.

59. No forms of credit are permitted as part of the operation of the canteen.

60. The canteen will be operated by the CANMAN and the CANASST. While the canteen is operating, the only other cadets permitted in the kitchen are the CXO, CSQNWUFF and CNCOIC DUTY, if required to assist with the operation of the canteen; and any cadet using a microwave oven or sink for the purpose of heating a meal or cleaning crockery and/or cutlery.

AWARDS

61. The following awards may be made to cadet members of 314 Squadron at the Annual Ceremonial Parade and Presentation of Awards each year:

- a. FLTLT(AIRTC) Len Parsons Memorial Trophy for the Cadet of the Year;
- b. Instructor Award, for excellence in lecture preparation and training delivery;
- c. Port Kembla RSL Award for the Most Improved Cadet;
- d. Aviation Award, for achievement in powered flying and/or gliding training;

- e. Bernard Christie Memorial Trophy for Rifle Shooting, for excellence in firearms training and/or marksmanship;
- f. Warilla RSL Fieldcraft Award, for achievement in field training;
- g. Best Cadet Drill, for excellence in drill and ceremonial activities;
- h. Commanding Officer's Commendation, for consistent and outstanding involvement in the planning and conduct of Squadron activities during the training year; and
- i. SQNLDR(AIRTC) J. Kennedy Memorial Trophy, for the winner of the intra-Squadron Flight competition.

SQUADRON ROUTINE INSTRUCTIONS

- 62. Squadron Routine Instructions (SQN RI) will be prepared as required by the ADMINO and submitted to the CO for approval.
- 63. SQN RI are to be distributed during the CO's brief and posted on the SQN notice board.

DISPLAYING ORDERS AND INSTRUCTIONS

- 64. The SQN notice board, near the admin office, will be used to display:
 - a. this document;
 - b. subject and lecture room allocations;
 - c. annual schedule, including extra-curricular activities;
 - d. details of proposed wing training courses; and
 - e. other notices, at the discretion of SQN staff.

- 65. 3WGAAFC Routine Instructions will be displayed in the admin office.

- 66. It is the responsibility of each member to familiarise themselves with these instructions.

ENVIRONMENTAL RESPONSIBILLITY

- 67. Empty aluminium cans should be placed in the designated container. Aluminium cans must not be crushed or squashed, to avoid creating hazardous sharp edges.

- 68. Paper (except sensitive documents), cardboard, plastic and glass recyclables should be placed in the designated container in the admin office.

- 69. Sensitive documents (any document containing information that should be kept confidential, eg personal information, blank exam papers) that are no longer required should be given to the ADMINO for storage in the admin cupboard pending secure destruction.

EMERGENCY LOCKDOWN PROCEDURE

70. In the event that civilians in the vicinity of the Lake Illawarra Cadet Facility demonstrate threatening behaviour toward cadets, or persistently disrupt training activities, the following lockdown procedure is to be followed:

- a. supervisory personnel are to ensure that Squadron staff are notified immediately;
- b. all staff and cadets are to retire inside the building, close and secure the external doors and windows, and close window treatments;
- c. if necessary, staff and cadets will seek shelter in classrooms and turn off lights;
- d. the Duty Member is to attempt to account for all personnel and report to the Duty Officer;
- e. The Duty Officer or a staff member will notify *NSW Police Force* by calling **Triple Zero (000)** and provide them with the unit location, which is detailed in para 74.a; and
- f. The CO and/or XO will assess the situation and determine whether conditions are safe for the resumption of normal training activities.

EMERGENCY EVACUATION PROCEDURE

71. In the event of fire or other emergency, the following evacuation procedure is to be followed:

- a. any member noticing a fire is to raise the alarm by calling "*FIRE, FIRE, FIRE*", unless the fire alarm evacuation tone is activated;
- b. all staff and cadets are to exit the building immediately, via the safest route, and assemble on the grass west of the driveway between the footpath and the car park;
- c. the Duty Member is to attempt to account for all personnel and report to the Duty Officer;
- d. The Duty Officer or a staff member will notify *Fire and Rescue NSW* by calling **Triple Zero (000)**; and
- e. The CO and/or XO will, in consultation with *Fire and Rescue NSW* if applicable, determine when conditions are safe for the resumption of normal training activities.

HAZARDOUS CHEMICALS MANAGEMENT

72. Each member should familiarise themselves with the 314SQNA AFC Hazardous Chemicals Management Standing Instruction.

73. Safety Data Sheets (SDS) are held at the front entrance near the CO's office.

EMERGENCY TELEPHONE NUMBERS

74. The following emergency telephone numbers are to be kept on the DM clipboard and adjacent to the telephone in the admin office:

- a. **Police, Fire or Ambulance in an emergency — Triple Zero (000);**
 - (1) Anyone calling Triple Zero (000) should provide the following location information to the operator:

The address is Lake Illawarra Cadet Facility, 2/1A Northcliffe Drive, Warrawong NSW 2502, and the nearest cross street is Kully Way.
- b. **NSW Poisons Information Centre — 131 126;**
- c. **Wollongong Hospital — 02 4222 5000;**
- d. **Wilson Security — 1300 945 766;**
- e. **Romteck Grid (fire alarm monitoring) — 1300 552 231;** and
- f. **Brookfield Johnson Controls Help Desk (facilities) — 1300 658 975.**
 - (1) Staff should only use the facilities Help Desk to report urgent (safety critical or security critical) problems, and should quote building code 3156.



PF Barrett
Flight Lieutenant (AAFC)
Commanding Officer

PO Box 1133
WOLLONGONG NSW 2500
0447 981 980
paul.barrett@airforcecadets.gov.au

11 Oct 16

Annex:

- A. 314SQNA AFC Chain of Command

Enclosure:

- 1. Standing Instruction – Hazardous Chemicals Management