

# NEW ZEALAND CADET FORCES

## POLICY AND ADMINISTRATION MANUAL



The information contained in this Manual is not to be communicated to anyone outside the New Zealand Defence Force or the New Zealand Cadet Forces except by persons authorized in terms of DFO 70 or the Official Information Act 1982 to release official information.

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## **NEW ZEALAND CADET FORCES POLICY AND ADMINISTRATION MANUAL**

### **Authority**

1. This manual is issued pursuant to the Defence Force Act 1990 and is to be complied with by all concerned.

### **Conflict**

2. Nothing in this manual is to be construed as prevailing over any relevant Act of Parliament or regulations made under it.

3. If there is any conflict between this manual and any other orders or procedures issued within the Armed Forces, interim or otherwise, those orders are to prevail.

4. Any conflict between this manual and any other orders, rules, instructions or procedures issued within the New Zealand Defence Force should be reported through normal channels to the Chief of Defence Force without delay.

### **Sponsorship**

5. The NZCF Policy and Administration Manual is sponsored within Headquarters New Zealand Defence Force by the Director of Reserve Forces and Youth Development and coordinated by the Commandant New Zealand Cadet Forces.

**Dated** at Wellington this                      day of                      2015.

T. Keating  
Lieutenant General  
Chief of Defence Force



## FOREWORD

1. This instruction for the control and administration of the assistance given by the New Zealand Defence Force (NZDF) to the cadet scheme is established in consultation with recognised civilian supporting organisations. This instruction is promulgated with this in mind and are therefore to be taken as reflecting:
  - a. the limited nature of NZDF support;
  - b. the limitations and conditions applying to the support available from within the resources of the NZDF; and
  - c. the agreed requirements and desires of the recognised civilian supporting organisations, where applicable, for the guidance of Cadet Officers and Service persons.
2. The main purpose of this instruction is to formalise the management and organisation of the NZCF as raised in accordance with the Defence Force Act 1990 Section 6.
3. The additional purposes of these orders are to:
  - a. define policy relating to the use of resources of the NZDF in support of the Cadet Forces under the Defence Act 1990;
  - b. provide a basis for routine consultation with recognised civilian supporting organisations to enable them to assist the Corps or units of the Cadet Forces; and
  - c. explain the implications of any expansion in the existing Corps of Cadet Forces or increasing the present scales or levels of cadet activities.
4. The Cadet Forces or members of the Cadet Forces are not pursuant to the following sections of the Defence Act 1990:
  - a. Part 4 which provides for the terms and conditions of service in the Armed Forces, e.g. appointments, enlistment, commissions, provisions relating to minors, liability for the duration of service, fixing of pay and allowances for members of the Armed Forces. This part also contains sections concerning the operation of unit funds in the Armed Forces.
  - b. Part 5 which concerns terms and conditions of service for the civil staff of the NZDF.
5. Every instruction or directive promulgated in this manual is of general application to the Cadet Forces and is to be observed accordingly with due regard for Cadet Forces, members of the Cadet Forces and the parents or guardians/caregivers of the cadets.
6. Any civilian who expresses an interest or concern about cadet matters should communicate with the Commandant New Zealand Cadet Forces or the appropriate civilian supporting organisation so that such interest or concern may be properly represented.

7. Amendments to add to, change or revoke parts of this manual may be necessary from time to time and will be issued by the Commandant of Cadet Forces.
8. Directives, instructions and the like, issued within the Cadet Forces from time to time are not to be at variance with this manual.

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# CHAPTER 1 - Policy, Definitions and Terminology

## SECTION 1 - Definitions and Terminology

### Definitions

1.1 **Absent on Leave (AOL).** This means a period of absence from efficient duty of up to three months.

1.2 **Accredited Employer Programme (AEP).** This means that the NZDF acts as an agent of ACC and provides all cover, compensation and rehabilitation entitlements for work related injuries as specified in the Injury Prevention, Rehabilitation and Compensation (IPRC) Act 2001. This cover extends only to members of the NZCF during periods in which they receive taxable income from the NZDF.

1.3 **Air Training Corps (ATC).** This means the duly appointed NZCF Officers and the Cadets who are members of a Cadet Unit in the Air Training Corps.

1.4 **Air Training Corps Cadet.** Means any person, other than a NZCF Officer, who is a member of a Cadet Unit of the ATC and includes a Cadet Under Officer or any NCO of the ATC but does not include a member of the Armed Forces.

1.5 **Armed Forces.** Means the Royal New Zealand Navy (RNZN), the New Zealand Army (NZ Army) and the Royal New Zealand Air Force (RNZAF) collectively and includes any branch, corps, command formation or unit or other part of the Armed Forces but does not include any part of the NZCF.

**Note:** This definition is repeated in the Defence Act 1990.

1.6 **Authorised Activity.** This means those National and Regional courses and camps which are funded by NZDF and assisted through the use of NZDF resources subject to any financial or other limitations which apply at the time.

1.7 **Cadet Non-Commissioned Officer.** Cadet Non-Commissioned Officer means:

- a. in the SCC - a Leading Cadet, Petty Officer Cadet, and Chief Petty Officer Cadet, and Cadet Warrant Officer;
- b. in the NZCC - a Cadet Lance Corporal, Cadet Corporal, Cadet Sergeant, Cadet Staff Sergeant, and Cadet Warrant Officer Class II; and
- c. in the ATC - a Leading Air Cadet, Cadet Corporal, Cadet Sergeant, Cadet Flight Sergeant, and Cadet Warrant Officer.

1.8 **Cadet Unit.** Means a Community or School Unit authorised by the Minister of Defence as a recognised Unit of the NZCF.

1.9 **Commonwealth.** Means the Commonwealth of Nations and is an international association consisting of the United Kingdom together with states that were previously part of the British Empire, and dependencies.

1.10 **Defence Area.** Means any areas defined as such by section 2 of the Defence Act 1990 and includes any land, water or part of the seabed or any building, or part of a building, that is set apart, used or occupied for the purposes of the Defence Force, whether the property is owned by the Crown or is used or occupied by or on behalf of the Defence Forces with the consent of the owner. Defence Areas more particularly include:

- a. the Calliope Dock, Auckland, including any area owned or used by the Auckland Harbour Board;
- b. every Naval Establishment, Army Camp and Air Forces Base; and
- c. any arsenal and any other place used for the purpose of building, repairing or making or storing munitions or equipment for or belonging to the Armed Forces.

1.11 **Efficient Service.** For the purposes of calculating service for promotions, "Efficient Service" means participating in a minimum of 20 days per calendar year of Cadet training activities which may be accumulated from:

- a. each whole day of attendance at an Authorised or Recognised Activity which will count as one day; and
- b. six hours of attendance at Cadet Unit routine parades (i.e. two full parade nights) which will count as one day.

1.12 **Fatigues.** The duties carried out by Cadets attending Authorised Activities as Cadet Staff and subject to remuneration.

1.13 **Member of the Defence Force.** Means an Officer, a Rating, a Soldier or an Airman or a member of the Civil Staff.

1.14 **Military.** Means of, or pertaining to, the Armed Forces.

1.15 **New Zealand Cadet Forces Status.** The NZCF, Cadet Units and their members have a status distinct from that of the Armed Forces and members of the Armed Forces. The Defence Act 1990 provides that the NZDF comprises the Armed Forces and the Civil Staff of the NZDF.

1.16 NZCF personnel and Cadet Units are to be distinguished from members of the NZDF using the terminology provided in these orders.

1.17 **Non Regular Force.** Means the Royal New Zealand Naval Reserve, the Royal New Zealand Naval Volunteer Reserve, the Territorial Force of the New Zealand Army and the Territorial Air Force collectively.

1.18 **NZCF Units.** The NZCF operates in:

- a. Open Units. with membership open to the community; and
- b. School Units with membership normally confined to the staff members and pupils of a particular secondary school. The Minister of Defence may however approve a suitable member of the local community becoming an NZCF Officer of a School Unit, at the recommendation of the Board of Trustees.

- 1.19 **Regular Force (RF).** Means the RNZN, the Regular Forces of the NZ Army and the Regular RNZAF collectively.
- 1.20 **Reserve Forces.** Means the same as non regular force.
- 1.21 **New Zealand Cadet Corps Cadet.** Means any person, other than a NZCF Officer, who is a member of a Unit in the NZCC and includes a Cadet Under Officer, or any other NCO of the NZCC but does not include a member of the Armed Forces.
- 1.22 **New Zealand Cadet Corps (NZCC).** Means the duly appointed Cadet Forces Officers and the Cadets who are members of a Cadet Unit in the Corps.
- 1.23 **New Zealand Cadet Forces (NZCF).** Means the Sea Cadet Corps (SCC), the New Zealand Cadet Corps (NZCC) and the Air Training Corps (ATC) collectively and includes any part of those Corps.
- 1.24 **New Zealand Cadet Forces' Officer.** Means a person who holds a Cadet Commission from the Minister of Defence in any Corps of the NZCF but does not include an Officer of the Armed Forces.
- 1.25 **New Zealand Cadet Forces' Cadet Unit Commander (CUCDR).** Means the NZCF Officer appointed by the COMDT NZCF to command a Cadet Unit.
- 1.26 **Officer In Charge (OIC).** Means an NZCF Officer appointed to command an activity.
- 1.27 **Reactivation.** Is the process of reinstating a resigned NZCF Officer back into the NZCF. The level of processing will depend on the interval between resignation and application for reactivation, and the experiences and courses qualified prior to release.
- 1.28 **Recognised Activity.** The parade and weekend activities planned and funded by local communities and commanded by an NZCF Officer.
- 1.29 **Sea Cadet.** This means any person, other than a NZCF Officer, who is a member of a Cadet Unit in the SCC and includes any NCO of the SCC but does not include a member of the Armed Forces.
- 1.30 **Sea Cadet Corps (SCC).** Means the duly appointed NZCF Officers and the Cadets who are members of a Cadet Unit in the SCC.
- 1.31 **Staff Assistants.** Means those persons who regularly assist Cadet Units and have completed the NZCF 7 process.
- 1.32 **Supernumerary List (SL).** NZCF Officers who are unable to serve efficiently for a period greater than three months and do not wish to resign and who, on approval of the COMDT NZCF, have been transferred to the SL.
- 1.33 An NZCF Officer is maintained on Cadet Unit strength, and whose absence is recorded on the NZCF 20 with the abbreviation SL in the Officer Attendance column.
- 1.34 **Supplementary Staff.** Means those outside instructors and other individuals, who have gained a NZDF security clearance through the NZCF 7 process and who regularly assist with a Cadet Unit's administration and/or training.

1.35 **Under Officer (UO).** Means any person who holds the rank of Under Officer in any Corps of the NZCF.

1.36 **Unit Support Committee (USC).** Means the Unit Branch of the appropriate Recognised Civilian Support Organisation (SCANZ, CCANZ or ATCANZ).

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## SECTION 2 - Abbreviations, Acronyms and Designations

| Abbreviation | Designation   |
|--------------|---|
| AC           | Area Coordinator                                      |
| ACOMDT NZCF  | Assistant Commandant New Zealand Cadet Forces         |
| ATC          | Air Training Corps                                    |
| ATCANZ       | Air Training Corps Association of New Zealand         |
| ATP          | Annual Training Plan                                  |
| CAA          | Civil Aviation Authority                              |
| CAC          | Cadet Advisory Council                                |
| CACSC        | Cadet Advisory Council Standing Committee             |
| CCANZ        | Cadet Corps Association of New Zealand                |
| CCC          | Commandant's Consultant Committee                     |
| CDF          | Chief of Defence Force                                |
| CDT          | Cadet   |
| CFM          | Cadet Forces Medal                                    |
| CUCDR        | Cadet Unit Commander                                  |
| COMDT NZCF   | Commandant New Zealand Cadet Forces                   |
| CO           | Commanding Officer                                    |
| CFTSU        | Cadet Forces Training and Support Unit                |
| DFO          | Defence Force Orders                                  |
| DGRFYD       | Director General Reserve Forces and Youth Development |
| D of Q       | Denomination Of Quantity                              |
| DP           | Drill Purpose   |
| DPM          | Disruptive Pattern Material                           |
| DRFYD        | Director Reserve Forces and Youth Development         |
| HQNZCF       | Headquarters New Zealand Cadet Forces                 |
| HQNZDF       | Headquarters New Zealand Defence Force                |
| ICE          | International Cadet Exchanges                         |
| ID Card      | Identity Card   |
| MI           | Mounting Instructions                                 |
| MSC          | Mountain Safety Council                               |
| NCO          | Non commissioned Officer                              |
| NZCC         | New Zealand Cadet Corps                               |
| NZCF         | New Zealand Cadet Forces                              |
| NZDF         | New Zealand Defence Force                             |
| OIC          | Officer In Charge                                     |
| P/F          | Personal Files  |
| QSL          | Quebec Sign Language                                  |
| RF           | Regular Force   |
| RNZAF        | Royal New Zealand Air Force                           |

| Abbreviation | Designation                               |
|--------------|---|
| RNZN         | Royal New Zealand Navy                    |
| RNZNVR       | Royal New Zealand Naval Volunteer Reserve |
| RSO          | Range Safety Officer                      |
| SCANZ        | Sea Cadet Association of New Zealand      |
| SCC          | Sea Cadet Corps                           |
| SDAR         | Service Dress All Ranks                   |
| S/L          | Supernumerary List                        |
| SO A         | Staff Officer Administration              |
| SO T&D       | Staff Officer Training Development        |
| SPC          | Special Purpose Code                      |
| TF           | Territorial Force                         |
| TOETS        | Test of Elementary Training Skills        |
| UO           | Under Officer                             |
| USC          | Unit Support Committee                    |

## SECTION 3 - General

### Introduction

1.43 The NZCF, also known as Cadet Forces, comprise the SCC, the NZCC and the ATC. It is a community-based, voluntary, disciplined, uniformed training organisation for youth.

1.44 The organisation is not part of the NZDF but is maintained under the direction of CDF. NZCF are supported by NZDF in partnership with community support organisations; the relevant support is outlined in the NZCF Charter of Support.

### Vision, Mission and Values

1.45 The Vision of the NZCF is:

*'To be recognised as New Zealand's youth organisation of choice.'*

1.46 The Mission of the NZCF is:

*'To develop confident, responsible young citizens who are valued within their community by providing them, within a military framework, safe, enjoyable and challenging opportunities.'*

1.47 The NZCF core values are Respect, Integrity, Loyalty and Discipline.

1.48 The NZCF core values are defined as:

- a. **Respect.** Having respect and showing respect for others;
- b. **Integrity.** Being open, honest and trustworthy in all that we do;
- c. **Loyalty.** Being reliable and committed to our Unit and Corps; and
- d. **Discipline.** Always conducting ourselves in a responsible manner.

1.49 The NZCF core values are represented by behaviours that provide guidance for the way NZCF personnel should conduct themselves when undertaking NZCF activities. The behaviours are worded for individuals, but also apply to teams and/or the organisation as a whole.

1.50 All members of the NZCF will demonstrate the core values by:

a. **Respect:**

- (1) Accepting differences.
- (2) Encouraging, supporting and helping others.
- (3) Working together with a strong sense of teamwork.

b. **Integrity:**

- (1) Always doing what is right, even when no one is looking.
- (2) Being accountable for their actions.

(3) Challenging others to do the right thing.

c. **Loyalty:**

(1) Carrying out their duties to the best of their abilities.

(2) Always aiming high, trying hard and never giving up.

(3) Promoting the NZCF, their Corps and their Unit in a favourable way.

d. **Discipline:**

(1) Following the NZCF Code of Behaviour.

(2) Taking pride in their uniform and appearance.

(3) Conducting themselves in a way that will bring credit to them, their Unit and their Corps.

1.51 NZCF training programmes emphasise personal development for youths transiting through early adolescence to young adulthood. Success is measured by the number of Cadets who graduate from the NZCF training programmes, having met predetermined performance criteria. The organisation offers a quality, nationally coordinated training programme that aims to:

- a. foster a spirit of adventure and teamwork and develop those qualities of mind and body essential for good citizens and leaders;
- b. provide challenging and disciplined training activities which will be useful in service and civilian life; and
- c. promote an awareness of the Armed Forces and the role they play in the community.

### **The General Concept**

1.52 The NZDF provides limited and conditional assistance to the NZCF. The policy for the use of this assistance is largely established in consultation with the civilian support organisations, but facilities and resources of NZDF are available to support cadet activities subject to Defence priorities.

1.53 Members of the NZCF are, by definition in the Defence Act 1990, 'not members of the Armed Forces' however, through historical connection and current direction, retain the uniforms and strong links to their respective Services. The NZCF provides training and support through courses and programmes similar to those used in NZDF so that Cadets may develop leadership skills for roles in their communities.

### **Charter of Support**

1.54 The underlying philosophy of the scheme is that the Government contribution is to be made in partnership with recognised civilian support organisations that mainly comprise the Unit Support Committees of each Cadet Unit and their nationwide associations i.e., SCANZ for SCC Units, CCANZ for NZCC Units and

ATCANZ for ATC Units. Maintaining the scheme requires significant tangible community support to complement the NZDF support.

1.55 The NZCF Charter of Support is the document that expresses the obligations of organisations, including NZDF, in providing that support. The NZDF assistance is confined to providing direction and some resources, conducting limited training support and assisting with the imparting of knowledge most suitably provided by NZDF.

1.56 A copy of the NZCF Charter of Support wording/text is at Annex A to this chapter.

## **Background**

1.57 Prior to the implementation of the Defence Act 1971 the SCC, School Cadet Corps and the ATC were Corps related to and supported by the Navy, Army and Air Force respectively including the Navy and Air Leagues. When the Government announced that Government support to the Cadet Corps was to cease many public organisations responded by offering support to the NZDF to maintain the cadet scheme because of its social and community welfare value. A decision was accordingly made by Government and provided for under the Defence Act 1971 that:

- a. this youth development organisation would come under CDF direction but would be given an identity and standing, separate from that of the Armed Forces; and
- b. with the assurance of tangible support from local community resources the Government would permit CDF to provide limited and conditional support.

1.58 The Defence Act 1990 currently states that the Cadet Forces 'shall be maintained under the direction of the Chief of Defence Force' and that CDF may also provide limited and conditional assistance for expenses, clothing, stores, equipment, accommodation and training programmes. CDF may determine the terms and conditions of service of Cadet Forces' Officers and other members of the NZCF.

1.59 Within HQNZDF the COMDT NZCF and staff administer the NZDF directed aspects and support within the limitations of the funds allocated by CDF annually.

## **The Recognised Civilian Support Organisations**

1.60 The Minister of Defence, in terms of the Defence Act 1990, may formally recognise any organisation which has as its objective or as one of its objectives the promotion of the functions and interests of any Cadet Unit or Corps of the NZCF. This recognition is for the purposes of permitting those organisations to assist a Cadet Corps or Cadet Unit to carry out its functions or activities. The organisations so far thus recognised are:

- a. the Royal New Zealand Returned and Services Association (RNZRSA),
- b. SCANZ;
- c. CCANZ; and
- d. ATCANZ.

## **Enquiries by interested members of the Public**

1.61 Members of the Public with matters of interest or concern for the NZCF scheme are encouraged to make their approaches to the COMDT NZCF or the appropriate recognised civilian support organisation in order that they may be properly represented. In this regard, the following addresses should be used:

- a. The Commandant  
New Zealand Cadet Forces  
Headquarters New Zealand Defence Force  
Private Bag  
WELLINGTON 5347
- b. The Secretary  
Sea Cadet Association of New Zealand (Inc)  
PO Box 6198  
WELLINGTON 6141
- c. The Secretary  
Cadet Corps Association of New Zealand (Inc)  
c/- 36 Rainbow Dr  
Atawhai
- d. NELSON 7010
- e. The Secretary  
Air Training Corps Association of New Zealand Inc)  
PO Box 6198  
WELLINGTON

## **Temporary Orders**

1.62 The Temporary Order series is a process for disseminating new policy or procedures approved and required for action but not yet promulgated in this manual to all cadet force units. It may also cover the occurrence of temporary events requiring immediate and wide promulgation to all cadet force officers and urgent changes to Training Manuals.

1.63 The Temporary Orders issued will be numbered separately and in series and are to be retained in two places; a separate file in all units, where it can be read in conjunction with the NZCF PAM and on its subject file. The separate file is to be named NZCF Temporary Orders with file reference 1085/2/3. The series will be numbered in sequence prefixed with T and followed by the year. The first enclosure on the new file is to be the Index as attached to this order on which Temporary Orders are to be recorded on receipt.

1.64 The orders will only be valid if issued from this office under the Commandant's signature, on behalf of the Chief of Defence Force pursuant to Section 74(1A) of the Defence Act 1990. They will be issued, immediately to all Area Offices of the Cadet Force Training and Support Units and, after a short delay, to all units. This is intended to allow time for all RF Advisers to be properly briefed on the Order, before the implementation of the order at unit level.

1.65 Where an order has been in force for 2 years, is still valid and not yet promulgated in the appropriate Manual, it will be cancelled and the subject re-promulgated as a new Temporary Order.

1.66 Temporary Orders which deal only with temporary events will end with a cancellation date. The validity of Temporary Orders will be routinely promulgated so that cancellation of the order when the new procedure, policy or issue is promulgated in an amendment of the NZCF PAM or Corps Training Manuals can be seen and the cancelled order removed from the File.

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## SECTION 4 - Policy

### Guidance

1.73 **Cadet Advisory Council (CAC).** The policy for the use of NZDF resources for NZCF is established in consultation with the recognised civilian supporting organisations. The CAC meets annually or as required to review NZCF policy matters under the chairmanship of the CDF or such other Officer as he may appoint. This council comprises:

- a. the President of the Dominion Executive Council of the RNZRSA, or representative;
- b. the President of the SCANZ Inc, or representative;
- c. the President of the CCANZ Inc, or representative;
- d. the President of the ATCANZ Inc, or representative;
- e. the Single Service Chiefs of the Armed Forces, or their representatives;
- f. the DGRFYD and/or the DRFYD; and
- g. the COMDT NZCF.

1.74 **Cadet Advisory Council Standing Committee (CACSC).** This committee meets as required under the Chairmanship of the DRFYD to consider issues affecting the operation of the NZCF. Additionally, the committee will progress action directed by the CAC. These issues may be represented to the CAC or be proposed as policy amendments by the COMDT NZCF to CDF. The CACSC consists of:

- a. the President of the Dominion Executive of the RNZRSA, or representative ;
- b. the President of the SCANZ Inc, or representative;
- c. the President of the CCANZ Inc, or representative;
- d. the President of the ATCANZ Inc, or representative;
- e. the DRFYD (Chair);
- f. the COMDT NZCF (Deputy Chair); and
- g. the single Service Liaison Officers.

1.75 The COMDT NZCF is nominated to attend the National Councils of the recognised civilian supporting organisations to be, ex officio, in attendance at their National General Meetings and National Executive Committee meetings.

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## SECTION 5 - NZCF Writing Conventions/Procedures

### General

1.82 When corresponding with the NZDF, NZCF Officers are to use normal service writing conventions and templates. Full ranks and titles are to be used when corresponding to agencies other than NZCF and NZDF addressees.

### Rank Titles

1.83 In written form, NZCF rank titles are to be expressed as follows:

- a. a Cadet rank is to include the word 'cadet' eg., 'Cadet Corporal A.B. Bloggs', 'Petty Officer Cadet C.B. Bloggs'.
- b. a NZCF Officer's rank is to be followed by 'New Zealand Cadet Forces' (may be abbreviated to NZCF).
- c. an Under Officer does not require the word 'cadet' as it is a uniquely NZCF rank.

1.84 Abbreviations, in line with service writing conventions, are:

- d. Cadets: 'CDTCPL A.B. Bloggs', 'POCDT C.D. Bloggs' 'UO G.H. Bloggs'
- e. Officers: 'CAPT E.F. Bloggs, NZCF'.
- f. Gender identification is not to be used except where female identification is essential eg, for accommodation purposes, or a first name may be used, eg, 'CDTCPL (W) A.B. Bloggs' or 'CDTCPL Ann B. Bloggs'.

### Unit Titles

1.85 The use of abbreviated Cadet Unit titles in correspondence, to non NZCF or non-Service addressees is to be avoided and is not to be used in inter-Service communications. In other instances Cadet Unit titles, may be abbreviated as follows:

- a. Training Ship Tamatoa (Petone) - TS Tamatoa (Petone);
- b. City of Porirua Cadet Unit (CPorCU; and
- c. No 10 (City of Palmerston North) Squadron Air Training Corps - No 10 (City of Palmerston North) Sqn ATC.

1.86 The town/locality of Open Units is to be included in Open Unit titles. Where a Cadet Unit has been honoured by the granting of a Charter by a city or district council, the Unit is entitled to have the words 'city of' or 'district of' incorporated in their Unit title, on approval from the CACSC.

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# **ANNEX A - New Zealand Cadet Forces Charter of Support**

## **Introduction**

1. The Participants in this Charter are:
  - a. The Chief of Defence Force (CDF).
  - b. The Chief of Navy (CN).
  - c. The Chief of Army (CA).
  - d. The Chief of Air Force (CAF).
  - e. The National President of the Royal New Zealand Returned and Services Association Inc (RNZRSA);
  - f. The President of the Sea Cadet Association of New Zealand Inc (SCANZ).
  - g. The President of the Cadet Corps Association of New Zealand (CCANZ).
  - h. The President of the Air Training Corps Association of New Zealand Inc (ATCANZ).
2. CN, CA and CAF are collectively referred to as the single Service Chiefs. RNZRSA, SCANZ, CCANZ and ATCANZ are collectively referred to as the Recognised Support Organisations, being recognised by the Minister of Defence under section 81 of the Defence Act 1990.
3. This Charter records the understandings of the Participants as to their responsibilities and the assistance to be provided to the NZCF; namely, the Sea Cadet Corps (SCC), the New Zealand Cadet Corps (NZCC) and the Air Training Corps (ATC) by each of the Participants. For the avoidance of doubt, the SCC is affiliated to the Royal New Zealand Navy and SCANZ, the NZCC is affiliated to the New Zealand Army and CCANZ, and the ATC is affiliated to the Royal New Zealand Air Force and ATCANZ.
4. This Charter reflects the provisions of Part VI of the Defence Act 1990. The Charter has the status of a memorandum of understanding and therefore does not create binding legal obligations.
5. Nothing in this Charter is designed to diminish CDF's direction and real support for the NZCF, which includes the requirement to provide directions and guidance for all Cadet activities. Nor is it intended to diminish the responsibility of NZCF Officers to control and supervise the Cadet parades, training and other Cadet activities. Rather, it is intended to establish and define joint and separate NZDF and community responsibilities for the provision of general support to Cadet Units, which are Crown entities. The community, which includes parents, caregivers and guardians of Cadets, for the purposes of this Charter, is represented by the Recognised Support Organisations and the unit branches of those organisations (unit support committees).

## Role of NZDF

6. NZDF resources will be directed primarily towards the provision of uniformed personnel and other support for NZCF Unit training; training courses appropriate for Cadet Force Officers and Cadets; provision of uniforms for Officers and Cadets; Officer Management; a Code of Behaviour; and the provision of opportunities for Cadets to undertake training in NZDF establishments.

7. NZDF support for NZCF includes the provision of Members of the Regular Force personnel to plan and supervise a predetermined number of NZCF Officer and Cadet student training days on courses and activities per annum; the number to be promulgated by the CDF in the Annual Training Plan (ATP). It also includes the provision of travel and course accommodation for these courses and activities. These courses and activities will provide relevant military skills and leadership training to enable both NZCF Officers and Cadets to carry out their own Unit training with a military flavour. The courses and activities will recognise that the Unit training programme is being delivered to youth who are not subject to the Armed Forces Discipline Act 1971.

8. Acting under section 74(1A) of the Defence Act 1990, CDF will:

- a. Issue and monitor the implementation of regulations for NZCF training courses and activities;
- b. Provide direction and guidance for the conduct of NZCF Officers and Cadets during all NZCF activities, including:
  - (1) ensuring that directions and procedures for NZCF training programmes are published and regularly reviewed;
  - (2) ensuring that instruction is provided to all NZCF Officers and Cadets in Service knowledge and the development of discipline, leadership and team building;
  - (3) promulgating risk management rules and procedures for adventurous activities; and
  - (4) monitoring compliance with this Charter and the relevant regulations issued by CDF in consultation with the Recognised Organisations.
- c. Require that all authorised NZCF courses and training activities be properly directed and supervised by suitably qualified personnel.

9. Acting under section 78(1) of the Defence Act 1990, CDF will;

- a. Meet annually with the national representatives of the Recognised Support Organisations and the single Service Chiefs as a Cadet Advisory Council (CAC). The CAC will address issues affecting NZCF support and it will allow representatives to decide on ways in which the partnership may be further developed and clarified to assist the activities of the NZCF.
- b. Provide facilities for a Standing Committee of the CAC (CACSC) to meet regularly throughout the year to consider the progress and

- achievements of the NZCF and to discuss day-to-day issues for recommended action.
- c. Provide a public liability insurance policy for the purpose of indemnifying NZCF Officers and other approved adult leaders from civil liability for loss of or damage to third parties or their property, which arise from NZCF activities undertaken in accordance with proper controls.
  - d. Fund Authorised Activities to provide NZCF Officers with:
    - (1) the basic knowledge needed to administer their Unit,
    - (2) basic training in military style leadership and instructional technique,
    - (3) the basic skills to equip them to train and manage youth in a NZCF environment, and
    - (4) the skills to monitor and develop Cadet NCOs and others who conduct training within Units.
  - e. Fund Authorised Activities to provide NZCF NCOs with:
    - (1) basic training in military style leadership and management, and
    - (2) basic skills and knowledge to enable them to train younger Cadets.
  - f. Publish public information about the functions of the NZCF and the role of NZDF in supporting Cadet Units.
  - g. Maintain Records of Service and relevant data for the appointment and administration of NZCF Officers.
  - h. Provide funds to assist the National Executives of SCANZ, CCANZ and ATCANZ to maintain contact with their Branches (Unit Support Committees of Cadet Forces Units) to fulfill their obligations in this Charter.
  - i. Provide funds to assist the National Executives of SCANZ, CCANZ and ATCANZ to support approved international cadet exchange programmes.
10. CDF will provide most support or direction through the Commandant, NZCF, and the Commandant acts with the authority of CDF for these purposes.
11. Each single Service Chief will:
- a. Provide assistance and administrative support to Authorised Activities to be provided by or with the assistance of his Service under the Annual Training Plan (ATP).
  - b. Provide suitably qualified Members of the Regular Force for full time service on NZCF duties.

- c. Provide other Members of the Armed Forces as appropriate to assist in the direction and conduct of NZCF courses and training activities.
- d. Authorise the issue to each Cadet Unit affiliated to his Service of adequate uniforms, suitable for parade purposes, as are prescribed for wear by Cadets affiliated to that Service.
- e. Arrange for liaison between his Service and Cadet Units affiliated to his Service, as appropriate.
- f. Provide single Service facilities for Cadet Unit use to the extent possible consistent with his responsibility for the efficient, effective and economical management of the resources allocated to his Service.

## **ROLES OF THE NATIONAL EXECUTIVES OF THE RECOGNISED ORGANISATIONS**

### **RNZRSA**

12. The RNZRSA will:
  - a. Support the operation of individual Cadet Units by providing appropriate resources.
  - b. Encourage its members to become Cadet Unit Support Committee members.
  - c. Include NZCF Officers and Cadets in relevant ceremonial and commemorative activities.

### **SCANZ, CCANZ and ATCANZ**

13. The national executives of SCANZ, CCANZ and ATCANZ will:
  - a. Promote their affiliated Corps nationally.
  - b. Approve Corps training and activities which complement the training programme provided by NZDF.
  - c. Seek third party sponsorship to fund their affiliated Cadet Units.
  - d. Support inter-unit activities between Cadet Units and Corps.
  - e. Assist affiliated Cadet Units to find accommodation and will, except where the Cadet Unit is accommodated in a defence area, generally hold the title, whether freehold or leasehold, to the property occupied by the Cadet Unit, either directly or through a Unit Branch.
  - f. Provide suitable training and activity equipment.
  - g. Issue policy on the insurance of all property to which they have title, whether real or personal property, and consult with the Commandant to ensure that the property used by Cadet Units is appropriately protected.

- h. Inform the Commandant of any Association policies which affect their roles as mutually understood under this Charter.
  - i. Regularly consult with the Commandant on policy issues affecting Cadet Units.
  - j. Liaise with other organisations which support Cadet Units or Corps.
  - k. Send a representative to the annual CAC meeting and to the CACSC meetings.
  - l. Liaise with overseas Cadet organisations or Units for international cadet exchanges.
14. Additionally SCANZ will:
- a. Administer national resources and assets acquired for the benefit of the SCC.
  - b. In consultation with the Commandant, provide a disputes resolution process for use by SCANZ Unit Branches.

#### **OBLIGATIONS OF THE CADET UNIT COMMANDER (CUCDR)**

15. Every CUCDR will:
- a. Implement the individual Corps Training manual in consultation with HQ NZCF, through Area Headquarters.
  - b. In consultation with the Unit Branch of the affiliated Recognised Support Organisation, develop, coordinate, implement and supervise an annual programme of events, activities and local training for all Cadets (Recognised Activities).
  - c. Conduct activities during weekly Unit parades properly and consistent with the direction provided by CDF and the requirements of the community.
  - d. With the assistance of the Unit Branch of the affiliated Recognised Support Organisation, safely conduct adventurous and outdoor activities in accordance with guidance issued by CDF and those standards prescribed by organizations such as the Mountain Safety Council, the Royal New Zealand Coastguard and other bodies relevant to the activity undertaken.
  - e. Ensure that his or her own personal conduct and that of his or her other Officers complies with the NZCF Code of Behaviour.
  - f. Promote the participation of Cadets in community service projects.
  - g. Foster links and communications with other Cadet Units.
  - h. Comply with the conditions of any license to occupy Unit accommodation used by the Unit.

## **OBLIGATIONS OF RECOGNISED SUPPORT ORGANISATION UNIT BRANCHES**

16. Every Unit Branch of the affiliated Recognised Support Organisations will:
- a. Assist the CUCDR with the preparation and support of the annual programme of local Unit training activities which require community funding and support (Recognised Activities).
  - b. Approve and support Cadet activities planned by the CUCDR which are additional to NZDF provided training and activities (Recognised Activities).
  - c. Provide and administer funds for the Unit's local training, activities, equipment and clothing.
  - d. Assist with the provision of Unit accommodation and accommodation maintenance.
  - e. Promote the Cadet Unit within the region.
  - f. Assist the CUCDR with NZCF Officer and Cadet recruitment from within the community.
  - g. Liaise with the CUCDR on budgetary matters which may affect the Unit's activities.
  - h. Foster links with other Cadet Units in conjunction with the CUCDR.
  - i. Regularly liaise with the local branch of the RNZRSA and similar organisations.
  - j. Promote the participation of Cadets in community service, in support of the CUCDR.
  - k. Assist the CUCDR in the supervision of Unit events to ensure the activities meet the aims and objectives of the NZCF.
  - l. Assist the CUCDR with managing risks associated with Cadet Unit activities.
17. This Charter of Support comes into effect from the date of its signature and replaces all other previous Charters of Support entered into between the Participants.

Signed at Wellington on \_\_\_\_\_ March 2012.

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## CHAPTER 2 - Training Functions and Activities of the Cadet Forces

### SECTION 1 - Training Functions and Activities

#### Responsibilities

2.1 The NZDF is responsible for providing limited and conditional support to the NZCF under Section 78 of the Defence Act 1990 to assist in the achievement of the functions of the Cadet scheme which are prescribed in Section 77 of the same Act. Additionally, the Cadet Units, from their own community resources assisted by civilian support organisations, may engage in other activities, which are recognised by the NZDF but are not necessarily provided with NZDF assistance.

#### Functions of New Zealand Cadet Forces

- 2.2 The functions of the NZCF, as prescribed in the Defence Act 1990, are:
- a. the conduct of training courses or training programmes similar to those undertaken by the Armed Forces;
  - b. the promotion of an appreciation among members of the NZCF of the functions and operation of the Armed Forces; and
  - c. the development of good citizenship among members of the NZCF.

#### Philosophy of Training

2.3 **Organisation.** The NZCF is a youth development organisation. Its members are not part of the Armed Forces; however, its activities are controlled by the CDF and substantially supported by the NZDF in partnership with the recognised civilian support organisations. The NZCF activities are conducted in a style similar to each Corps respective parent Service. In this regard the NZCF incorporates those Service elements necessary to achieve the goals outlined in the NZCF Charter of Support (Annex A to Chapter 1 of this Manual). This includes a rank structure, good order, and discipline.

2.4 **Focus.** The focus of NZCF training is on the development of the individual in a safe environment, in which, through positive reinforcement, acquisition of skills, achievement of goals, and team work, a member can gain a sense of social responsibility, self worth, discipline, and increased self-confidence, thus enabling them to develop as leaders and good citizens. While maximum benefit will be gained by completing the full training programme, individuals will nevertheless gain from participating in any phase of the training.

2.5 **Training Structure and Staff.** The training organisation is structured on a nation-wide basis comprising RF personnel employed at the national level (HQ NZCF) and regional level (Area CFTSU) and civilian volunteers at local level (Cadet Units). NZCF training conforms to a national programme of progressive levels for each Corps. There are three distinct areas of training, National, Regional and Local.

2.6 National and Regional courses and activities are aimed at training NZCF Officers and Cadets so they may conduct training within their own Cadet Units. These courses are funded by NZDF and defined as Authorised Activities.

2.7 Local training and activities are the responsibility of the CUCDR. They are detailed in the appropriate Corps training manuals, are community funded and defined as Recognised Activities. Cadet NCOs conduct the majority of training at Cadet Unit level under the supervision of NZCF Officers who are periodically assisted by RF Area Advisers. Where training in specialised subjects is required, the CUCDR may request specialists either from the local community or military establishments.

2.8 **Service Traditions.** Some aspects of the training programmes reflect the traditions of the parent Service but are not designed to train individuals for the NZDF. All training is designed to foster those personal qualities which will be of value in later life.

2.9 **Validation of Training.** The training is considered to be effective on an individual when:

- a. the predetermined training objectives have been achieved;
- b. it has had a positive influence; and
- c. welfare and safety have been enhanced.

## Activities

2.10 Training for members of the NZCF includes:

- a. training camps, courses and seminars for Cadets and NZCF Officers conducted by NZDF; and
- b. training parades conducted by Cadet Units:
  - (1) in accordance with a Corps training syllabus given in training manuals.
  - (2) in the designated Cadet Unit premises in the case of Open Units or in areas agreed to in the case of School Units.

2.11 Cadet Units may conduct additional training parades and other activities within their own resources. Regardless of who is running an Activity, if Cadets are involved, a Cadet Force Officer is to be in attendance.

2.12 The above activities are either:

- a. Authorised Activities, i.e. those National and Regional courses and camps which are funded by NZDF and assisted through the use of NZDF resources subject to any financial or other limitations which apply at the time ; or
- b. Recognised Activities.

### **Authorised Activities**

2.13 Assistance provided by the NZDF for Authorised Activities takes the form of Service resources and personnel including the use of Service training facilities. This assistance is:

- a. limited by the amount of finance which is allocated by CDF and single Service Chiefs for Cadet Forces purposes;
- b. directed to supporting and providing for those activities of a military style which cannot be provided from local community resources;
- c. designed to preserve the Service standards appropriate to the Cadet Corps so as to assist the Corps, Cadet Unit or members of the Cadet Forces in the achievement of the first two statutory aims of the scheme;
- d. subject to the availability of Service training facilities;
- e. subject to negotiation with single Services; and
- f. published annually.

2.14 The scale of Authorised Activities is balanced against:

- a. the expenditure of finance on travel, transportation and rationing;
- b. the availability of accommodation and training facilities in Defence Areas;
- c. the availability of assistance by RF personnel and items of equipment;
- d. the limited time available during the year for cadet activities, i.e., time out-side of school curriculum time; and
- e. the limited availability of NZCF Officers; e.g., their time away from their civilian occupations. Additionally, the requirement to have a female chaperone where female Cadets are included in any overnight activity must be considered.

2.15 The Authorised Activities for the NZCF are approved annually by single Service Chiefs and determine the resources that will be made available. A programme of the approved Authorised Activities will be issued to Cadet Units in April each year showing the Authorised Activities for the ensuing July to June period.

2.16 Cadet Forces' training manuals, on issue to Cadet Units, give the detailed syllabus for each Authorised Activity and explain the provisions for Authorised Activities.

### **Recognised Activities**

2.17 The parade and week-end activities planned and funded by local communities and 'commanded' by an NZCF Officer are designated as Recognised Activities. Recognised Activities are required to be authorised to proceed by the Area AC CFTSU before the planned event. It is important that all Cadet Units record simply, all Cadet activities, and that the Area Office is notified of them. Monitoring

through occasional visits by NZDF personnel to Recognised Activities will still take place.

## **Risk Management**

2.18 This Manual provides guidelines on the risk management processes to be applied by all Cadet Units when undertaking their own adventurous or outdoor activities on land, sea or in the air.

2.19 Cadet Units must provide a post activity report for all Recognised Activities to the COMDT NZCF via the NZCF 20 process. This is vital to the overall transparency of the organisation. Cadet Units not reporting such activities result in a false, and sometimes poor, impression of number, range and type of NZCF activities undertaken. This has far reaching implications as activities are reported to Government periodically throughout the year.

2.20 The NZDF provides the organisational framework and co-ordination, the uniforms that provide the military characteristics of Cadet Units, and the training infrastructure and material necessary to deliver authorised activities.

2.21 All Authorised Activities provided at NZDF expense, are under NZDF control. However NZDF personnel are not to supervise Recognised Activities unless they are being held on NZDF Ships, Camps and Bases. In such situations a NZCF Officer must be present to provide Duty of Care to the Cadets.

2.22 The community is to provide the premises, facilities, equipment and the direction and conduct of all activities beyond those that Defence requires or provides.

2.23 Any activity undertaken by a Cadet Unit, including weekly parades, can be supervised by local community instructors, supporters, outside experts, and members of the NZDF (in particular those activities under NZDF control), however they are always at the instigation and under the control of the CUCDR.

2.24 The Cadet Unit's activities, which are controlled by CUCDR, and community supporters, require proper planning and skilled execution. These activities are to follow the mission and policies of the NZCF. This is to reduce the risk to people, equipment and the environment, as well as to maintain the high reputation in which the NZCF is held for providing valuable, disciplined, adventurous and safe training.

2.25 NZCF Officers are to maintain a responsible attitude to adventure activities, and prepare and plan well for all events. Training is provided to NZCF officers on various NZCF officer courses. NZCF Officers are to plan/conduct activities that are within their scope of qualification only i.e. Officer Bushcraft or Marine Safety Officer qualification etc.

2.26 NZDF retains the obligation to provide advice and support on risk management procedures for the NZCF, however the procedures for the NZCF should comply with community standards when these are considered adequate as the Cadets are undertaking the activities in the community.

2.27 Increasingly, civilian organisations are also providing their own qualifications and standards for reduction of risk in adventure activities. NZCF is to monitor developments in this area to maintain best business practice, and adhere to industry standards.

2.28 Risk assessment and activity management will, therefore, continue to be required for all adventurous and outdoor activities whether water, air or land based. Accordingly, the Mountain Safety Council Risk Management Model (RAMS) has been adopted as the national NZCF standard for activity preparation and planning and the guide to consider existing plans and procedures.

### **Chaperone Policy for Recognised Activities**

2.29 There is no specific requirement to have female or male chaperones for Cadets on Recognised Activities, including routine Cadet Unit parades.

2.30 It is considered desirable and recommended however, that, on any Cadet activity involving overnight stays there is an NZCF Officer (or alternatively, an adult who has gained an NZDF Security Clearance or Cadet over the age of 18) of the same gender as the Cadets on the activity.

2.31 CUCDRs must seriously consider the appropriateness of chaperones when making staffing decisions for Recognised Activities and use their discretion based on knowledge of the staff, Cadets, and type of activity involved.

2.32 The above paragraph does not alter the essential supervisory requirement for at least one NZCF Officer to be present at every Cadet activity. Supplementary Staff and/or chaperones are not permitted to be placed in positions of sole supervision of Cadets on Recognised Activities.

### **Appropriateness of Uniforms**

2.33 Cadet Units conducting NZCF activities as an element of their planning and risk analysis decide on suitable dress standards. NZCF uniforms are not mandatory in all cases.

2.34 The NZDF authorised parade uniform is provided to identify Cadets in ceremonial and formal parade and similar activities and is normally not suitable to wear for adventurous activities for the following reasons:

- a. Parade uniforms are too expensive to be worn for many Cadet activities and can not be kept in parade condition if worn for many working or playing activities.
- b. Applying risk management principles classifies camouflage clothing (DPM) generally, for use in the bush and mountainous activities as increasing the risk to personnel. This is because of the uniforms inherent capability to reduce the visibility of the wearer, especially when lost or injured.

### **Instructions for Parades and Recognised Activities**

2.35 The responsibility to plan, budget and control local Cadet activities rests with the organising NZCF Officer, the CUCDR and the USC/school board/recognised civilian organisation.

2.36 Cadet Units are to notify their Area Office of their intention to conduct these activities and seek authorisation to proceed. (refer paragraph 2.41). The Area Office will inform the Cadet Unit and HQNZCF if unsuitable activities are planned or being

undertaken (unsuitable being activities which do not progress the principles/mission of the NZCF).

2.37 An NZCF Officer is to accept responsibility for the command of any Recognised Activity. He or she is responsible that there are proper preparation and control measures in place for the activity. This is to reduce risk to all personnel taking part, and ensure that all involved are aware of the intentions. Potential risk to other people, equipment and the environment is also to be assessed and reduced.

2.38 Cadet Units are to use the Risk Management Plan (RAMS) form (NZCF 12) for all Recognised Activities. The Cadet Unit Officers are the principal activity planners and controllers and, therefore, the personnel who must be acquainted, trained and practised with the RAMS model.

2.39 The CUCDR is required to forward notification of his/her unit to conduct a Recognised Activity using the form NZCF 11 (NZCF Cadet Unit Activity Intention) along with the form NZCF 12 as appropriate to reach the relevant AC CFTSU at least 14 days before the start date of the planned activity. If NZDF resources are to be requested for any recognised activity then the request for such support through the Area Office is a separate procedure which will need to be forwarded six weeks before the planned event.

2.40 Following the activity the CUCDR is to forward a brief written report stating whether the activity objectives were achieved, whether any significant personnel injuries or equipment loss or damage were sustained, any other safety issues plus any valuable and or interesting comments; to reach their AC CFTSU no later than 14 days after the activity.

2.41 The RAMS process, including form NZCF 12, and a post activity report are required for all Recognised Activities. The exception to this being routine activities of a short duration such as local parades/ceremonies and local Cadet Unit fund raising or community service events, where it has been assessed that the level of risk is minimal.

2.42 When Cadet Units conduct a Recognised Activity regularly under the same circumstances each time (location, venue, conditions) then a generic NZCF 12 may be submitted to the AC CFTSU at the beginning of each training year to cover all occurrences of that activity.

2.43 All Recognised Activities should still be recorded on the Unit Monthly report, form NZCF 20, whether the RAMS process was used or not. This allows Cadet activity to be monitored nationally in a simple form, which supplements the more detailed Area information.

2.44 The number of Parade occurrences and times are to follow the stated requirements for efficiency so that the Cadet Unit satisfies the conditions for recognition as an NZCF Cadet Unit.

2.45 Recognised Activities may only proceed when the following occurs:

- a. authorisation for the activity has been granted by the CUCDR and a NZCF 11 and NZCF 12 have been lodged with the AC CFTSU 14 days prior to the activity;

- b. authorisation to proceed with the activity has been granted by the CFTSU;
- c. the liability and responsibility for the correct and proper supervision of Cadets is accepted by the NZCF Unit conducting the activity;
- d. there is an appropriate number of NZCF Officers (and chaperones if required) available who are appropriately qualified to supervise the activity;
- e. funding for the activity and any other necessary resources are provided by the recognised civilian support organisation and/or USC, or school authority for School Units, except as detailed in Section 5 of Chapter 3 of this Manual;
- f. the activity is conducted with due regard for the interests of the Services, members of the Armed Forces, the NZCF, members of the NZCF and the parents of Cadets; and
- g. the activity is conducted without RF staff of the NZCF, unless the RF staff have volunteered to assist.

2.46 The distinction between Public Funds and those funds privately raised by the sup-porters of the Corps and Cadet Units of the NZCF in relation to the conduct of recognised activities is explained in chapter 7 of these Orders.

2.47 The following lists detail the range of Recognised Activities available to Cadet Units. The list, however is not exhaustive, and may be added to from time to time on the advice of the COMDT NZCF in consultation with the recognised civilian support organisations.

2.48 **All Corps:** Activities such as:

- a. routine Cadet Unit parades;
- b. camping or tramping expeditions. The NZCF Officer in charge is to have completed the NZCF Officers Bushcraft Course or gained an equivalent Civilian qualification approved by the COMDT NZCF;
- c. air experience flights in military and civilian aircraft;
- d. participation in the Duke of Edinburgh Award Scheme;
- e. community affairs subjects such as Civil Defence Training; liaison with the NZ Police, Water and Mountain Safety Councils, Fire Departments and Life Saving Association; Order of St John and Red Cross training; Sport and Recreation Councils;
- f. participation in sporting events including competition with other Cadet Units;
- g. canoeing;
- h. boating in non-Service boats;

- i. visits to local government institutions, factories, civil airports, etc;
- j. instruction in useful skills, e.g. welding;
- k. ham radio operating;
- l. shooting clubs;
- m. overseas group tours including ex-change visits with other nation's Cadet Forces equivalent organisations;
- n. participation in civil occasions such as Trafalgar, ANZAC or Anniversary commemorations; and
- o. abseiling. May only proceed as a Recognised Activity when conducted by an abseiling instructor who has qualified on a course of abseiling instruction conducted by:
  - (1) the NZ Army Adventurous Training Centre; or
  - (2) the NZ MSC; or
  - (3) the NZ Outdoor Instructors Association; or
  - (4) the NZ Outdoor Pursuits Centre; or
  - (5) any organisation that provides NZQA recognised abseiling qualifications.

2.49 **Sea Cadet Corps.** Activities such as regattas and inter-unit boating competitions.

2.50 **New Zealand Cadet Corps.** Activities such as inter-unit skills competitions.

2.51 **Air Training Corps.** Activities such as Aero-modelling and power flying in non-Service powered aircraft, high performance Microlight aircraft and gliders. Refer to Annex A of this chapter for an explanation of the distinction between Authorised and Recognised Activities in relation to airborne activities.

2.52 Paintball, hang-gliding, gyrocopters, parachuting, paraponting, and parasailing, are not Recognised Activities and may not be undertaken by NZCF cadets regardless of Corps.

2.53 If in doubt as to whether a proposed activity is able to be conducted as a Recognised Activity the CUCDR is to make prior application to the COMDT NZCF through the AC CFTSU, in sufficient time for the matter to be clarified and a decision advised.

2.54 Suggestions to add to or amend the above lists are to be referred to the COMDT NZCF.

### **Use of Live Animals for NZCF Training**

2.55 The use of live animals for training of Cadets is not, and never has been, part of the NZCF training philosophy and therefore the practice is not permitted.

## **Insurance**

2.56 The NZDF policy relating to insurance is detailed in chapter 7 of these orders.

## **Medical Coverage**

2.57 NZDF medics are not registered health professionals, and are able to diagnose and treat health conditions only in accordance with the Defence Medical Treatment Protocols (DMTP), which are designed for the support of a pre-screened working adult (military) population. The DMTP do not permit any treatment of children other than First Aid. Any deviation from the DMTP is illegal and contravenes the Medicines Act, and Defence Orders.

2.58 Accordingly, NZDF medics are unable to assist in Medical coverage of NZCF activities.

2.59 Medical coverage, when required, is to be achieved through the use of a medical kit, the minimum of which is outlined in Annex C, and an officer of the NZCF or support staff who is:

- a. a current holder of a St John first aid level one certificate; or
- b. a current holder of a Red Cross save a life certificate; or
- c. qualified in NZQA Unit Standards 6400/6401; or
- d. a current holder of a NZDF first aid certificate.

## **Casualty Reporting**

2.60 When a Cadet becomes a casualty through accident or serious illness while at-tending an activity, the NZCF Officer in charge of the activity is to inform the Course Manager, in the case of an Authorised Activity or the AC in whose area the casualty occurred in the case of a Recognised Activity.

2.61 The AC CFTSU is to report the accident or serious illness to the COMDT NZCF in accordance with the procedures detailed in Chapter 5 of these Orders.

## **Sea Cadet Corps – Day Skipper and Boatmaster Qualifications**

2.62 Reimbursement of examination costs associated with obtaining the NZ Coastguard day Skipper and Boatmaster qualifications is detailed at Annex B.

## **Operation of Boats by Sea Cadet Corps Units**

2.63 Sea Cadet Units may only operate:

- a. boats provided by the NZDF;
- b. boats provided by SCANZ; and
- c. other boats that the COMDT NZCF has given the Cadet Unit permission to operate.

2.64 Reserved

2.65 Reserved

2.66 Reserved

2.67 Reserved

2.68 Reserved

2.69 Reserved

## **SECTION 2 – Overseas Group Tours by Cadet Units/Cadets**

2.70 When an overseas tour may be classified as, or perceived to be, representing New Zealand, the organisers are first to seek approval for the tour from HQNZCF, through COMDT NZCF. The COMDT NZCF will advise HQNZDF as appropriate.

2.71 HQ NZCF will provide information to assist with trip planning and management.

2.72 Routine or social tours need not have prior approval from HQNZDF or COMDT NZCF, unless there is an intention to wear NZCF uniform while overseas. In such cases the approval of the COMDT NZCF is required, IAW with para 2.68 above.

2.73 In all cases of overseas tours the organiser is required to provide, prior to departure, a detailed itinerary giving:

- a. individuals names;
- b. passport numbers;
- c. Cadet Units;
- d. Service Bases to be visited;
- e. accommodation and travel details;
- f. contacts;
- g. addresses; and
- h. telephone numbers for the party while overseas.

2.74 This information will be passed to the NZDF Defence Advisers in the country to be visited.

2.75 While overseas group leaders must ensure that nothing they say or do could be construed as being on behalf of New Zealand, NZDF or NZCF, especially where assistance to the other country is involved. Any requests for assistance whether made formally, or informally, must always be referred to the NZ Government or NZ representative in that country.

### **International Exchanges**

2.76 International Cadet Exchange Programmes are to be processed in partnership between HQ NZCF and national support organisations. International exchanges are recognised activities that are listed on the Annual Training Plan under the Routine Action Schedule. NZCF support to the administration, processing, and conduct of international exchanges may vary from time to time due to constraints within national support organisations and issues beyond NZDF control. However, as a general rule, NZCF is responsible for internal/domestic arrangements, and national support organisations for external arrangements.

2.77 HQ NZCF is responsible for:

- a. liaison with host countries;
- b. drafting an inbound exchange administration instruction for HQ NZDF approval;
- c. providing an escort officer(s) for inbound exchanges;
- d. providing a grant to cover sundry expenses for inbound exchanges;
- e. recommending outbound escort officers and cadets;
- f. payment of escort officers (provided funds from the NZCF budget are available); and
- g. co-ordination of NZ participation on international cadet conferences via the NZDF Overseas Training Plan (OTP).

2.78 National support organisations are responsible for:

- a. selection and notification of escort officers and cadets;
- b. co-ordinating an activity programme for inbound exchanges;
- c. co-ordination of international travel for outbound escort officers and cadets;
- d. collating and submitting information requirements to host countries for outbound exchanges;
- e. issuing joining/administration instructions and directives for outbound escort officers and cadets;
- f. the provision of non-issue NZDF clothing; and
- g. the conduct of final briefings and checks prior to departure on outbound exchanges.

2.79 Reserved

2.80 Reserved

2.81 Reserved

2.82 Reserved

2.83 Reserved

2.84 Reserved

## **SECTION 3 – Cadet Unit Visits to NZDF Bases, Camps and Ships**

### **Introduction**

2.85 Units frequently visit NZDF Bases, Camps and Ships as part of their Recognised Activities, as a continuation of their understanding of the Armed Forces and for education. While service establishments deal differently with liaison tasks, this section provides the processes by which a unit undertakes a Base, Camp or Ship visit including stating the tasks that are required to be undertaken by the Area CFTSUs relating to the visit.

### **Background**

2.86 All NZDF Bases, Camps and Ships have their own processes and personnel who deal with visits by non-NZDF. Therefore the major aims of a unit visit, including making contact with the NZDF personnel on the Base, Camp or Ship and becoming acquainted with the functions of the Base, Camp or Ship, need to be articulated before hand. As the visits are Recognised Activities, cadet units need to have control of their own activity objectives and arrangements.

2.87 Although there is a requirement for CFTSUs to be aware of visits by units to NZDF Bases, Camps and Ships there is no need for Area Advisors or CFTSUs to be involved in the conduct of the visit.

### **Instructions and Responsibilities for Base, Camp and Ship Visits**

2.88 The responsibility to plan, budget and control Recognised Activities, including visits to NZDF Bases, Camps or Ships, rests with the organising NZCF officer, normally the CUCDR, and the local USC/school board/recognised civilian organisations. A NZCF officer is always required to command and accompany a cadet group visiting an NZDF Base, Camp or Ship. The exception to this is when a small group is embarked on a RNZN ship for a sea riding experience where the captain of the ship resumes the Duty of Care. When a cadet unit (or units) desires to carry out a visit to an NZDF Base, Camp or Ship the appropriate form (NZCF 17) is to be completed and forwarded to the AC of the relevant CFTSU in the Area in which the visit is intended. If the visit is out of the cadet unit's Area a copy of the completed form is to be forwarded, simultaneously to their own AC CFTSU. The AC CFTSU in the Area in which the NZDF Base, Camp or Ship is located will be the action CFTSU.

2.89 The action CFTSU will contact the Base, Camp or Ship concerned, gain approval or otherwise for the visit, and pass on the visit request form to the service establishment Administration Officer or equivalent, and inform the service establishment NZCF Liaison Officer (if one is appointed) of the approval or appoint an officer to act as the visit Liaison Officer. The service establishment Administration Office will then complete the NZCF 17 and return it to the NZCF Liaison officer or visit Liaison Officer. All subsequent liaison/organisation for the visit will take place directly between the appointed service establishment administrative personnel, NZCF Liaison Officer/appointed liaison officer and the cadet unit.

2.90 RF Area Advisors are not available to neither escort the cadet units nor interfere in the arrangements between Base, Camp, or Ship staff and Cadet Unit staff on visit procedures. However, they may inform Base, Camp or Ship personnel what

activities are considered suitable for NZCF cadets if there is an understanding that inappropriate activities may be planned.

2.91 During discussions between cadet units and the Base, Camp or Ship it is to be clearly established that any costs that the service establishment may wish to recover for the visit are the direct responsibility of the cadet unit. It is possible that the Base, Camp or Ship may waive some or all associated costs. Probable charges are to be considered before the visit is undertaken, the cadet unit informed by the Base, Camp or Ship and then invoiced or charged directly to cadet unit. The HQNZDF cost centre for NZCF purposes can not accept responsibility for Base, Camp or Ship visits by cadet units unless associated with an Authorised Activity promulgated in the NZCF Annual Training Plan.

2.92 Cadet Units need to be aware that inadequate or incomplete completion of the NZCF 17 - Service Establishment Visit form may lead to a delay which may affect the visit approval. A copy of the fully completed form is to be forwarded from the service establishment to the CFTSU and cadet unit as documented approval for the visit.

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## ANNEX A - Non-Service Flying by Members of the Air Training Corps

1. This Annex explains the distinction between Authorised and Recognised Activities in relation to aviation activities by members of the ATC.
2. Assistance in relation to flying activities for members of the ATC and authorised by the NZDF is limited to:
  - a. the conduct of power flying training for a limited number of selected ATC Cadets in Service aircraft at a training course which will be conducted by the RNZAF as programmed in the annual training plan of NZCF Authorised Activities;
  - b. the provision of the camping and accommodation facilities for NZCF members at one National Aviation Course including Power Flying and Navigation Training, and up to two Area Gliding Camps at which non-Service power flying and navigation instruction and gliding is provided to members of the ATC through non-NZDF resources; the dates and venues of these camps are also programmed in the annual training plan of Authorised Activities;
  - c. occasional air-experience flights in Service aircraft arranged by the NZCF ACs with the appropriate RNZAF authority on an opportunity basis; and
  - d. participation by members of the ATC in any other aviation activities, using non-Service facilities, occurs only in the context of a Recognised Activity.
3. The provision of such non-Service flying activities, including those required at the National Aviation and Gliding Courses is primarily a function of the recognised civilian support organisation, i.e. ATCANZ.
4. The appendices to this annex list matters which are intended to:
  - a. advise NZCF Officers and the ATCANZ of the assistance which may be provided, within prescribed limitations, by RF personnel for this Recognised Activity of the ATC (Appendix 1); and
  - b. co-ordinate the necessary direct participation of designated NZCF Officers in this Recognised Activity (Appendix 2).
5. Where Cadets fly in RNZAF aircraft either as passengers or pilots, third party insurance is covered by the NZDF Aviation Liability Policy.
6. **ATC Non-military Flying Activities.** The non-military flying activities of the ATC are Recognised Activities, and these are limited to flying activities in either powered aircraft, gliders or fixed wing high performance class two Microlight aircraft. Appendix 3 to this annex provides the policy, conditions and rules regarding flying in approved Microlight aircraft by members of the NZCF.

7. Flying experience in gyrocopters, paraponts, hang-gliders, parasails, and parachutes may not be carried out under the auspices of either the ATCANZ or the NZCF.

8. Non-military flying activities for Cadets are, in the majority of cases, restricted to flights as passengers and may include some 'hands on' experience during flights under the direct supervision of a Civil Aviation Authority (CAA) qualified instructor. Flying instruction (i.e., tuition towards a flying qualification) is provided to a lesser extent, and only then under the strict control of a CAA Qualified Flying Instructor who is normally a member of a civilian flying club or school.

### **Insurance**

9. As a general rule it is the owner and/or operator of the private aircraft who arranges appropriate cover for the use of their aircraft, but it is the responsibility of the ATCANZ to ensure that the necessary cover is provided under the owner's policy in regard to cadet flying activities before the activities take place. As part of its Risk Management procedures, the ATCANZ has adopted the following policies for National, District and local branches:

- c. check that the Insured (aircraft owner/operator) has a current insurance policy and that the sums insured are adequate;
- d. check that the policy extends to include the uses required (e.g., training), and provides third party coverage for cadet passengers/pilots; and
- e. request that ATCANZ be named as an additional insured for the period of the hire.

## **APPENDIX 1 TO ANNEX A - Participation by the RF Staff of the NZCF in the Flying Activities of the Air Training Corps**

### **Introduction**

1. The activities of the NZCF may either be:
  - a. Authorised Activities, i.e., activities which are provided through NZDF resources; or
  - b. Recognised Activities, i.e., activities that, although the NZDF is aware of their conduct, are not provided with direct support.
2. The ATC flying or gliding activities, which are authorised, are:
  - a. the National Power Flying Course;
  - b. up to two National Gliding Courses;
  - c. the Navigation Course;
  - d. the RNZAF Flying Scholarship; and
  - e. familiarisation flights in Service aircraft, which may be arranged by the AC CFTSUs on an opportunity basis during routine Service flights.
3. Other flying activities, such as gliding or flights in non-Service aircraft may be Recognised Activities. When such Recognised Activities are being satisfactorily conducted, members of the NZDF may assist.

### **Directive**

4. As shown below the RF personnel of the NZCF are to:
  - a. coordinate and control the arrangements for participation by members of the ATC in the above mentioned Authorised Activities;
  - b. be available in an advisory and ex officio capacity, to designated members of the ATC for the provision of advice on the conduct of certain Recognised Activities, which are concerned with non-Service flying;
  - c. ensure at all times the interests of parents of Cadets and the NZDF are safeguarded in any matters pertaining to non-Service flying activities which are participated in by members of the NZCF; and
  - d. ensure any participation by members of the NZDF in Recognised Activities supplements but does not interfere with or impede the performance of their primary function of coordinating and arranging the Authorised Activities of the Corps.

**Note.** RF personnel of the NZCF should not feel obliged to participate in the conducting of other flying activities managed by members of the ATC.

5. The A/COMDT of HQNZCF is accordingly to:
  - a. arrange, in the manner which is usual for a Cadet training course, for the assembly and mounting of those ATC Flying Training Courses scheduled annually;
  - b. be available, ex officio, to represent the COMDT NZCF at the national executive of the AT-CANZ in relation to ATCANZ Gliding Club matters;
  - c. liaise with the RNZAF for the provision of advice on such flight safety aspects which, from the RNZAF point of view, may be required by:
    - (1) ATCANZ; or
    - (2) ATC CUCDRs.
  - d. issue coordinating instructions which, in consultation with the ATCANZ and along the following lines, arranges the annual National Power Flying, Navigation and Area Gliding Courses;
    - (1) assemble such NZDF resources as are required for the domestic camping facilities;
    - (2) arrange the assembly and accommodation of the attending members of the NZCF;
    - (3) assemble those NZCF Officers or members of the ATCANZ who are selected by the ATCANZ to conduct the flying or gliding activities of the course; this is to include the individual appointed by ATCANZ to control the flying/gliding activities of that course and the foregoing non-Regular staff of the course, i.e., to be a Chief Flying Instructor for that course;
    - (4) ensure that the Cadets chosen to attend the course to participate in the flying/gliding activities are limited to those with the necessary funding and are nominated by Cadet Units;
    - (5) ensure that where possible none of the flying/gliding activities at the course are conducted by any member of the NZDF, i.e., it is expected that non-Regular Force staff outlined in sub-paragraph 4 will conduct the flying/gliding activities assisted where necessary, by attending members of the NZDF;
    - (6) ensure that none of the monetary arrangements associated with the payment for the use of non-Service aircraft during the course are conducted by any member of the NZDF, i.e., it is expected that the ATCANZ will manage all financial arrangements associated with the flying/gliding of the course;
    - (7) liaise with the appropriate RNZAF authority for the loan of specialist equipment such as fire extinguishers or mobile airfield control vehicles.
6. The ACs are accordingly to:

- a. select in consultation with designated NZCF Officers, CUCDRs and representatives of the ATCANZ, those Cadets to attend the annual ATC Flying Training Course; such selection is to be;
    - (1) made in conjunction with such selection procedures as are agreed to by the ATCANZ in relation to the award of civilian flying training scholarships to Cadets which are to be made by the association;
    - (2) completed no later than 30 September in each year;
  - b. represent the COMDT NZCF in ex officio capacities, at relevant meetings of the District executive meetings of the ATCANZ; and
  - c. coordinate and arrange for the assembly and mounting of each National Gliding Course along the same lines as shown in sub paragraph 5.5d (1-7).
7. Additionally, ACs may provide the following assistance, by:
- a. the repositioning of the gliders of the ATCANZ by road when a Service vehicle is available;
  - b. liaison with the Air Base Wing Commanding Officers of RNZAF Bases for the storage of the gliders and trailers of the ATCANZ on the bases, if required by the association.
8. ACs may locally arrange for familiarisation flights in RNZAF aircraft if suitable local flights are available during routine Service duties and the appropriate HQNZCF authorises such activity.
9. RNZAF Officers who are appointed Flight Safety Advisers during the National and Area Gliding/Power Flying/Navigation Courses are to:
- a. be under control of the AC CFTSU for the purpose of local domestic arrangements;
  - b. be responsible to the COMDT NZCF for:
    - (1) ensuring that any matters which in their opinion, affect or are likely to affect flight safety during the courses are drawn to the attention of the Course Director and the Chief Flying Instructor of that course;
    - (2) in the event of such advice not being satisfactorily acted upon, referring the matter expeditiously to the COMDT NZCF; and
    - (3) Suspending training and flying activities until satisfied that remedial action has been taken.
  - c. submit a report covering the safety aspects of the course to the COMDT NZCF on the completion of the course; and
  - d. assist the Chief Flying Instructor along the following lines,
    - (1) organisation and programming of the flying/gliding activities; and

- (2) ground tuition of Cadets on appropriate aviation subjects.

## **APPENDIX 2 TO ANNEX A - Coordination of Non-Service Flying Activities of the Air Training Corps**

1. It is recognised by the NZDF that the members of the ATC participate in non-Service light aircraft and gliding activities and air experience flights in chartered non-Service aircraft. It is also recognised that the ATCANZ may operate a Gliding Club with civil regulations for which the RNZAF does not have the expertise or authority for ensuring their observance. It therefore follows that such flying/gliding activities do not occur under the authority of the NZDF.

2. On the advice of the ATCANZ (to assist members of the ATC to participate in such flying/gliding activities) the following NZCF Officers may be appointed to ATC coordinators with duties in addition to their Cadet Unit duties:

a. **NZCF National Aviation Officer.** A National Aviation Officer may be appointed by the COMDT NZCF, in consultation with the National President of ATCANZ, and will be responsible for the provision of subject matter expertise, knowledge and advice to both the COMDT NZCF and National President of ATCANZ on all matters pertaining to aviation activities and aviation training within the ATC. Particularly, in regards to best practice and the safe conduct and operation of the flying activities organised and conducted by ATCANZ on the National Power Flying Course and National Gliding Courses. Specific responsibilities are listed in the position Directive.

b. **Area Gliding Co-ordinator.** An area gliding co-ordinator may be appointed, in consultation with the ATCANZ, by the ACs on behalf of the COMDT NZCF. They will be known as the Area Gliding Co-ordinator and be responsible, through the COMDT NZCF, to the ATCANZ for:

- (1) the implementation of the ATCANZ policy and administration in respect of ATC gliding and flying operations;
- (2) advice, in consultation with the NZCF National Aviation Officer, on matters pertaining to the policy for and administration of gliding and flying activities;
- (3) the standards of flying/gliding instruction and flight safety conforming to New Zealand Gliding Association requirements;
- (4) liaison with local gliding clubs for assistance, as necessary, with gliding for members of the ATC, ensuring that only properly qualified personnel and fully insured gliders are engaged for this purpose;
- (5) arranging the provision of towing aircraft, pilots, gliders and gliding instructors; and
- (6) appointing a Chief Gliding Instructor who may, if they are suitably qualified, be the Area Gliding Co-ordinator.

c. **Administrative Staff at Flying/Gliding Courses.** Those NZCF Officers appointed to the administrative staff of the National Aviation and Gliding

Courses, are responsible to the AC CFTSU for the satisfactory conduct of such activities in accordance with any orders, rules and regulations of the:

- (1) NZCF;
  - (2) ATCANZ;
  - (3) New Zealand Gliding Association;
  - (4) Airfield being used, Airways Corporation of New Zealand Limited; and
  - (5) CAA of New Zealand.
- d. **Co-ordinator Chartered Flights.** A senior NZCF Officer may be designated by the COMDT NZCF to be the co-ordinator of flights chartered by members of the ATC for air experience. The co-ordinator may liaise with:
- (1) CUCDRs throughout New Zealand on matters pertaining to non-Service aircraft chartered for the purpose of group familiarisation flights;
  - (2) the National Body of the ATCANZ on the foregoing for copy in the Association's newsletters; and
  - (3) CUCDRs or Branches of the Association as required, on matters concerning overseas group tours by members of the ATC.

## **APPENDIX 3 TO ANNEX A - Flying in High Performance Microlight Aircraft for Members of the New Zealand Cadet Forces**

### **General**

1. A high performance Microlight aircraft is defined as one that has a cruising speed of 75 knots or higher.
2. Advances in design, performance and safety in Microlight aircraft have been paralleled by reliability. Flying experience gained in high performance Microlight aircraft is now considered a valuable step when progressing to General Aviation and, due to the vastly reduced operating costs, is also a much cheaper method of gaining initial flight experience. Therefore the prohibition placed on Microlight flying has been lifted for high performance Class 2 Microlight aircraft only.
3. However, the following restrictions have been placed on any aviation experience or instruction given to members of the NZCF in Microlight Aircraft:
  - a. Members of the NZCF are only permitted to fly in a fixed-wing, Class 2 Microlight high performance aircraft whilst on an NZCF Recognised Activity;
  - b. Any Microlight aircraft used for NZCF aviation experience or instruction purposes must be fitted with lap and diagonal safety belts. These must be worn at all times by NZCF personnel whilst inside an aircraft;
  - c. Any Microlight aircraft used for aviation experience or instruction purposes must hold a full Microlight Flight Permit (not a temporary one) and also hold a current Annual Condition Inspection Certificate. They are not required to have the certificate of Airworthiness that General Aviation powered aircraft have. The stickers for these must be displayed in the aircraft being flown. If the sticker is unreadable the aircraft is to be treated as unsafe and grounded;
  - d. Instructors who fly Microlight aircraft for aviation experience or instructional purposes for members of the NZCF must hold a valid certification with the appropriate endorsements from either Sports Aviation Corporation Ltd or Recreational Aircraft Association of New Zealand. It is the responsibility of the CUCDR and the OIC of the activity to ensure all pilot and aircraft hold valid licenses/certificates and is covered in the NZCF 11 and RAMS Form. If a Pilot is going to provide general aviation experience or flying instruction to NZCF Cadets then they must have the Instructor Rating endorsement on the Pilot's Certificate - Microlight Pilots are issued with certificates not licenses. The instructor must also be endorsed for the type of aircraft they are utilising – i.e., given that there is a number of high performance Microlight types, the instructor must be specifically rated on the type being used for instruction. Additionally, if the Microlight is fitted with, either a tricycle or tail wheel type undercarriage, then this type must be endorsed on their Pilots Certificate. The instructor must also meet all current requirements of the type for which they are rated;

- e. NZCF Cadets who wish to fly solo must have attained the age of 16 years, hold a valid Microlight Medical Declaration and have received the Novice Pilot Certificate from the appropriate Microlight organisation (Sports Aviation Corporation Ltd or Recreational Aircraft Association of New Zealand);
- f. Any costs incurred in the procurement of a Microlight Pilot Certificate are the responsibility of the Cadet;
- g. Cadet Units can incorporate Microlight flying into their annual training programme as a Recognised Activity. Responsibility for the provision of support, including funding for these activities, rests with the recognised civilian support organisation, and/or the Unit's Support Committee;
- h. In all cases a Cadet Unit will be required to submit a completed NZCF 11 to their Area CFTSU prior to the activity commencing;
- i. Caregivers of Cadets wishing to partake in Microlight flying as part of a Cadet Unit's Recognised Activities programme are to be notified that their child is applying to fly in a Microlight designated as such on the New Zealand Civil Register. Microlight Aircraft that are not classed as General Aviation Aircraft and are therefore only required to hold a current Annual Condition Certificate. This Certificate means that a person approved by the CAA has inspected the Microlight. This inspection by an approved person means that the Microlight has been found to have met the requirements of good maintenance practices and is certified for use for a further 12-month period. Note that in this period repairs to the Microlight Aircraft do not have to be undertaken by a Licensed Aircraft Engineer; and
- j. Caregivers are required to complete the form NZCF 41 (Microlight Flying Consent Form and Medical Declaration) consent form prior to the activity, paying particular attention to the Caregivers Declaration section. The purpose of the consent form is to ensure that parents/guardians and the NZCF members are fully informed of the aircraft type to be flown, and of the fact that it is a Microlight aircraft and not a General Aviation classified aircraft.

## Insurance

4. It is the responsibility of the owner and/or operator of the private aircraft to arrange appropriate cover for the use of their aircraft. For Recognised Activities the CUCDR is responsible for ensuring that the necessary cover is provided under the owner/operator's insurance policy in regard to Cadet flying activities before the activity takes place. As part of the Risk Management Analysis, the CUCDR must check and ensure that:

- a. the Insured (aircraft owner/operator) has a current insurance policy and that the sums insured are adequate;
- b. the policy extends to include the uses required (eg, training), and provides third party cover-age for Cadet passengers/pilots with a waiver of liability against Cadet passengers/pilots; and

- c. for Authorised Activities, ATCANZ has requested to be named as an additional insured for the period of the hire.

## **ANNEX B - Reimbursement of Examination Costs New Zealand Coastguard Day Skipper and Boatmaster Qualifications**

1. The SCC Training Plan provides Sea Cadets with the opportunity to gain a New Zealand Coastguards Day Skipper and Boatmaster qualification. SCANZ has agreed to reimburse examination fees of up to \$500 per Unit (non-transferable) for successful candidates each year.
2. Each SCC Unit has been issued a copy of the Training Plan accompanied by a New Zealand Coastguard (NZCG) training pack. In the second year of training Sea Cadets are eligible to sit the NZ Coast Guard Day Skipper's examination and in the third year the NZCG Boatmaster's examination. Cadet Units will be encouraged to prepare as many Cadets as possible for the examinations but it is appreciated that not all Cadets will wish to, or is capable of, taking the examinations.
3. The NZCG offers a system of mock examinations which can be taken as many times as necessary prior to attempting the examination proper. These mock examinations are to all intents and purposes identical to the real ones and may be administered to Cadets by Unit staff. The SO T&D, through the Area Advisers, will make copies of mock examinations available at no cost to Cadet Units.
4. All SCC Cadets will be required to attempt a mock examination prior to attempting the NZCG examination that will be administered by a NZCG examiner. Cadets should not be allowed to proceed to the NZCG administered examination until a qualification is achieved in the mock examination. Cadets who do qualify on a mock examination but do not wish to attempt the NZCG administered examination will be awarded a NZCF Day Skipper or Boatmaster Qualification.
5. The Cadet Unit remains responsible for Cadets who wish to attempt the NZCG administered Coastguard examinations. The onus is on the Cadet Unit to pay the examination fees and arrange for the attendance of a NZCG examiner to visit the Cadet Unit to administer the written and oral examinations. The cost reimbursed by SCANZ cover:
  - a. Day Skipper Examination and Administration Fees; and
  - b. Boat Masters Examination and Administration Fees.
6. Cadet Units are encouraged to conduct NZCG testing only once during the training year. So that reimbursement by SCANZ may occur, a list of successful candidates accompanied by a photocopy of the Certified NZCG Certificate is to be forwarded to the SCANZ National Secretary by 31 March of the following calendar year.

## ANNEX C - First Aid Kit, 10 Person, General Purpose

| Ser | NIIN      | Description                              | Qty | Unit |
|-----|-----------|--|-----|------|
| 1   | 981031038 | KIT865 FIRST AID KIT, 10 PERSON, GP      |     |      |
| 2   |           | KIT865 COVER                             | 1   | EA   |
| 3   |           | KIT865 ILLUSTRATION                      | 1   | EA   |
| 4   | 981030809 | BANDAGE, Crepe, 7.5cm                    | 1   | EA   |
| 5   | 981030870 | BANDAGE, Gauze, Comp, No 15, Sterile     | 2   | EA   |
| 6   | 982037803 | CASE, F.A.K, Vinyl, 20cm x 22cm x 7.5cm  | 1   | EA   |
| 7   | 982044590 | CROTAMITON, 10%, Cream, 20g, Labelled    | 1   | EA   |
| 8   | 981030852 | DRESSING, Strip, Fabric, 6.3cm x 1m      | 1   | EA   |
| 9   | 982063724 | GLOVES, Med Exam, Nitrile, Large         | 4   | EA   |
| 10  | 982063725 | GLOVES, Med Exam, Nitrile, XL            | 6   | EA   |
| 11  | 981036689 | INSERT, F.A.K Case, Washable Lining      | 1   | EA   |
| 12  | 981081805 | KNIFE, Surgical, Mini, Size 11 Blade     | 1   | EA   |
| 13  | 982042576 | LORATADINE, Tab, 10mg, 6's, Labelled     | 2   | EA   |
| 14  | 982041178 | PARACETAMOL, Tab, 500mg, 20's, Labelled  | 2   | EA   |
| 15  | 218452238 | PLASTER, 25's, Band-Aid                  | 1   | EA   |
| 16  | 660895265 | POVIDONE IODINE, Soln 10%, 15ml          | 2   | EA   |
| 17  | 661518769 | PROBE, Splinter, Disposable              | 5   | EA   |
| 18  | 999306121 | SHIELD, Mouth to mouth resus, Disposable | 1   | EA   |
| 19  | 981069570 | SAFETY PIN, Size 3, Singles              | 6   | EA   |
| 20  | 981030839 | SLING, Cloth, Cotton, 110cm x 110cm      | 2   | EA   |
| 21  | 982006399 | SODIUM CHL, Irrigation, 0.9%, 30ml       | 5   | EA   |
| 22  | 982041171 | SWAB, Non Woven, 7.5cm , 5's, Sterile    | 5   | EA   |
| 23  | 200009316 | PAD, Antiseptic, 2% CHG+70% IPA sgles    | 12  | EA   |
| 24  | 123644010 | TAPE, Adh, Strapping, 2.5cm x 9m Single  | 2   | EA   |

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# CHAPTER 3 - Support from The New Zealand Defence Force

## SECTION 1 - General

### Introduction

- 3.1 The conditional and limited assistance given to the Cadet Forces includes:
- a. financial reimbursement for the Cadet Unit operating costs as laid down in Chapter 7 of this Manual;
  - b. the determination and administration of terms and conditions of Service of NZCF Officers, Cadets and Supplementary Staff as laid down in this Manual;
  - c. the provision of stores, including the loan of clothing and equipment (see Chapter 17 of this Manual);
  - d. an annual allowance for the upkeep of the cadet uniform stock in accordance with Cadet Unit gradings;
  - e. the provision of suitable firearms and an annual allowance of .22 ammunition for Cadet training purposes (see Chapter 13 of this Manual);
  - f. the provision of a range of courses and activities conducted by members of the NZDF to promote the functions of the NZCF;
  - g. other assistance by members of the Armed Forces, as specified in this Chapter; and
  - h. assistance with the provision of accommodation as explained in Section 6 of this Chapter.

### Constraints

- 3.2 NZDF provides assistance to NZCF for the conduct of NZCF activities subject to the following limitations:
- a. The commodities and support services are to be:
    - (1) confined to those which are available from NZDF to help maintain the military nature of the NZCF but which cannot be provided from local community sources, and/or civilian supporting organisations; and
    - (2) subject always to availability in the light of the needs and capabilities of the Armed Forces.

3.3 **Monitoring/Inspection.** NZCF RF staff will from time to time, be required to ensure that the cadet units are complying with the rules and procedures for the conduct of Cadet Forces training and the administration and custody of the NZDF resources made available to the NZCF.

3.4 **Stores and Equipment Loaned from NZDF.** All NZDF stores, equipment and materiel provided to Cadet Units remain the property of the NZDF and are to be accounted for in accordance with the procedures in this Manual.

3.5 **NZDF Firearms.** See Chapter 13.

3.6 **NZDF Insurance.** See Chapter 7.

### **ACC Cover**

3.7 The NZDF is an Accredited Employer under the Accident Compensation Corporation (ACC) Partnership Programme. This means that the NZDF acts as an agent of ACC and provides all cover, compensation and rehabilitation entitlements for work related injuries as specified in the Accident Compensation Act 2001. This cover extends only to members of the NZCF during periods in which they are receiving taxable income from the NZDF. Cover may also be extended to a NZCF member, while they are receiving taxable income, for time spent travelling to or from the course or activity.

3.8 ACC is responsible for the management and provision of the same entitlements under the Accident Compensation Act 2001 for all other injuries to NZCF members in the non-work situation.

3.9 Work related injuries are those that arise out of, or in the course of, paid employment with the NZDF. If medical treatment is required for a work related injury, the NZCF member is to inform the treatment provider that the NZDF is an Accredited Employer and that the ACC claim form should be sent to:

Accredited Employer Programme (AEP) Unit  
Headquarters NZDF  
Private Bag  
WELLINGTON

3.10 The NZCF member should complete the ACC 45 form that registers the injury and note that the employer at the time of injury was the NZDF.

3.11 The AEP Unit will register the claim and notify the NZCF member in writing of the claim decision. Approved claims will be managed by the AEP Unit, they will also co-ordinate the necessary treatment and rehabilitation services required to restore the health of the injured NZCF member. Should a Doctor certify that the work related injury prevents the NZCF member from engaging in paid employment for either the NZDF or another employer, the NZCF member will be paid by the NZDF for the first week of incapacity. This compensation will amount to 80% of the income from all sources in the 7 days prior to injury. Thereafter, income compensation will be calculated and paid in accordance with the Accident Compensation Act 2001.

3.12 Members of the NZCF should contact their AC CFTSU if more details/information is required.

### **Other Support**

3.13 **NZDF Vehicles.** Subject to availability, NZCF Officers are permitted to attend NZDF vehicle driver training/courses.

3.14 NZCF Officers who are required to drive military vehicles must:

- a. hold a full Land Transport Safety Authority licence for the appropriate class of vehicle; and
- b. hold a Defence Driving Permit for the class of vehicle.

3.15 Only suitably licensed NZCF Officers are to carry passengers in Military troop carrying vehicles or vehicles designed to carry 10 or more passengers.

3.16 **Loan of NZDF Vehicles.** NZCF units may borrow NZDF vehicles upon request, and will be subject to availability. No vehicle will be issued without the drivers having the appropriate licence/permits, as stated above.

3.17 **NZDF Vehicle Insurance.** NZDF operates a self insured system which covers NZDF vehicles on loan to NZCF Units. In the event of an insurance claim for a NZDF vehicle on loan to a NZCF Unit, the NZCF Unit will be liable for the excess of \$1000.

3.18 **NZDF Uniform Items.** Clothing items for Cadets provided by NZDF through initial issue, the annual budgeted allowance, or purchased by the Unit, or loaned by individual NZDF units, becomes the responsibility of the Cadet Unit and not individual Cadets. CUCDRs are responsible for the storage, issue, receipt, return and security of all unit-clothing stocks.

3.19 **Training Support.** Cadet training occurs weekly during evening parades throughout the school year, and on regular occasions; weekends and school holiday periods by arrangement and are conducted by Cadet Unit Officers. The NZDF funded and hosted training (Authorised Activities) is promulgated in the NZCF Annual Training Plan which is distributed annually to NZDF host units and NZCF Units.

3.20 The full range of training available in the Authorised Activities and courses is detailed in the NZCF Training Manual.

3.21 The training conducted by Cadet Units is a mixture of a directed programme and individual Cadet Unit choice. The minimum requirement is detailed in a multi-year programme for each Corps in the Corps Training Manuals. This provides the basis of national unity and consistency.

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## **SECTION 2 - Assistance by Members of the NZDF**

### **Assistance by Members of the NZDF**

- 3.28 The assistance given to NZCF by Members of the NZDF will be provided by
- a. Members of the RF posted to NZCF;
  - b. Members of the RF supporting Authorised Activities;
  - c. Members of the Armed Forces authorised to provide support directly based on a Cadet Unit request; and
  - d. Members of the NZDF, who, in a private capacity, support individual Cadet Unit activities voluntarily.
- 3.29 All support provided formally by Members of the NZDF and including paragraphs 3.26 a-d of this Manual, will be limited to providing training to maintain the military nature of the Cadet Forces which cannot be provided from local community resources by civilian supporters.

### **Support from Members of the Regular Force Posted to Cadet Forces Posts**

- 3.30 This support will be that which, on behalf of CDF:
- a. provides the skill, leadership and risk management training of the NZCF Officers to enable them to undertake their duties;
  - b. provides relevant skill and leadership training for Cadets to become Cadet NCOs and instructors;
  - c. monitors the conduct and performance of NZCF Officers in their Cadet Unit training programmes and activities;
  - d. provides information and instruction to all members of the NZCF on the functions and roles of the Armed Forces;
  - e. administers the authorised uniforms, rifles, ammunition, Cadet Unit reimbursements, travel and individual reimbursements of members of the NZCF; and
  - f. monitors compliance by Cadet Units with this Manual.
- 3.31 The planning and conduct of Authorised Activities is the responsibility of the COMDT NZCF.
- 3.32 **Monitoring/Inspection of Cadet Forces Units.** The COMDT NZCF is responsible for monitoring the conduct of Cadet Unit training. Additionally, Members of the NZDF posted or attached for NZCF duty are available to provide additional training at Cadet Units; to provide reinforcement of NZCF procedures and brief on relevant military knowledge and information. For this purpose the Cadet Units will be visited, as a minimum, as follows:

| Serial | Staff         | Frequency of Visits  |
|--------|---------------|--|
| 1      | COMDT NZCF    | Once every three years.  |
| 2      | HQNZCF Staff  | As required on direction of the COMDT NZCF                         |
| 3      | ACs           | NA:<br>Once every 18 months.<br>CA and SA<br>Once every 12 months. |
| 4      | Area Advisers | Once each school term  |

### **Assistance by Members of the NZDF other than those Posted to Cadet Forces**

3.33 At Authorised Activities, Members of the NZDF may, in order to supplement the staff of the COMDT NZCF, provide assistance in the conducting of specialist and military activities on NZCF Officer or Cadets courses. The COMDT NZCF, when planning the annual programme of courses and activities for the NZCF, will arrange this supplementary assistance with the Service commands.

3.34 At Cadet Unit Recognised Activities, individual NZDF Commanding Officers may authorise the provision of training and supervisory support at the request of the CUCDR, such requests having been signalled on the NZCF 11 Unit Activity Intentions.

3.35 For Specialist Support the relevant specialist Members of the NZDF are authorised to conduct:

- a. inspections of non-Service small arms ranges used by Cadet Units;
- b. inspections of Cadet Unit armouries and maintenance of Defence firearms on issue to Cadet Units;
- c. inspections as required for compliance with health and safety requirements; and
- d. investigations, as authorised, for Code of Conduct compliance.

3.36 **Voluntary Assistance to Units by Members of the NZDF.** Members of the NZDF may also, and are encouraged to, support voluntarily local Cadet Units in the training of Cadets or other NZCF members. This support may only be given if he or she is:

- a. invited to participate by a CUCDR;
- b. permitted to do so by his or her Commanding Officer;
- c. regardless of rank held, willing to observe and follow the instructions of the CUCDR; and

- d. willing to abide by the NZCF Code of Conduct insofar as it does not conflict with his or her role as a member of the NZDF.

3.37 The payment of Members of the NZDF, not posted to NZCF posts, whilst providing support to NZCF Authorised Activities, to Cadet Unit parades, or to Recognised Activities remains the responsibility of the NZDF Unit to which they are posted.

3.38 Where individual Members of the Armed Forces voluntarily support Cadet Unit parades or Recognised Activities, payment is not authorised.

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## **SECTION 3 - Medical and Dental Coverage and Casualty Reporting**

### **Medical Coverage**

3.45 In accordance with DFO 18 (Defence Force Orders for Medical and Dental Services) NZCF personnel (officers and cadets) who become casualties through accident or sickness while attending Authorised Activities may be provided initial/emergency treatment of illness or injury that may arise/occur. This is to be achieved through appropriate first aid trained personnel at the Activity if directed, and/or through local civilian medical facilities. A Medical plan must be included as part of any planning for an Activity. The plan must include the location and contact numbers for the medical facilities and evacuation services local to the activity, as well as the qualification level and equipment of the first aid personnel on the activity if required.

3.46 NZCF personnel attending training where medical coverage is required are to complete Form NZCF 8 (Cadets who are under the age of 18 are to contain authorisation by their approved caregiver) to allow any involved health services to provide appropriate treatment. Any pre-existing illness or injury, including medication/treatment currently being received, is to be annotated on Form NZCF 8. NZCF personnel are to ensure they have their own medication with them on activities.

3.47 No Medical coverage will be provide by the NZDF to NZCF Activities in accordance with Chapter 2 of this Manual. The medical facilities of those Service establishments where Authorised Activities are conducted are to be informed once civilian agencies have been called.

### **Documentation/Casualty**

3.48 When a Cadet becomes a casualty through accident or sickness while on board HMNZ Ships, in Service establishments or travelling on duty under Service arrangements to or from training, normal Services procedures are to be carried out regarding the initiation of accident or sickness reports and an Investigating Officer is to be appointed to a Command Investigation or Court of Inquiry, as appropriate.

3.49 The results of such actions are to be forwarded through normal channels to the COMDT NZCF where the liability of the Crown, if any, will be determined.

3.50 CUCDRs, NZCF Officers or Members of the NZDF in command of Cadets undergoing training have certain responsibilities in cases where such Cadets become casualties. The reporting procedures, which must be carried out, are detailed at para 5.19 of Chapter 5 of this Manual.

### **Dental**

3.51 Only emergency dental treatment is to be provided, where Service dental facilities exist, during those Authorised Activities conducted in a Service establishment.

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## SECTION 4 - Material Assistance for Authorised Activities

### Rations for Authorised Activities

3.58 Rationing is limited to the attendance numbers approved in the NZCF course or activity mounting instruction, which includes:

- a. those conducted in Service establishments; and
- b. designated Authorised Activities conducted outside Service establishments; i.e., in the field.

3.59 Rationing will not be provided for individual cadet unit Recognised Activities, either in terms of an issue of commodities or cash for local purchase of foodstuffs. Such activities will be catered for from local community resources. However, cadet units are permitted to purchase rations on repayment from NZDF establishments for use on such activities (refer para 3.94).

### Stores Equipment and Clothing

3.60 **Consumable Stores:** Will be provided, at the normal scale rates as applicable to the equivalent activities of the Armed Forces, for those Authorised Activities which are being rationed from the nearest Service supply agency.

3.61 **Uniforms:** NZCF will provide:

- a. NZCF Officers with an initial issue of NZCF uniform as a gratuitous issue; and
- b. Cadet uniforms to an approved level based on Cadet Unit strength, IAW the authorised NZCF uniform scales detailed in the respective Service orders.

3.62 All additional uniforms will be on a prepayment basis with purchases arranged through the appropriate CFTSU. Uniform scales are listed in Chapter 14 and the respective Service orders and manuals.

3.63 All uniform items remain the property of the NZDF and are to be accounted for in the manner laid down by HQNZDF.

3.64 Clothing is to be taken on charge by the Cadet Unit and issued on loan to individual cadets. Receipts for issues and returns are to be maintained.

3.65 **Other Service Clothing:** In addition to any uniforms issued to members of the Cadet Forces in terms of this section of this Chapter, loan issues of other Services clothing may be made from CFTSU regional pools within the following limitations:

- a. the duration of NZCF courses which are conducted in Service establishments; and
- b. those authorised NZCF activities which are conducted outside of Service establishments.

3.66 NZCF members attending outdoor activities (other than those explained in Chapter 2, Section 1, Paragraph 2.10a to this Manual) are to provide themselves with suitable protective garments, woollen clothing and adequate footwear. Lists of appropriate clothing will be promulgated for the activity.

3.67 AC CFTSUs are to submit a demand for Cadet activities through their normal Service channels at least eight weeks in advance of courses or activities so that availability can be advised or alternative arrangements made. NZCC Units may submit unit requests for the loan of clothing, equipment and materiel upon their allocated Army support unit eight weeks in advance of a scheduled activity.

3.68 **Laundry:** The normal Service laundering procedures are to be used when laundering bedding, Cadet loan clothing and equipment provided for the NZCF use. The cost of such laundering may be charged against the NZCF budget IAW Chapter 7 of this Manual.

3.69 **Equipment / Training Facilities / Accommodation.** Requisitions for equipment and stores, bids for accommodation and training facilities for Authorised Activities, are to conform with Service procedures, and are to be initiated by the appropriate AC CFTSUs.

3.70 The cost of providing any scale consumable items associated with the Authorised Activities which are requisitioned IAW this Section are, when readily identifiable by the providing Service establishments, to be met by the host Service establishment as described in Chapter 7.

3.71 **Camp Equipment.** The AC CFTSU may request camping or training equipment from the nearest Service establishment, as required for Authorised Activities. Whilst such equipment is to be provided at no cost to the NZCF, any freight charges or repairs associated with the provision of such equipment may incur a cost to NZCF which will be IAW Chapter 7 of this Manual.

## Boating

3.72 Sea Cadet Corps Boats:

- a. Boats for Sea Cadet Unit use will be provided by SCANZ to meet authorised boat establishments. It is a USC responsibility to acquire or construct boats to meet the needs in excess of establishment;
- b. The ownership of boats will remain vested in SCANZ, with the boats on loan to the individual SCANZ branches and under the operational control of the CUCDR;
- c. Repairs and maintenance will be the responsibility of the individual branches of SCANZ, in consultation with the CUCDR and the SCANZ National Executive; and
- d. HQNZDF will be responsible for the insurance of SCANZ Boats provided by Sea Cadet Units for Authorised Activities. The insurance will be against damage/loss, whilst in transit or use on the water.

3.73 **NAIAD Safety Boats.** The use of the NZCF NAIAD safety vessels is to be encouraged by individual Cadet Units under certain conditions when conducting on-water Authorised Activities.

3.74 To assist Cadet Units in maximising safety vessels for the conduct of on-water Authorised Activities:

- a. NAIAD safety vessel(s) may be booked through Area offices for use as additional safety platform(s) when Cadet Units (tri-corps) conduct on-water Authorised Activities;
- b. individual Units are responsible for vessel(s) up-lift and delivery back to CFTSU locations;
- c. a first parade is to be conducted by at least one CFTSU staff member qualified to conduct trailer and boat 'driver' inspections, and the NZCF Officer responsible for the vessel(s) prior to uplift, and directly on return with any defects noted;
- d. the NZCF Officer responsible is to sign for the vessel(s) and on behalf of the Cadet Unit which is responsible for any defects / damage incurred for the duration of the activity including towing from CFTSU location to activity and return;
- e. only personnel qualified on the NZCF MSO Course are authorised to drive the vessel(s) at any time;
- f. HQNZCF has marine hull and public liability insurance for use of the NAIADs. The cover does not include:
  - (1) When an NZCF RAMs form has not been approved by AC CFTSU;
  - (2) Let out on hire or charter;
  - (3) Used for earning income;
  - (4) For racing;
  - (5) Whilst towing or being towed by another vessel except for life saving purposes;
  - (6) Wear and tear, deterioration, natural decay, rust, marine and non-marine infestations, corrosion, discolouration, electrolysis or osmosis;
  - (7) Breakdown, failure of any component; or
  - (8) Pre-existing damage in subsequent damage.

3.75 The Cadet Unit signing for the receipt of the boat, trailer and associated equipment is accountable for the insurance excess in the event of loss or damage obtained during Recognised Activities, or for reparation in total when damage or loss results in non-approved activities, or paragraph 3.69 (f) above.

## Travel

3.76 Travel to and from Authorised Activities is to be arranged in the normal Service fashion in accordance with DFO 36, Defence Force Orders for Movements. Under no circumstances is duty travel to commence unless the travel has been authorised on an approved Form MD 420.

3.77 Travel arrangements are to be approved as follows:

- a. for HQNZDF staff of the NZCF by ACOMDT or SO Admin of NZCF;
- b. for Area staff of the NZCF by AC CFTSUs (or the Senior Adviser in the absence of the AC CFTSU) in the case of surface travel and by ACOMDT or SO Admin NZCF for approval in the case of air travel;
- c. for other Members of the Regular Force when participating in NZCF activities in terms of Section 2 of this Chapter, by their Service unit or Command Headquarters; and
- d. for SCC, NZCC and ATC Cadets and NZCF Officers by the AC CFTSUs (or the SA in their absence), for surface travel and air travel.

3.78 The responsibility for the dress, discipline and general conduct of NZCF personnel travelling to and from Authorised Activities lies with the senior NZCF Officer present, or, if no NZCF Officers are travelling with Cadets, the senior Cadet NCO present.

3.79 NZCF personnel, whilst travelling to and from Authorised Activities, have duty status on RNZAF scheduled aircraft.

## Service Transportation for Cadet Forces Members

3.80 All passengers travelling in Service transport are responsible for the insurance of their own baggage.

3.81 During Authorised Activities members of the NZCF may be transported in Service vehicles, ships, boats and aircraft as if the members were Service personnel on duty. In the case of Cadets, they must have the appropriate signed parental consent in their Cadet Record of Service booklets, NZCF 21, 23 or 3822.

3.82 The provision of Service transport for NZCF personnel and equipment, for either Authorised or Recognised Activities, is to be arranged by AC CFTSUs. ACs may request Service transport from any available Service establishment. Transport provided for Authorised Activities may be on a repayment basis as a charge against the NZCF budget.

3.83 Invoices for transport associated with Recognised Activities are to be sent directly to the Cadet Unit or Units using the transport. It is not to be debited to the NZCF Cost Centre.

3.84 **Use of Civilian Vehicles.** Should insufficient Service transport be available at the time of a particular Authorised Activity, vehicles may be hired on the prior authorisation of the COMDT NZCF, the cost of which being a charge against the NZCF budget.

### **Non-Service Transportation for Cadet Forces Members**

3.85 Except for what is provided for in the paragraphs in this Section, transportation of groups of NZCF members in private or non-Service vehicles during Authorised Activities, is forbidden.

3.86 If private transportation is used during Authorised Activities, it is entirely at the risk of the owner of the vehicle, the driver and the passengers.

3.87 No NZCF member is to order or direct any other NZCF member to use private transport during any activity.

3.88 NZCF Officers who wish to travel to or from Authorised Activities or courses by private vehicle are to obtain prior approval by applying to their AC CFTSU through their CUCDR. The AC CFTSU on approving the request will raise a MD 420 authorising the payment of Equivalent Surface Fares (ESF). ESF will not be paid in cases where Service transport is available. Only one ESF per vehicle may be claimed. On return from the activity/course the Cadet Forces officer is to submit a claim through the AC CFTSU, who will forward the MD 420 to the Accounts Section for payment action.

3.89 Pay for travel by private vehicle to activities, courses, conferences or seminars are not to be paid (unless authorised), in accordance with the NZCF Remuneration section detailed in Chapter 8 of this Manual.

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## **SECTION 5 - Material Assistance for Recognised Activities**

### **Introduction**

3.96 Assistance from the NZDF may be provided to facilitate the conduct of Recognised Activities within the following limitations.

### **Rations**

3.97 When a unit requires rations for a Recognised Activity, requests for Service rations may be placed through the AC CFTSU in consultation with the Commanding Officer of the Service establishment to whom the request is placed. Rations may be debited to the NZCF Cost Centre and cost recovery action will then be initiated from the Cadet Unit involved.

### **NAIAD Powerboats**

3.98 The NAIAD Powerboats based at CFTSUs were purchased for, and are for the express use of, Members of the Regular Force posted to NZCF. NZCF Officers may only operate the NAIADs in the presence of NZCF RF Staff, and must have completed the MSO qualification and be signed out by the SCC Advisor as suitably experienced. Where Cadet Units request the use of a NAIAD the authority to loan will be the sole responsibility of the AC and at all times. A full stocktake of the boat and trailer noting any damage is to be conducted on uplift and return with the intent that any damage incurred through negligence will be the sole responsibility of the CUCDR of the authorised Cadet Unit for the activity to rectify fiscally or by replacement.

### **Recruiting and Public Relations Trailer(s)**

3.99 The Recruiting and Public Relations Trailer(s) based at CFTSUs were purchased for supporting the recruiting aims and objectives of Cadet Units and the NZCF organisation as a whole. Cadet Units may request the use of the Recruiting and Public Relations Trailer(s) on the sole authority of the AC or his delegate. A full stocktake of all equipment and/or noting any damage is to be conducted on uplift and return with the intent that any damage incurred through negligence will be the sole responsibility of the CUCDR of the authorised Cadet Unit for the activity to rectify fiscally or by replacement.

### **Private or Non-Defence Vehicles**

3.100 It is recognised that Cadet Units, through their USC and/or civilian supporting organisations, may from time to time own and operate private vehicles, aircraft or boats. Such assets are not to be repaired or serviced in Service establishments.

3.101 No private vehicle, aircraft or vessel which is owned and operated by any Cadet Unit, USC, or recognised civilian supporting organisation is to be so marked with Cadet Unit or Corps titles that words appear in isolation of the operators of the vehicle. Such wording, if displayed on a non-Service vehicle, is to include the title of the appropriate USC or recognised civilian supporting organisation. Example:

- a. 'T.S. NONSUCH – Branch of Sea Cadet Association of NZ'; and
- b. 'No. 86 (EREWHON) SQN ATC – Air Training Corps Association of NZ'.

## **Other Assistance**

3.102 Additional NZDF resources may be required from time to time to assist Cadet Units, USCs, or their respective civilian supporting organisations in the conducting of Recognised Activities. Such resources which would normally be available to other civilian organisations for hire or reward may, at the discretion of the CO of the Service establishment, be provided to the Cadet Units, USCs, or recognised civilian supporting organisation at no cost. The AC CFTSU through the appropriate Service Command or establishment will arrange authority for their use.

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## **SECTION 6 - Cadet Forces Accommodation for Staff and Cadet Units**

### **General**

3.109 As part of the limited and conditional Government assistance to the NZCF, the following accommodation is provided:

- a. Accommodation for the Members of the NZDF posted to the NZCF; and
- b. Cadet Unit accommodation on Service Establishments currently used for Defence purposes, on an as available basis.

3.110 The provision of other accommodation for Cadet Units is a non-military matter. Accommodation for Cadet Units other than that explained above will be found, provided and maintained through the unit USCs and/or civilian supporting organisations.

3.111 Cadet Unit accommodation is to be:

- a. of the standard as detailed in this Chapter;
- b. inspected periodically by the Members of the Regular Forces posted to the NZCF to ensure that it is being cleaned and maintained to standards acceptable for a Cadet Unit; and
- c. in the case of any proposal for the raising of a new Cadet Unit, inspected by the NZCF RF Staff to ascertain the acceptability of the proposal.

3.112 Limited financial assistance may be provided from the NZCF budget, for the operating costs of the accommodation of Open Cadet Units. No such assistance is to be provided for School Unit accommodation.

### **Accommodation - Regular Force Cadet Forces Staff**

3.113 Storage and office accommodation for the RF staff of the NZCF will be provided according to the establishments shown in Chapter 4, at:

- a. HMNZS Philomel;
- b. RNZAF Base Ohakea;
- c. HQNZDF; and
- d. Burnham Military Camp.

3.114 Housing for the RF staff of the NZCF will also be provided at the above localities under appropriate Service administration and within the usual NZDF rules.

3.115 This accommodation when made available is provided at no cost to the NZCF.

## The Provision of Accommodation for Open Units

3.116 Open units may be accommodated, where suitable space is available, within Defence premises where the premises are currently used by Services. Should the space or building so allocated be required for NZDF use at some later date, it will be incumbent upon the USC and/or civilian supporting organisation to find and provide alternative accommodation. Notwithstanding this, in all cases it is expected that the USC, and/or civilian supporting organisations provide cadet unit accommodation.

3.117 When NZDF do not have rooms or buildings available for allocation to a Cadet Unit, and is in a position to give consideration to permitting the construction of the required accommodation either as an addition or modification to an existing building, or as a free standing structure, such additions would become Crown property. Continued tenancy rights will be permitted for as long as the land and buildings remain under NZDF ownership and providing the Cadet Unit continues to function.

## Definition of Categories of Open Unit Accommodation

3.118 The definition of categories of Open unit accommodation is as follows:

- a. **Class A premises:** Premises acquired by way of ownership, lease, or other arrangement by a Cadet Unit, USC or the recognised civilian supporting organisations and managed by them on behalf of the occupying Cadet Unit(s);
- b. **Class B premises:** Those NZDF rooms or buildings in Service establishments, i.e. Defence Areas, which are made available for Cadet Unit use on the basis previously explained in this Chapter;
- c. **Class C premises:** Premises owned by NZDF and made available solely for NZCF use; and
- d. **Class D premises:** Accommodation occasionally used by the NZCF for activities other than routine Cadet Unit parades, i.e., not as Cadet Unit accommodation, as arranged by the USC and/or civilian supporting organisations.

## The Sharing of Accommodation Responsibilities

3.119 Except where otherwise stated, the maintenance, repair and modification of Cadet Units accommodation together with the meeting of domestic accounts associated with Cadet Unit operating costs, is the responsibility of the units civilian supporting organisation.

3.120 Limited financial assistance may, however, be provided as a charge against the NZCF budget for open Cadet Units.

3.121 Such financial assistance is restricted to reimbursement, or partial reimbursement, of certain unit operating costs as detailed in this section.

3.122 The availability of NZDF funds and the amount of such financial assistance is discretionary and will vary annually depending on the sum remaining after all NZCF Fixed and operational expenses have been accrued.

## Reimbursement of Domestic Operating Items

3.123 The following specific items of operating costs for open Cadet Unit premises may be accepted as a charge against the NZCF budget along the lines explained in subsequent paragraphs:

- a. **Item 1: Rates.** Actual rates or grants in lieu of rates paid to local authorities;
- b. **Item 2: Energy Costs.** The reasonable costs of lighting and heating of buildings, accruing specifically from Cadet Unit training activities; and
- c. **Item 3: Telephone/Mobile/Internet Costs.** The cost of installation and rental of one telephone and internet connection per Cadet Unit qualifies. Toll calls, rental of private post boxes and postage do not qualify.

3.124 Reimbursement of domestic operating items are on a discretionary gratuity basis. All claims for reimbursement for the current financial year are to be received at HQNZCF no later than 15 May of that year.

**Note.** As there is no ability to carry claims over to the following financial year, any claims received past this date will be returned to the USC un-actioned.

3.125 On 1 June the COMDT NZCF will set the level of reimbursement, based on the financial position of the NZCF Budget.

3.126 The application of the operating costs to the various classes of accommodation as charges against the Cadet Forces budget is as follows:

| Class   | Items Applicable | Items Not Applicable |
|---------|------------------|----------------------|
| Class A | (Note)           | 1, 2, 3              |
| Class B | 2, 3             | 1                    |
| Class C | 1, 2,3           |                      |
| Class D | See below        | See below            |

3.127 When a building is not used solely by a Cadet Unit, only a proportion of the costs involved will be refunded. That proportion will be decided by the HQ NZCF.

3.128 Rates for Class B premises will be handled as a NZDF matter with no apportionment against the NZCF budget or USC while rates for Class C premises will be met by NZDF making a grant in lieu of rates to the local authorities as a charge against the NZCF budget.

3.129 **Power and telephone costs for Class B premises.** Where the power supply to the Cadet Unit is separately metered and the use of the telephone is separately accounted, charges are to be met by the USC and submitted for reimbursement through the NZCF. Where this situation does not exist, power and telephone usage is to be provided for by NZDF as part of the operating costs of that Service establishment with no apportionment against the NZCF budget or USC.

3.130 **Class D Premises.** All matters are to be separately negotiated by the USC for consideration by HQ NZCF. The costs incurred by this class of accommodation may be:

- a. met in full by the USC; or
- b. shared with NZDF as a charge against the NZCF budget.

### **Maintenance and Repair**

3.131 Procedures and responsibilities for the maintenance, modification and repair of open Cadet Unit accommodation are as follows:

- a. **Class A Premises.** The responsibility lies with the Units Support Committee.
- b. **Class B and C Premises.** CUCDRs are to make their repair and maintenance requirements known to the appropriate Service authority, through the AC CFTSU. Where the work is accepted as a charge against NZDF the procedure used by NZDF through an accepted maintenance agency is to be used to implement the work. Where the work is not accepted as a cost against NZDF the matter may be referred to the appropriate USC for completion at their expense. In such instances consideration may be given to permitting the work to be carried out from local USC resources.
- c. **Class D Premises.** All matters are to be separately negotiated by the USC for consideration.

### **Depreciation and Replacement Costs**

3.132 Payment will not be made from the NZCF budget towards depreciation. The replacement costs of any buildings or premises used or set aside for NZCF usage will not be provided for from the NZCF budget.

### **School Unit Accommodation**

3.133 School authorities will be responsible for the provision and maintenance of buildings for School Units. This is to include the provision and maintenance of schools' rifle ranges and range equipment and the provision of suitable storage for NZDF equipment used by the School Units. Where a school proposes to store firearms on its premises, the AC CFTSU in consultation with HQNZDF Defence Security Directorate, (DSyD), is to inspect the proposed armoury to ensure that it meets the requirements of NZDF security regulations.

### **Setting Accommodation Category**

3.134 When a new Cadet Unit is established and wishes to seek NZDF support of its accommodation or where a Cadet Unit or USC seeks to change its accommodation category an application is to be made to HQ NZCF.

### **Cadet Unit Accommodation**

3.135 **Open Units** - The desirable minimum accommodation requirements for an Open Unit are:

- a. Office Space:
  - (1) CUCDR: 2.5m x 3m or approx 7.5m<sup>2</sup>.
  - (2) Orderly Room/Ships Office (including Adjutant/Executive Officer): 3m x 3.5m or approx 10.5m<sup>2</sup>.
- b. Store Room: 3m x 6m or approx 18m<sup>2</sup>.
- c. Lecture Rooms:
  - (1) Main lecture room approx 56 m2.
  - (2) Secondary lecture room approx 37m2.
- d. Project Room: (modelling, radio and engineering) approx 46 m2.
- e. Armoury: lockable and secure to Services standards as certified by Defence Security Directorate, (DSyD).
- f. Access to parade space (preferably indoor) and toilets.

3.136 Additional accommodation matters such as showers, kitchenettes, canteen store may also be considered desirable by civilian support organisations.

3.137 Sea Cadet Corps units also require boat sheds and stowage space for boat equipment.

3.138 **School Units** - The provisions of paragraphs 3.127 to 3.129 also apply to School Units.

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## **SECTION 7 - Surplus NZDF Equipment**

3.145 When equipment becomes surplus to NZDF requirements and has a residual value in relation to Recognised Activities, consideration will be given to requests for the item/s to be donated to the Unit Support Committees or recognized civilian supporting organisations by NZDF. Such donated items are:

- a. not to be transferred to Cadet Unit NZDF registers or inventories but become the property of the USC/supporting organisation;
- b. to be entirely serviced, maintained, licensed and insured from USC/supporting organisation resources;
- c. to be controlled and operated by the USC/supporting organisation; and
- d. to be distinguished by way of signs or labels where possible, in such a way as to make it clear that the item is no longer the property of the Crown.

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## ANNEX A – New Zealand Cadet Corps Army Sponsor Units

| Serial | Northern Area Cadet Corps Units  | Unit Abbreviation | Location      | Army Sponsor Unit    | Remarks |
|--------|----------------------------------|-------------------|---------------|----------------------|---------|
| 1      | Kerikeri Cadet Unit              | KCU               | Kerikeri      | 3/6 Battalion, RNZIR |         |
| 2      | Whangarei District Cadet Unit    | WhanDCU           | Whangarei     | 3/6 Battalion, RNZIR |         |
| 3      | Mangawhai Cadet Unit             | MwiCU             | Mangawhai     | 3/6 Battalion, RNZIR |         |
| 4      | Waitakere City Cadet Unit        | WaitCCU           | West Auckland | 3/6 Battalion, RNZIR |         |
| 5      | City of Auckland Cadet Unit      | CACU              | Auckland      | 3/6 Battalion, RNZIR |         |
| 6      | North Shore Cadet Unit           | NSCU              | North Shore   | 3/6 Battalion, RNZIR |         |
| 7      | Maungarei Cadet Unit             | MCU               | Auckland      | 3/6 Battalion, RNZIR |         |
| 8      | Southern Cross Cadet Unit        | SCCU              | Maungarei     | 3/6 Battalion, RNZIR |         |
| 9      | Papakura Cadet Unit              | PapCU             | Papakura      | 3/6 Battalion, RNZIR |         |
| 10     | Hamilton City Cadet Unit         | HamCCU            | Hamilton      | 3/6 Battalion, RNZIR |         |
| 11     | Fraser High School Cadet Unit    | FHSCU             | Hamilton      | 3/6 Battalion, RNZIR |         |
| 12     | Western Bay of Plenty Cadet Unit | WBPCU             | Tauranga      | 3/6 Battalion, RNZIR |         |
| 13     | Opotiki College Cadet Unit       | OCCU              | Opotiki       | 3/6 Battalion, RNZIR |         |
| 14     | Te Awamutu Community Cadet Unit  | TACCU             | Te Awamutu    | 3/6 Battalion, RNZIR |         |
| 15     | Rotorua District Cadet Unit      | RDCU              | Rotorua       | 3/6 Battalion, RNZIR |         |

| Serial | Central Area Cadet Corps Units | Unit Abbreviation | Location | Army Sponsor Unit    | Remarks |
|--------|--------------------------------|-------------------|----------|----------------------|---------|
| 1      | Taupo Cadet Unit               | TaupoCU           | Taupo    | 5/7 Battalion, RNZIR |         |
| 2      | Gisborne Cadet Unit            | GCU               | Gisborne | 5/7 Battalion, RNZIR |         |
| 3      | City of Napier Cadet Unit      | CNapCU            | Napier   | 5/7 Battalion, RNZIR |         |

| Serial | Central Area Cadet Corps Units  | Unit Abbreviation | Location         | Army Sponsor Unit    | Remarks              |
|--------|---------------------------------|-------------------|------------------|----------------------|----------------------|
| 4      | Ruahine Cadet Unit              | RCU               | Waipukurau       | 5/7 Battalion, RNZIR |                      |
| 5      | City of Upper Hutt Cadet Unit   | CUHCU             | Upper Hutt       | 5/7 Battalion, RNZIR |                      |
| 6      | City of Porirua Cadet Unit      | CPorCU            | Porirua          | 5/7 Battalion, RNZIR |                      |
| 7      | City of Lower Hutt Cadet Unit   | CLHCU             | Lower Hutt       | 5/7 Battalion, RNZIR |                      |
| 8      | Wellington City Cadet Unit      | WelCCU            | Wellington       | 5/7 Battalion, RNZIR |                      |
| 9      | Rangitikei Ruapehu Cadet Unit   | RRCU              | Waiouru          | 5/7 Battalion, RNZIR |                      |
| 10     | City of New Plymouth Cadet Unit | CNPCU             | New Plymouth     | 5/7 Battalion, RNZIR |                      |
| 11     | Wanganui Cadet Unit             | WCU               | Wanganui         | 5/7 Battalion, RNZIR |                      |
| 12     | Feilding Cadet Unit             | FCU               | Feilding         | 5/7 Battalion, RNZIR |                      |
| 13     | Palmerston North Cadet Unit     | PNCU              | Palmerston North | 5/7 Battalion, RNZIR |                      |
| 14     | Taumarunui Cadet Unit           |                   | Taumarunui       | 5/7 Battalion, RNZIR | Awaiting recognition |

| Serial | Southern Area Cadet Corps Unit  | Unit Abbreviation | Location     | Army Sponsor Unit    | Remarks |
|--------|---------------------------------|-------------------|--------------|----------------------|---------|
| 1      | Ashburton Cadet Unit            | ACU               | Ashburton    | 2/4 Battalion, RNZIR |         |
| 2      | City of Christchurch Cadet Unit | CCCU              | Christchurch | 2/4 Battalion, RNZIR |         |
| 3      | Nelson Cadet Unit               | NCU               | Nelson       | 2/4 Battalion, RNZIR |         |
| 4      | Motueka Cadet Unit              | MotCU             | Motueka      | 2/4 Battalion, RNZIR |         |
| 5      | Timaru Cadet Unit               | TCU               | Timaru       | 2/4 Battalion, RNZIR |         |
| 6      | City of Dunedin Cadet Unit      | CDCU              | Dunedin      | 2/4 Battalion, RNZIR |         |
| 7      | Invercargill Cadet Unit         | InverCU           | Invercargill | 2/4 Battalion, RNZIR |         |

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## **CHAPTER 4 - Composition, Control, Organisation and Formation of New Cadet Units**

### **SECTION 1 - Composition of the NZCF**

#### **General**

4.1 The NZCF is comprised of the:

- a. Sea Cadet Corps (SCC);
- b. New Zealand Cadet Corps (NZCC); and
- c. Air Training Corps (ATC).

4.2 The Cadet Units comprising each of these Corps are detailed at Annexes A to C to this chapter.

#### **Factors Determining the Composition of the NZCF**

4.3 The strength and number of Cadet Units maintained by the NZDF are related to the availability of the following facilities:

- a. the limited finance allocated to NZCF by CDF;
- b. suitable accommodation;
- c. suitable adult youth leaders to serve as NZCF Officers;
- d. members of the Armed Forces who can be assigned to duties to provide training courses, instruction and administrative guidance of Cadet Units;
- e. the necessary items of equipment, stores and uniforms from NZDF resources; and
- f. recognised civilian agencies which provide local community support in tangible ways, for the conduct of Recognised Activities. The role of Unit Support Committees is outlined in the Charter of Support in Chapter 1 of this Manual. School Units must operate under the auspices of the school's Board of Trustees.

#### **Membership**

4.4 Membership of a Cadet Unit is to be in accordance with the terms of service and procedures given in Chapters 8 and 9 of these Orders. In particular:

- a. members of the Armed Forces attached to or assisting Cadet Units in accordance with chapter 3 of these Orders can not also be members of the NZCF; and
- b. members of the NZCF who join the Armed Forces must resign or be released from the NZCF.

## Unit Grades

4.5 Cadet Units are allocated an authorised grading annually. Whilst this grading establishes the maximum number of Commissioned NZCF Officers and Cadet NCOs permitted in each grade it should be used as a guide only, and strict adherence is not necessary. The grades provide the basis for determining the levels of funding and other NZDF support provided annually to Cadet Units. The detail of the grades is at Annexes A to C to this chapter.

4.6 The Cadet Unit grading is determined by the Cadet Parade attendance of each Cadet Unit as is shown in Table 4.1. However, the number of adult leaders, which the local community has been able to obtain and the capacity of the Cadet Unit accommodation may also be taken into consideration in setting grades. The accommodation factor is further explained in Chapter 3 of these orders.

4.7 A Cadet Unit which averages plus five Cadets during weekly parades over and above its current grade establishment for 12 months will be re-graded (refer to Table 4.1) after 30 June once all the previous year's Cadet numbers are verified by NZCF 20s.

| Unit Grade | Unit Strength | Increase in Grade | Reduction in Grade |
|------------|---------------|-------------------|--------------------|
| 1          | 0 – 30        | > 34.1            | -                  |
| 2          | 31 – 45       | > 49.1            | < 30               |
| 3          | 46 – 60       | > 64.1            | < 45               |
| 4          | 61 – 75       | > 79.1            | < 60               |
| 5          | 76 – 90       | > 94.1            | < 75               |
| 6          | 91+           | -                 | < 90               |

Table 4.1 Grading System

4.8 AC CFTSUs, CUCDRs, USCs and Branch Associations will be notified by 1 September of the Cadet Unit grades and clothing allowance for Cadet Units for the proceeding financial year.

4.9 A Cadet Unit that parades below establishment for one year or more will have its grade reduced. Further, a Cadet Unit which consistently parades below 50 per cent of a Grade 1 Cadet Unit will be subject to a review by HQNZCF to determine whether the Cadet Unit should continue to be a Recognised Unit of the NZCF and continue to receive the level of support for a Grade 1 Cadet Unit.

## Change in Unit Name/Title

4.10 A Unit wishing to change its authorised Cadet Unit name/title is to seek community consensus for the change (CUCDR, USC and major supporters' agreement) and forward a request stating the reasons/benefits for the desired change to the COMDT NZCF.

4.11 A letter of support for the name change is also required from the USC and any other relevant organisations.

4.12 Cadet Unit name changes will be considered by the CACSC before the approval or otherwise is confirmed.

4.13 When a Cadet Unit is granted approval to change its name, other than when granted the freedom of the City or District, the cost of replacement Cadet Unit Title insignia for the Cadets' brassards will be met from the Cadet Unit.

4.14 Freedom of the City or District entitles the Cadet Unit to bear the City's/District's name in its title, eg, No 63 (City of Harbourview) Sqn, ATC.

4.15 Reserved

4.16 Reserved

4.17 Reserved

4.18 Reserved

4.19 Reserved

4.20 Reserved

## **SECTION 2 - Control and Organisation**

### **The Control and Organisation of the NZCF**

4.21 The NZDF recognises that in many respects, many Cadet Units are dependant upon their Unit Support Committees and civilian supporting organisations for assistance. It is therefore recognised that these supporting organisations/committees have an interest in the manner in which Cadet Units are operated. Without this support the range of activities enjoyed by Cadet Units would be confined solely to that provided by the NZDF and would therefore lose much community benefit.

4.22 This Manual provides the rules and regulations of the NZCF on behalf of the Minister of Defence. Additionally the Charter of Support for the NZCF (at appendix 1 to chapter 1) provides the basis of the support from and control of, the Recognised Unit and national support organisations.

4.23 The NZDF support is conditional upon:

- a. the maintenance by Cadet Units of a high degree of efficiency and self-sufficiency in regard to the conduct of its military affairs and observance of Service standards;
- b. the acceptance of support from Unit Support Committees particularly in regard to the conduct of any non-military affairs of Cadet Units; and
- c. continued satisfactory acceptance and adherence to the procedures and requirements of this Manual.

### **Control - Headquarters New Zealand Cadet Forces**

4.24 The COMDT NZCF is responsible to the CDF through DRFYD/DGRFYD for:

- a. arranging and co-ordinating the approved annual Authorised Activities of the NZCF;
- b. arranging regular visits to Cadet Units by NZDF RF Staff posted to the NZCF for the purposes of liaison and guidance, co-ordination of Authorised Activities, efficiency inspections and monitoring compliance with the NZCF Orders;
- c. liaison with the Services for the provision of instructional and administrative support to supplement the HQNZDF provided resources;
- d. facilitating, where appropriate, the use of facilities in Service establishments for the conduct of NZCF courses, camps and visits;
- e. ensuring that the procedures of the NZCF follow such policies that may apply from time to time within the NZDF in relation to Armed Forces administrative and other procedures;
- f. providing guidance to the Cadet Units, Unit Support Committees and/or the national bodies of the civilian supporting organisations or school authorities in regard to the conduct of any Recognised Activity; and

- g. the control and administration of the NZCF budget and activities.

4.25 **Members of the NZDF posted to NZCF.** The posts shown below are those for the full-time members of the NZDF which support NZCF. The manning is to be rotated, where not designated as a single Service responsibility, on a tri-service basis.

4.26 **Headquarters Staff** (within Directorate of Reserve Forces and Youth Development, HQNZDF):

|              |                        |   |
|--------------|------------------------|---|
| COMDT NZCF   | Lieutenant Colonel (E) | 1 |
| ACOMDT NZCF  | Major (e)              | 1 |
| SO ADMIN     | Civilian               | 1 |
| SO TRG DEV   | Warrant Officer        | 1 |
| A/SO TRG DEV | Sergeant (E)           | 1 |
| SO EDUCATION | Civilian               | 1 |
| Clerk Admin  | Civilian               | 1 |

4.27 **Cadet Forces Training and Support Units:** Northern, Central and Southern:

|                         |                    |           |
|-------------------------|--------------------|-----------|
| Co-ordinator            | Captain (E)        | 3         |
| <b>Area Advisors</b>    |                    |           |
| Senior Advisor          | Staff Sergeant (E) | 3         |
| SCC                     | RNZN SNCOs         | 3         |
| NZCC                    | Army SNCOs         | 6         |
| ATC                     | RNZAF SNCOs        | 7         |
| Area Clerks             | Civilian           | 3         |
| <b>Total Area Staff</b> |                    | <b>25</b> |

4.28 The number of members of the NZDF available for NZCF employment is limited by:

- a. the manning situation of the NZDF;
- b. the financial implications on the NZCF budget; and
- c. the number of Cadet Units.

### **NZCF Officers**

4.29 Pursuant to the Defence Act 1990, an appointment of an NZCF Officer is made under the following terms and conditions, the NZCF Officer will:

- a. be appointed to a Cadet Unit or, under exceptional circumstances attached to HQ or Area CFTSU, as a Support Officer;
- b. carefully and diligently discharge his/her duty in the NZCF in such ranks as he/she may be appointed and subsequently promoted to;

- c. exercise good order and discipline to those junior NZCF Officers, Cadets and Supplementary Staff Members serving under them in their NZCF functions;
- d. observe and follow such Orders, instructions and directions received in respect of the NZCF duties from any NZCF Officer who is their senior or, whilst in a Defence Area, any member of the Armed Forces; and
- e. comply with the NZCF Code of Conduct.

4.30 In addition to these terms and conditions CUCDR and NZCF Officers are required to carry out the respective duties and responsibilities listed at annex D to this chapter.

### **Control - School Cadet Units**

4.31 School CUCDR are responsible to:

- a. their School authorities for the execution of Recognised Activities; and
- b. the COMDT NZCF through AC CFTSUs, for the direction and control of their Cadet Units IAW these Orders and NZCF Training Manuals.

### **Responsibilities of School Boards of Trustees**

4.32 School authorities are responsible for:

- a. the support of the Recognised Activities of their Cadet Units;
- b. submitting recommendations for Officer appointments as required to the COMDT NZCF; and
- c. the administrative arrangements for the management of financial matters and resources including Defence resources on loan.

### **The Recognised Civilian Support Organisations**

4.33 Every Cadet Unit is to have one Unit Support Committee The association of each USC is to be for:

- a. a SCC Cadet Unit - the unit branch of SCANZ Inc;
- b. a NZCC Cadet Unit - the unit branch of CCANZ Inc; and
- c. an ATC Cadet Unit - the unit branch of ATCANZ Inc.

### **Unit Support Committee Meetings**

4.34 NZCF Officers are not to be members of his/her Cadet Unit's USC. The CUCDR or his/her appointed Cadet Unit Officer is to attend USC meetings in an ex officio capacity whenever possible in order to meet the duties and responsibilities of NZCF Officers as detailed in Annex D of this Chapter.

4.35 Reserved

4.36 Reserved

4.37 Reserved

4.38 Reserved

4.39 Reserved

4.40 Reserved

## **SECTION 3 - Proposals for the Formation of New Cadet Units**

### **Preliminary Phase**

4.41 When there is interest in a community of an appropriate size (a minimum local population base of approximately 4000) for the formation of a Cadet Unit of the NZCF, the sponsors should first discuss the various issues and requirements involved in setting up a new Cadet Unit with the AC CFTSU and a representative of an existing recognised civilian support organisation (SCANZ, CCANZ or ATCANZ).

4.42 If, after this initial consultation the sponsors are prepared to proceed, they should then write to HQNZCF, requesting assistance for the preliminary phase of setting up the Cadet Unit. The sponsors should also provide the name/s of that person/s recommended for the position of a provisional Acting CUCDR.

4.43 HQNZCF will then provide the sponsors with a start-up package including an explanatory letter titled The Formation of a Cadet Unit (contents at Annex F) which details the procedures to be followed and the criteria which must be met before any proposal for the official recognition of a new Cadet Unit can be considered.

4.44 Additionally, it is normal for the COMDT NZCF to approve the provision of limited assistance from the local CFTSU during the formation phase, which will include occasional visits to the Cadet Unit and regular contact by the AC CFTSU and Area Advisers, and the loan of training manuals and resources.

4.45 The COMDT NZCF will confirm the appointment of a CUCDR designate, who will hold the position until such time as the appointment is confirmed in accordance with the provisions of chapter 8 of this Manual.

### **Application for Recognition**

4.46 When a new Cadet Unit has been parading for a period of not less than nine months, the individual identified as the CUCDR designate and Chairperson of the USC may jointly raise a proposal for the Cadet Unit to be accorded recognition by the Minister of Defence as a member of the NZCF.

4.47 Advice on the format and content of the proposal will be provided by the AC CFTSU and the recognised civilian support organisation, and will normally cover the following criteria:

- a. the efficiency and effectiveness of the USC;
- b. the efficiency, effectiveness and commissioning potential of the Cadet Unit's adult leaders;
- c. the number of young people regularly parading and the longer term potential for recruiting;
- d. the suitability of the Cadet Unit's premises;
- e. the Cadet Unit's financial viability; and

- f. the efficiency and effectiveness of the Cadet Unit's management, administration and training programme.

### **Consideration of Proposal**

4.48 On receipt of a proposal for recognition, the AC CFTSU or COMDT NZCF will visit the new Cadet Unit to assess how well the above criteria have been met. A successful inspection will result in a report being prepared in support of the Cadet Unit's proposal for recognition. This report, in conjunction with the original proposal, will be tabled for consideration by the annual general meeting of the CAC.

4.49 While the evidence of the Cadet Unit's viability and the community's ability to sustain the cadet unit, both in the short term and long term, is important to the Council's deliberations, of equal importance is the ability of the NZDF to provide the desired support and resources for the Cadet Unit, if recognised, within agreed funding levels.

4.50 If the CAC finds the proposal to be acceptable, an application will then be made by the CDF to the Minister of Defence for the Cadet Unit to be officially recognised. The Minister, on receiving the application, will approve or decline recognition accordingly.

### **Official Recognition of a New Cadet Unit**

4.51 On being advised of the Minister's approval, the COMDT NZCF will inform the Cadet Unit of the official recognition and authorise the AC CFTSU to provide personnel, administrative, training and logistic support IAW provisions of this Manual as a charge against the NZCF budget.

4.52 From this time, parading averages will be used to assess Cadet Unit Grade and calculations for annual clothing allowances.

4.53 Reserved

4.54 Reserved

4.55 Reserved

4.56 Reserved

4.57 Reserved

4.58 Reserved

## ANNEX A - Sea Cadet Corps Cadet Unit Composition

1. The following Cadet Units comprise the Sea Cadet Corps:

a. **Northern Area:**

- (1) TS Achilles (Auckland City);
- (2) TS Bellona (Auckland);
- (3) TS Chatham (Tauranga);
- (4) TS Diomedea (Whangarei);
- (5) TS Gambia (Auckland);
- (6) TS Leander (Auckland); and
- (7) TS Rangiriri (Hamilton).

b. **Central Area:**

- (1) TS Amokura (Wellington);
- (2) TS Calliope (Wanganui);
- (3) TS Tamatoa (Petone);
- (4) TS Taupo (Mana); and
- (5) TS Tutira (Levin).

c. **Southern Area:**

- (1) TS Cornwell (Christchurch);
- (2) TS Nimrod (Port Chalmers);
- (3) TS Steadfast (Christchurch);
- (4) TS Talisman (Nelson); and
- (5) TS Waireka (Dunedin)

2. The Grade of each SCC Cadet Unit is advised annually by COMDT NZCF based on an annual review of Cadet Unit parade strengths.

3. The ceiling strengths and the officer and cadet establishments/composition permitted within the authorised grades are:

| Unit Grade | Officers (Note 1) | UOs (Note 2) | CDT W/O | CPOCDT | POCDT | LCDT | CDT | Total Cadets |
|------------|-------------------|--------------|---------|--------|-------|------|-----|--------------|
| 1          | 5                 | 3            | 1       | 1      | 2     | 4    | 19  | 30           |
| 2          | 6                 | 4            | 1       | 2      | 3     | 6    | 29  | 45           |

| Unit Grade | Officers (Note 1) | UOs (Note 2) | CDT W/O | CPOCDT | POCDT | LCDT | CDT | Total Cadets |
|------------|-------------------|--------------|---------|--------|-------|------|-----|--------------|
| 3          | 7                 | 5            | 1       | 3      | 4     | 8    | 39  | 60           |
| 4          | 8                 | 5            | 1       | 3      | 5     | 10   | 50  | 75           |
| 5          | 9                 | 6            | 1       | 4      | 6     | 12   | 60  | 90           |
| 6          | 10                | 7            | 1       | 5      | 7     | 14   | 70  | 105          |

**Notes:**

1. The NZCF Officer establishment provides for the following appointments:
  - a. CUCDR;
  - b. Executive Officer;
  - c. Administration/Stores Officer;
  - d. Training Officer;
  - e. Boats Officer; and
  - f. Divisional Officers.
  - g. In small Units it may be necessary for some Officers to hold more than one appointment.
  
2. The Under Officer establishment provides for Senior Cadets to hold staff positions in a Cadet Unit such as:
  - a. Assistant Administration/Stores Officer;
  - b. Assistant Training Officer;
  - c. Assistant Boats Officer; and
  - d. Divisional Under Officers.

## **ANNEX B - New Zealand Cadet Corps Cadet Unit Composition**

1. The following NZCC Cadet Units comprise the NZCC:
  - a. **Northern Area:**
    - (1) City of Auckland Cadet Unit - CACU;
    - (2) Papakura Cadet Unit – PapCU;
    - (3) Hamilton’s Fraser High School Cadet Unit – HFHSCU;
    - (4) Hamilton City Cadet Unit –HamCCU;
    - (5) Kerikeri Cadet Unit –KCU;
    - (6) Maungarei Cadet Unit – MCU;
    - (7) Mangawhai Cadet Unit - MwiCU
    - (8) North Shore Cadet Unit – CNSCU;
    - (9) Opotiki College Cadet Unit – OCCU;
    - (10) Rotorua District Cadet Unit – RDCU;
    - (11) Southern Cross Cadet Unit – SCCU;
    - (12) Te Awamutu Community Cadet Unit – TACCU;
    - (13) Waitakere Cadet Unit – WaitCU;
    - (14) Western Bay of Plenty Cadet Unit –WBPCU; and
    - (15) Whangarei District Cadet Unit – WhanDCU
  - b. **Central Area:**
    - (1) City of Lower Hutt Cadet Unit – CLHCU;
    - (2) City of Napier Cadet Unit – CNapCU;
    - (3) City of New Plymouth Cadet Unit – CNPCU;
    - (4) City of Porirua Cadet Unit – CPorCU;
    - (5) City of Upper Hutt Cadet Unit – CUHCU;
    - (6) Feilding Cadet Unit – FCU;
    - (7) Gisborne Cadet Unit – GCU;
    - (8) Palmerston North Cadet Unit – PNCU;

- (9) Rangitikei Ruapehu Cadet Unit – RRCU;
- (10) Ruahine Cadet Unit – RCU;
- (11) Taupo Cadet Unit – TaupoCU;
- (12) Wairoa District Cadet Unit – WDCU;
- (13) Wanganui Cadet Unit – WanCU; and
- (14) Wellington City Cadet Unit – WCCU.

c. **Southern Area:**

- (1) Ashburton Cadet Unit – ACU;
- (2) City of Christchurch Cadet Unit – CCCU;
- (3) City of Dunedin Cadet Unit – CDCU;
- (4) Motueka Cadet Unit – MotCU;
- (5) Timaru Cadet Unit - TimCU
- (6) Nelson Cadet Unit – NCU; and
- (7) Invercargill Cadet Unit - ICU.

2. The Grade of each NZCC Cadet Unit is advised annually by COMDT NZCF based on an annual review of Cadet Unit parade strengths.

3. The ceiling strengths and the officer and cadet establishments/composition permitted within the authorised grades are:

| Unit Grade | Officers (Note 1) | UO (Note 2) | CDTWO2 | CDTSSGT | CDTSGT | CDTCPL | CDTLCPL / CDT (Note 3) | Total Cadets |
|------------|-------------------|-------------|--------|---------|--------|--------|------------------------|--------------|
| 1          | 5                 | 3           | 1      | 1       | 2      | 4      | 19                     | 30           |
| 2          | 6                 | 4           | 1      | 2       | 3      | 6      | 29                     | 45           |
| 3          | 7                 | 5           | 1      | 3       | 4      | 8      | 39                     | 60           |
| 4          | 8                 | 5           | 1      | 3       | 5      | 10     | 51                     | 75           |
| 5          | 9                 | 6           | 1      | 4       | 6      | 12     | 61                     | 90           |
| 6          | 10                | 7           | 1      | 5       | 7      | 14     | 71                     | 105          |

**Notes:**

- 1. The NZCF Officer establishment provides for the following appointments:
  - a. CUCDR;
  - b. Adjutant;
  - c. Training Officer;

- d. Stores Officer;
  - e. Platoon Commanders;
  - f. In smaller Cadet Units it may be necessary for some NZCF Officers to hold more than one appointment.
2. The Under Officer establishment provides for Senior Cadets to hold staff positions in a Cadet Unit such as:
  - a. Assistant Adjutant;
  - b. Assistant Training Officer;
  - c. Assistant Stores Officer; and
  - d. Platoon Under Officers.
3. Includes both Cadet Lance Corporals and Cadets. The mix between the two within the establishment is to be decided by the CUCDR reflecting the training, experience and attitudes. There are no caveats to the number of CDTLCPLs in a Cadet Unit. CDTLCPL must complete Junior Leaders' Course to be considered for promotion to CDTCPL.

## **ANNEX C - Air Training Corps Cadet Unit Composition**

1. The following ATC Cadet Units comprise the ATC:

**a. Northern Area:**

- (1) No 3 (Auckland City) Squadron ATC;
- (2) No 4 (Ardmore) Squadron ATC;
- (3) No 5 (Rodney District) Squadron ATC;
- (4) No 6 (North Shore) Squadron ATC;
- (5) No 7 (City of Hamilton) Squadron ATC;
- (6) No 16 (City of Tauranga) Squadron ATC;
- (7) No 19 (Auckland) Squadron ATC;
- (8) No 20 (City of Whangarei) Squadron ATC;
- (9) No 25 (District of Kaikohe) Squadron ATC;
- (10) No 29 (Rotorua) Squadron ATC;
- (11) No 30 (Hobsonville) Squadron ATC;
- (12) No 31 (Morrinsville) Squadron ATC;
- (13) No 34 (South Waikato District) Squadron ATC;
- (14) No 35 (Whakatane) Squadron ATC;
- (15) No 37 (Thames) Squadron ATC;
- (16) No 40 (Manukau) Squadron ATC;
- (17) No 57 (Dargaville) Squadron ATC;
- (18) No 64 (Kaitaia) Squadron ATC;
- (19) No 65 (Kawerau) Squadron ATC; and
- (20) No 75 (Arawa) Squadron ATC.

**b. Central Area:**

- (1) No 1 (City of Wellington) Squadron ATC;
- (2) No 2 (Hutt City) Squadron ATC;
- (3) No 8 (City of New Plymouth) Squadron ATC;
- (4) No 9 (City of Wanganui) Squadron ATC;

- (5) No 10 (City of Palmerston North) Squadron ATC;
- (6) No 11 (District of Hastings) Squadron ATC;
- (7) No 13 (City of Napier) Squadron ATC;
- (8) No 14 (City of Gisborne) Squadron ATC;
- (9) No 21 (Masterton District) Squadron ATC;
- (10) No 22 (City of Upper Hutt) Squadron ATC;
- (11) No 32 (Borough of Feilding) Squadron ATC;
- (12) No 41 (City of Porirua) Squadron ATC;
- (13) No 48 (District of Stratford) Squadron ATC; and
- (14) No 49 (District of Kapiti) Squadron ATC.

**c. Southern Area:**

- (1) No 12 (City of Invercargill) Squadron ATC;
- (2) No 15 (Timaru) Squadron ATC;
- (3) No 17 (City of Christchurch) Squadron ATC;
- (4) No 18 (Avon) Squadron ATC;
- (5) No 23 (Nelson) Squadron ATC;
- (6) No 24 (Ashburton) Squadron ATC;
- (7) No 26 (Oamaru) Squadron ATC;
- (8) No 27 (Blenheim) Squadron ATC;
- (9) No 28 (Gore) Squadron ATC;
- (10) No 33 (Westport) Squadron ATC;
- (11) No 36 (Greymouth) Squadron ATC;
- (12) No 38 (Wigram) Squadron ATC;
- (13) No 42 (City of Dunedin) Squadron ATC; and
- (14) No 50 (Alexandra) Squadron ATC.

2. The Grade of each Air Training Corps Unit is advised annually by the COMDT NZCF based on an annual review of unit parade strengths.

3. The ceiling strengths and the officer and cadet establishments/composition permitted within the authorised grades are:

| Unit Grade | Officers (Note 1) | UOs (Note 2) | CDTW/O | CDTF/S | CDTSGT | CDTCPL | LACDT / CDT (Note 3) | Total Cadets |
|------------|-------------------|--------------|--------|--------|--------|--------|----------------------|--------------|
| 1          | 5                 | 3            | 1      | 1      | 2      | 4      | 19                   | 30           |
| 2          | 6                 | 4            | 1      | 2      | 3      | 6      | 29                   | 45           |
| 3          | 7                 | 5            | 1      | 3      | 4      | 8      | 39                   | 60           |
| 4          | 8                 | 5            | 1      | 3      | 5      | 10     | 51                   | 75           |
| 5          | 9                 | 6            | 1      | 4      | 6      | 12     | 61                   | 90           |
| 6          | 10                | 7            | 1      | 5      | 7      | 14     | 71                   | 105          |

**Notes:**

1. The NZCF Officer establishment provides for the following appointments:
  - e. CUCDR;
  - f. Adjutant;
  - g. Training Officer;
  - h. Equipment Officer; and
  - i. Flight Under Officers.
  - j. In smaller Cadet Units it may be necessary for some NZCF Officers to hold more than one appointment.
  
2. The Under Officer establishment provides for Senior Cadets to hold staff positions in a Cadet Unit such as:
  - a. Assistant Adjutant;
  - b. Assistant Training Officer;
  - c. Assistant Equipment Officer; and
  - d. Flight Commander.
  
3. Includes both Leading Air Cadets and Cadets. The mix between the two within the establishment is to be decided by the CUCDR reflecting the training, experience and attitudes. There are no caveats to the number of LACDTs in a Cadet Unit. LACDTs must complete Junior Leaders' Course to be considered for promotion to CDTCPL.

## **ANNEX D - The Responsibilities and Duties of Cadet Forces Officers**

### **Responsibilities of Cadet Unit Commanders**

1. CUCDRs are responsible to the COMDT NZCF, through their AC CFTSUs, for the:
  - a. execution of the Recognised Activities of the NZCF within acceptable risk management parameters;
  - b. direction and control of their units, in the conduct of its affairs in accordance with this Manual;
  - c. custody, care and security of all NZDF equipment issued to the unit;
  - d. compliance with the NZCF Code of Conduct; and
  - e. formation and operation of a USC of the local branch of the recognised civilian support organisation (SCANZ, CCANZ or ATCANZ), and that they are a financial member of their respective support organisation.

### **Duties of Cadet Unit Commanders**

2. In particular, CUCDRs are responsible to the COMDT NZCF through AC CFTSUs for:
  - a. maintaining the aims of the NZCF;
  - b. providing training in accordance with NZCF training manuals;
  - c. the maintenance of good order, discipline and welfare of all personnel within the Cadet Unit;
  - d. issuing Cadet Unit Standing Orders and Routine Orders which are to include instructions relating to emergency procedures and the security of the premises;
  - e. the safe custody, care and maintenance of NZDF issued clothing and equipment;
  - f. ensuring that the premises and surrounds are maintained in a clean and safe condition;
  - g. the promotion of qualified Cadets within the authorised establishments;
  - h. the administration of Cadet Unit Officer occurrences as required;
  - i. the allocation of duties to Cadet Unit Officers;
  - j. Cadet Unit Officer training and progression;
  - k. maintaining effective liaison with the USC or school authority in the case of School Units; and

- I. the recommendation of NZCF Officers and Cadets for the award of the Cadet Forces Medal or commendations as appropriate.
3. CUCDRs are responsible to the COMDT NZCF for liaison with the USC or school authority as appropriate for:
- a. maintaining the aims of the NZCF;
  - b. the support of any Recognised Activities conducted or attended by the Cadet Unit;
  - c. the safe custody, care and maintenance of any items of equipment provided by non-Defence resources; and
  - d. advising what the Cadet Unit needs by way of support in addition to that provided by NZDF.
4. CUCDRs should constantly seek community support for their Cadet Unit through active liaison with local bodies and organisations to ensure that the Cadet Unit's effectiveness in the community is noticed and appreciated, and endeavour to have Cadet Unit achievements and activities publicised locally.
5. CUCDRs are to ensure that all non-NZDF support to the Cadet Unit under their command is coordinated through a unit branch (USC) or national council of an organisation recognised by the Minister of Defence (namely SCANZ, ATCANZ and CCANZ) under Section 81 of the Defence Act 1990.

### **Duties and Responsibilities of NZCF Officers**

6. NZCF Officers are responsible to their CUCDR for:
- a. the observance of the NZCF policies and applicable Standing or Routine Orders;
  - b. the welfare and training of Cadets;
  - c. the undertaking of duties and responsibilities as detailed by their superiors; and
  - d. compliance with the NZCF Code of Conduct and the Duty of Care of cadets.

## ANNEX E - The Formation of NZ Cadet Force (NZCF) Units

### Introduction

1. The following information provides advice and direction for those considering the formation of a unit of the New Zealand Cadet Force (NZCF).

### Background

2. The NZCF was created in its present form in 1971 by an Act of Parliament. This followed the dissolution of the School Cadet scheme and the legislation relevant to the NZCF, which is now contained in the Defence Act 1990. The NZCF comprises the Sea Cadet Corps (SCC), New Zealand Cadet Corps (NZCC), and the Air Training Corps (ATC) which are raised and maintained by the Minister of Defence, under the direction of the Chief of Defence Force (CDF) who provides them with limited and conditional support.

### Functions

3. As provided for in the Defence Act 1990, the NZCF has the following functions:

- a. *“The conduct of training courses or training programmes similar to those undertaken by the Armed forces.”* Such courses include Officer training, Junior and Senior Leadership training, foot/rifle drill, first aid, sailing, bushcraft, flying experience, weapon safety, and similar adventurous training and activities in a disciplined environment.
- b. *“The promotion of an appreciation among members of the NZCF of the functions and operation of the Armed Forces.”* This is provided in the NZCF training syllabus and is furthered by Cadet Unit visits and association with Regular Force and non-Regular Force Units.
- c. *“The development of good citizenship among members of the NZCF.”* This is achieved by developing self-confidence, self-reliance, tolerance, teamwork, competitiveness and comradeship within the NZCF and contributions to community service.

### Vision

4. The vision of the NZCF is:
- a. *“To be recognised as New Zealand’s youth organisation of choice”.*

### Mission

5. The mission of the NZCF is:
- a. *“To develop confident, responsible young citizens who are valued within their community by providing them, within a military framework, safe, enjoyable and challenging opportunities”.*

### **Core Values (The NZCF Way)**

6. The core values of the NZCF are:
  - a. “Respect” – having self respect and showing respect for others.
  - b. “Integrity” – being honest, open and trustworthy in all that we do.
  - c. “Loyalty” – being reliable and committed to our Unit and Corps.
  - d. “Discipline” – always conducting ourselves in a responsible manner”.

### **Community Support**

7. Cadet Units are community initiated, accommodated and funded. The NZDF contributions and training are provided to support units which are ‘recognised’. Each unit has a recognised civilian unit support committee, which normally comprises the parents and other local representatives who support the aims of the cadets. Local Councils, School Board of Trustees and other community organisations where appropriate, are also involved. These unit support committees comprise a branch of the following national civilian support organisations: the Sea Cadet Association of New Zealand (SCANZ), the Cadet Corps Association of New Zealand (CCANZ), and the Air Training Corps Association of New Zealand (ATCANZ).

8. If it is the community’s desire to form a Unit of the NZCF, its aim must be to strive to provide the additional resources necessary to accommodate and operate the Cadet Unit to enable the above functions to be fulfilled. It must also fund the continue activities of the Unit, which occur locally. The NZCF Officers will be expected to follow the advice of the Area Co-ordinator (AC), and Regular Force (RF) Advisers and adhere to the rules and procedures provided, regarding membership of the NZCF.

### **NZ Defence Force**

9. Prior to 1971 the NZCF were part of the New Zealand Defence Force (NZDF). Since that time, Headquarters (HQ) NZDF has been responsible for the direction and supervision of the NZCF comprising the separate Corps’ operating under ministerial sponsorship. The Chief of Defence Force (CDF) provides policy orders and management protocols, supervises the officers, and controls a large proportion of the training activities to meet the fundamental aims. He also provides limited funding for such items as uniforms, equipment and course transport. There is a very strong bond between the individual Corps’ of the Cadet Forces and their parent Services, which reinforces their Service flavour.

### **Responsibilities**

10. **NZDF:**
  - a. The NZDF responsibility for the command and control policy, and a significant budget for training courses and uniforms for the NZCF are effected through the Commandant NZCF at HQ NZDF, Wellington.
11. **Support Organisations:**

- a. The civilian support organisations are responsible for raising the additional funds necessary for the Cadet Units to undertake the full range of weekly unit parades and local community training activities, which complement the training programme, provide community service and additional citizenship skills.
- b. The national presidents of the recognised support organisations are members of the Cadet Advisory Council (CAC), chaired by the CDF and which also includes the Chiefs of the Navy, Army and Air Force. Through this Council, the issues raised by the individual units of the Corps are represented and consultation takes place on NZDF issues and processes affecting cadet activities. Additionally, there are more frequent consultations by national support organisation representatives with NZDF, during meetings of the CAC Standing Committee (CACSC).

### **Rules and Responsibilities**

12. The rules and responsibilities for the NZCF are contained in three principal publications:

- a. The Defence Act 1990;
- b. the NZCF Policy and Administration Manual (PAM); and
- c. the NZCF Charter of Support.

13. The rules are intended to provide a consistent and regulated environment for youth development, which is Service-based, permits flexibility and is not unnecessarily restrictive. Assistance and advice to units is available from the Regular Force Staff posted by CDF specifically for NZCF duties. These staff reside at HQ NZDF, Wellington and at three outlying area offices in Auckland, Ohakea and Christchurch, referred to as Northern, Central, and Southern Area Cadet Forces Training and Support Unit (CFTSU) respectively.

### **Essential Requirements for a Successful Cadet Unit**

14. For a Cadet Unit to be successful long term, it must have the following:

- a. A minimum local community population base of approximately 4,000;
- b. A support committee that understands its long-term commitment to provide resources, especially fund raising programmes, for the Unit. This group must identify suitable leaders, who have the commitment, time, and motivation to be eventually commissioned as NZCF Officers;
- c. A suitable venue for meetings and parades. The venue needs to include;
- d. office and storage facilities;
- e. classrooms;
- f. an area for use as a parade ground;

- g. At least three potential officers or adult leaders who have the necessary skills or who could be trained. These potential Officers will command the unit and plan and run training activities. Previous military or cadet experience is valuable, but not essential. Military concepts are used for training in the Unit but can be provided on a course, or initially provided by a Regular Force Advisor. The talents/experience of everyone in the community should be called upon to cover subjects such as first aid, civil defence, community service, search and rescue, bush/field craft, waterborne skills, flying, weapon handling, and seamanship;
- h. A training programme, based on the applicable Corps Training Manual, which consists of the following;
- i. forty parade nights (usually consisting of 2-3 hours per night); and
- j. weekend activities (at least one per month).

### **Planning Stages for the Formation of NZCF Units**

15. The following information details the steps necessary to form a new Cadet Unit. A flow-chart which summaries this sequence of events is attached at Appendix 1. Some of the stages can be undertaken concurrently, and the order of completing the stages may vary but all requirements must be satisfied:

- a. request a brief from the local Area Co-ordinator CFTSU (AC CFTSU);
- b. seek support from the local community and Sea Cadet Association, Cadet Corps Association, Air Training Corps Association, RNZRSA and others as appropriate;
- c. approach local bodies and dignitaries for support;
- d. co-ordinate a public meeting to gauge local support and enthusiasm. AC CFTSU will brief all interested parties. It is essential that the sponsors and the public are made aware of the full requirements for forming a new unit, their role, responsibilities and the time it takes to fully establish a viable unit. The results of the meeting will be forwarded to HQ NZCF by the AC CFTSU;
- e. locate suitable premises for the unit. Consultation with the AC CFTSU is encouraged. Occupancy must be a viable long-term facility;
- f. identify a support committee that is both willing and able to assist in the formation of the new unit and raise funds for the ongoing support of the unit;
- g. the support committee should apply to the District or National Executive of the Sea Cadet Association, Cadet Corps Association or the Air Training Corps Association as appropriate, for recognition as a Branch of that organisation;
- h. sponsors are then to make written request to the Commandant for support and advice on the formation of the Unit. This request must be forwarded through the recognised national civilian support organisation,

or the AC CFTSU or both. Limited assistance by local Area Advisers including visits to the unit during meetings and activities will be authorised within one month of the request;

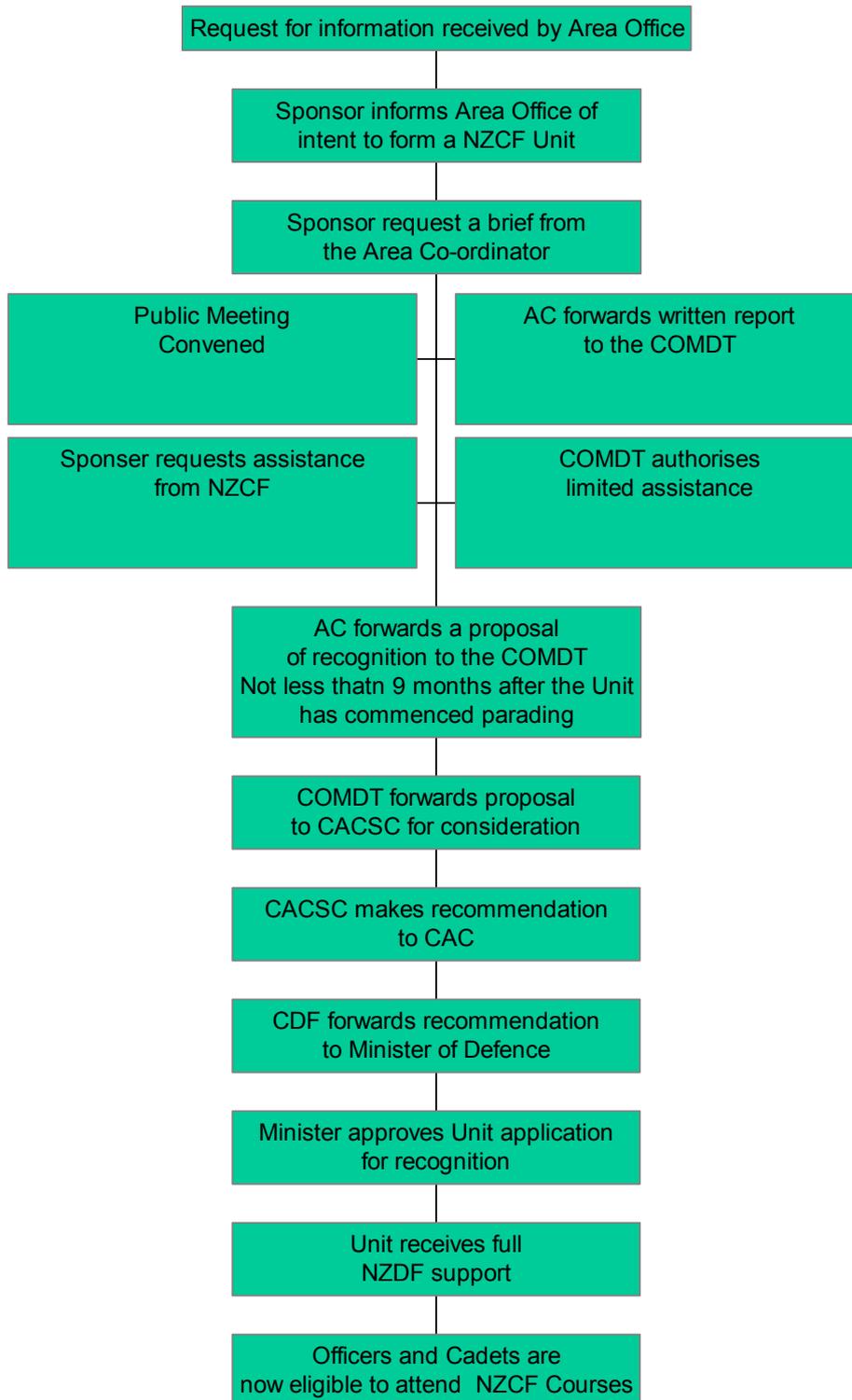
- i. on receipt of approval for this limited assistance the support committee, in liaison with the AC CFTSU, is to:
  - (1) identify potential officers;
  - (2) conduct an officer selection board for the potential officers;
  - (3) identify the Cadet Unit Commander;
  - (4) identify cadets and, if possible, some cadets who may be able to act as cadet leaders; and
  - (5) suitable Supplementary Staff and/or instructors.
- j. the Cadet Unit Commander designate and the potential Unit Officers, in liaison with the AC CFTSU, will:
  - (1) prepare the training programme; and
  - (2) establish the training night.
- k. the AC CFTSU fully briefs the support committee, potential officers and parents on their roles and responsibilities and the NZDF obligations for the unit once it has received official recognition;
- l. the support committee commences fund raising;
- m. weekly parades commence and the training programme is implemented;
- n. not less than nine months after commencement of weekly “parades” the AC CFTSU makes an assessment of the viability of the unit and forwards a written report to the Commandant. The AC’s report covers such issues as the depth and strength of local support, likely strength of the unit, funds and facilities available. The Commandant will report on the Unit’s progress to the Cadet Advisory Council Standing Committee (CACSC);
- o. following the CACSC meeting a recommendation for official recognition of the Unit is forwarded to the annual Cadet Advisory Council (CAC) meeting;
- p. simultaneously with the CACSC recommendation, the AC CFTSU completes interviews of the potential cadet force officers and forwards recommendations to the Commandant;
- q. the CAC consider the Unit recognition recommendation and, if endorsed, forwards the request to the Minister of Defence. If the Minister approves recognition of the Unit, the Commandant notifies the Unit through the relevant AC CFTSU. The officers receive notification of their appointment to a NZCF Commission;

- r. AC CFTSU issues uniforms, equipment and manuals, and nominates an NZDF Adviser from the relevant Area Office to be responsible for the new unit; and
- s. the Unit commences operating under the command and control of NZDF, supported by the Unit Support Committee, and is allotted places for Officers and cadets on NZCF courses.

## Summary

16. The New Zealand Cadet Forces is a youth development organisation with a military orientation. The organisation is not part of the New Zealand defence force (NZDF), but is directed by the Chief of Defence Force, on behalf of the Minister of Defence, and is supported in partnership by the NZDF and the community. The raising of a new unit requires strong long-term commitment from the community. An especially important requirement is the availability of motivated and suitable adult leaders who are willing to be commissioned as Cadet Force Officers by the Minister of Defence.

## APPENDIX 1 TO ANNEX E - Formation Process - NZ Cadet Force (NZCF) Unit



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# **CHAPTER 5 - Legal Responsibilities for Cadet Forces Officers**

## **General**

### **Introduction**

5.1 The NZCF is not part of the Armed Forces and therefore members of the NZCF are not subject to military law. However a condition of being a NZCF Officer is to comply with the NZCF Code of Conduct. Additionally, NZCF Officers, like all other citizens of New Zealand have certain legal responsibilities and obligations under civilian law and prescribed by statute in New Zealand. This Manual is subordinate to the New Zealand legislation.

### **Legislative Provisions**

5.2 Sections 151 to 157 of the Crimes Act 1961 prescribe the legal duties which are placed on everyone who is in charge of the care of another person. These sections set out the standard of care expected of a reasonable person to whom that legal duty applies in those circumstances. Failure to comply with these sections constitutes a criminal offence. The relevant sections state that:

- a. duty to provide the necessaries of life: everyone who has charge of any other person who is under a legal duty to supply that person with the necessaries of life, and is responsible for omitting to perform such duty if the death of that person is caused, or if his/her life is endangered or his/her health permanently injured, by such omission.
- b. duty of persons in charge of dangerous things: this duty requires that every one who has in his charge or under his control anything, or who erects, makes, operates, or maintains anything, which, in the absence of precaution or care, may endanger human life is under a legal duty to take reasonable precautions against and to use reasonable care to avoid such danger.
- c. duty to avoid omissions dangerous to life: the duty to avoid omissions dangerous to life states that every one who undertakes to do any act, where the consequence of not doing that act is, or may be dangerous to life, is under a legal duty to do that act.
- d. duty of persons doing dangerous acts: everyone who undertakes (except in the case of necessity) to administer surgical or medical treatment, or any other lawful treatment, which may be dangerous to life, is under a duty to have and use reasonable knowledge, skill and care in doing such an act.

### **Application**

5.3 The above provisions apply to all persons in New Zealand. NZCF Officers must pay particular attention to these provisions during NZCF Authorised and Recognised Activities and in circumstances as Cadets are under their care and control. These occasions will include:

- a. from the time an NZCF Officer arrives at a designated assembly point for any type of activity organised through, or by NZCF or a Cadet Unit, to the time the NZCF Officer leaves the designated dispersal point at the conclusion of the activity; and
- b. at any other time that an NZCF Officer has Cadets under their care or control for the purpose of any NZCF Authorised or Recognised Activity.

### **The NZCF Code of Conduct**

5.4 The Code of Conduct is subordinate to New Zealand law, including the Armed Forces Discipline Act 1971 (AFDA).

5.5 All NZCF Officers are to abide by the Code of Conduct. All NZCF Officers have a responsibility to ensure that other NZCF Officers and Cadets abide by the Code of Conduct, and are responsible for reporting any breaches of the Code of Conduct to their CUCDR.

### **Abuse**

5.6 NZCF Officers may become privy to information, or observe injuries, that indicate a Cadet is being abused. Child abuse means the harming (whether physically, emotionally, or sexually), ill-treatment, neglect, or deprivation of any child or young person.

5.7 The Children, Young Persons and their Families Act 1989 provides for the protection of children and young persons from harm, ill-treatment, abuse, neglect, and deprivation. It states:

- a. any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived may report the matter to a Social Worker or a member of the Police; and
- b. no civil, criminal, or disciplinary proceedings shall lie against any person for disclosing or supplying information concerning a child or young person (whether or not that information also concerns any other person), unless the information was disclosed or supplied in bad faith.

5.8 Any NZCF Officer who suspects or observes abuse of a Cadet is to report that suspicion or observation immediately to his/her CUCDR. Any NZCF Officer who believes that a Cadet has, or is likely to be harmed, ill-treated, abused, neglected, or deprived may report the matter to the authorities as stated in paragraph 5.7a. The authority of the CUCDR is not required for a NZCF Officer to make such a report, but the NZCF Officer is to inform their CUCDR that he or she has reported, or is intending to report a matter to the authorities. The CUCDR is to inform the COMDT NZCF of the actions or intended actions.

### **Health and Safety**

5.9 Many NZCF Authorised or Recognised Activities involve outdoor adventure activities which have risk associated with them. NZCF Officers have a duty to ensure that all activities undertaken by Cadets have obtained approval and that the procedures in Chapter 2 have been complied with.

5.10 NZCF Officers are responsible for the control, welfare and safety of Cadets for the duration of any activity. This does not include when an external operator who has expertise and specialist training in a particular activity has been contracted to run that activity for the NZCF. In this instance, it is the external operator who has the responsibility for the care and welfare of the Cadets whilst the activity is undertaken. This does not remove the responsibility from NZCF Officers for the safety of Cadets during the activity should there be an incident or accident, or for stopping the activity should they feel that safety is an issue at any time during the activity.

5.11 When undertaking the planning of any NZCF Authorised or Recognised Activity, NZCF Officers are to ensure that both they, and all staff involved in that activity, have the required qualifications necessary to supervise and conduct the activity.

5.12 The Health and Safety in Employment Act 1992 applies to the NZCF. All NZCF Officers and Cadets who do not receive payment for their work, are volunteers. A volunteer is defined as a person who:

- a. does not expect to be rewarded for work to be performed as a volunteer; and
- b. receives no reward for work performed as a volunteer.

5.13 It is the responsibility of all NZCF Officers, to ensure that they take all practicable steps to ensure the health and safety of Cadets while undertaking an activity, in particular by taking hazards into account when planning an activity. All NZCF Officers are responsible for the identification, elimination and/or isolation of hazards in areas where Cadets will be participating in activities.

5.14 NZCF Officers are to take all practicable steps to ensure the safety of Cadets while they are participating in NZCF activities. In particular, NZCF Officers are to take all practicable steps to:

- a. provide and maintain for Cadets a safe training environment;
- b. provide and maintain facilities for the health and safety of Cadets while they are undertaking activities;
- c. ensure that any equipment and weapons used by any Cadet while conducting training is arranged, designed, made, and maintained that it is safe for the Cadet to use;
- d. ensure that while participating in activities, Cadets are not exposed to hazards arising out of the activity, which they could reasonably be prevented from being exposed to; and
- e. ensure that procedures and equipment is in place for dealing with emergencies (medical or otherwise) that may arise while Cadets are participating in training.

5.15 Should any Cadet be exposed to an unexpected hazard during a training activity, the OIC (or, if he/she is unavailable, the next available NZCF Officer) is to:

- a. take all practicable steps to minimise the likelihood that the hazard will be a cause or source of harm to the other Cadets;
- b. apply first aid, and seek professional medical attention if required;
- c. report the occurrence of the hazard to a superior Officer; and
- d. follow the procedures for accident reporting and hazard assessment outlined in this chapter.

### **Casualty Reporting for NZCF Personnel**

5.16 Casualty reporting action for members of the NZCF is required only when they are engaged in, or proceeding to or from, NZCF duty (activities).

5.17 Categories of casualties to be reported include the following:

- a. A- Missing Believed Dead.
- b. B- Missing Believed Injured.
- c. C- Missing.
- d. D- Dangerous Injury or Illness.
- e. E- Serious Injury or Illness.
- f. F- All other cases are to be reported here, including an Admission to hospital which is likely to result in media interest.

5.18 The AC CFTSU, when advised by a Course Director of a casualty or seriously ill NZCF person, is to take the following action:

- a. advise the COMDT NZCF, the circumstances and detail of the injury/illness by priority STAFF-IN-CONFIDENCE signal, using SIC: W2D and in the following format:

ATTENTION: COMMANDANT CADET FORCES

- (1) category or casualty (see paragraph 5.17);
- (2) name, initials, and Cadet Unit;
- (3) religion, gender, and age;
- (4) brief description of casualty;
- (5) date, place, and time of casualty;
- (6) present location of casualty;
- (7) general medical condition, if available;
- (8) if admitted to hospital, the hospital involved and diagnosis if possible;

- (9) whether the Cadet was participating in an Authorised Activity at the time of the casualty; and
  - (10) name, address, and relationship of next of kin and whether informed.
- b. Advise the NZCF member's next of kin, IAW the details provided by the member on the form NZCF 8, at the earliest moment (through the local NZ Police, if necessary).
  - c. If the NZCF person is from another Area, Advise the Area Coordinator of the injured/ill NZCF member of the circumstances and details no later than the first working day after the event. The Area Coordinator of the injured/ill NZCF member may inform the CUCDR of the situation if deemed necessary.

5.19 The COMDT NZCF on being advised of an NZCF Officer or Cadet who has become a casualty or contracted a serious illness is to advise the circumstances and details to the Defence Communications Group without delay, followed up by signal, if it is believed that there may be media interest in the events which lead to the injury or illness.

### **Accident Reporting and Investigation for NZCF Personnel**

5.20 An accident means an event that:

- a. causes any person to be harmed; or
- b. in different circumstances, might have caused any person to be harmed.

5.21 It is the overall responsibility of the CUCDR to ensure that correct health and safety procedures are followed, including reporting and recording of any accidents. The CUCDR is responsible for:

- a. all Cadet Unit health and safety matters;
- b. maintenance of the Cadet Unit accident register;
- c. maintenance of the Cadet Unit hazard management register, - that is identifying, monitoring, and recording of hazards in Cadet training areas;
- d. ensuring that identified significant hazards are controlled;
- e. ensuring that all Cadet Unit NZCF Officers are adequately trained and equipped so that they may perform their duties with the minimal risk of harm to themselves and others;
- f. ensuring that all accidents and harm, serious harm, and near misses that might have harmed, are promptly reported, recorded, and investigated;
- g. ensuring that the Cadet Unit emergency plan is updated regularly;

- h. ensuring Cadet Unit Standing Orders and SOPs include the provisions in Annex F to this chapter; and
- i. developing and maintaining within the Cadet Unit, basic health and safety knowledge in relation to:
  - (1) hazard identification and control management;
  - (2) accident investigation, recording, and reporting procedures; and
  - (3) training environments present within their units.

5.22 If a member of the NZCF is harmed during NZCF training, it is the responsibility of the NZCF Officer in charge of the training to record in a register of accidents and serious harm, the prescribed particulars relating to:

- a. every accident that harmed, or might have harmed NZCF personnel; and
- b. every occurrence of serious harm to NZCF personnel whilst undergoing NZCF training, or as a result of any hazard to which the member of the NZCF was exposed while undergoing NZCF training.

5.23 The CUCDR is responsible for investigating all accidents. The nature of the investigation is up to the CUCDR and is dependent on the severity of accident. The accident investigation procedure is detailed at Annex A to this chapter.

5.24 CUCDRs are to ensure that where an accident results in serious harm to personnel under their control, or where an NZCF activity under their control results in serious harm to any other person that the accident scene is not interfered with in any way except to the extent necessary to:

- a. save the life of, prevent harm to, or relieve the suffering of, any person;
- b. maintain access of the general public to an essential service or utility;
- c. prevent serious damage to or serious loss of property; or
- d. where a person is seriously harmed by an accident involving a motor vehicle on a public highway.

5.25 The results of the investigation are to be forwarded to the COMDT NZCF within two working days of the investigation being completed. The principle end point of an accident investigation is not so much to apportion blame, but to ensure that similar circumstances that may result in an accident do not arise again.

### **Hazard Assessment**

5.26 A hazard is defined as an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance that is an actual or potential source of harm. An example of a hazard checklist is at Annex B to this chapter.

5.27 CUCDRs are responsible for identifying hazards, such as regular inspections and the monitoring of trends in Cadet Unit accident registers. An example of a page

from a Cadet Unit accident register is at Annex G to this chapter. Methods are to be put in place for:

- a. systematically identifying existing hazards;
- b. systematically identifying (if possible before, and otherwise as they arise) new hazards;
- c. involving all members of their Cadet Unit in identifying hazards and informing them of the results and control measures;
- d. regularly reviewing hazards;
- e. advising members of their Cadet Unit of hazards; and
- f. regularly assessing each hazard identified.

5.28 Once a hazard has been identified, its significance is to be determined. A significant hazard is defined as being an actual or potential cause or source of:

- a. serious harm (defined in Annex C to this chapter); or
- b. harm, where the severity depends on how often or how long a person is exposed to the hazard; or
- c. harm that does not usually occur, or usually is not easily detectable a significant time after exposure to the hazard (chronic harm).

5.29 All identified significant hazards are to be noted in the Cadet Unit hazard register. An example of a page of a hazard register is at Annex D to this chapter. If a hazard is identified as significant, all practicable steps are to be taken to eliminate it. Where elimination is not possible, the hazard is to be isolated. If isolation is not possible the hazard is to be minimised.

5.30 Examples of controls are:

- a. Cadet Unit SOPs;
- b. training;
- c. use of personal protective equipment;
- d. substitution of a substance for a least hazardous one; and
- e. guarding.

5.31 A hazard management flow chart is at Annex E to this chapter.

### **Identifying Emergency Conditions**

5.32 All Cadet Units are to have emergency plans as part of their SOPs. An emergency plan is a written plan that, on the basis of identified potential accidents at the 'workplace', together with their consequences, describes how such accidents and their consequences should be handled. A plan is to be prepared before an emergency occurs.

5.33 It is the responsibility of the CUCDR of each Cadet Unit to ensure that there is an emergency plan in place, and that all members of the Cadet Unit have received a formal briefing on the emergency plan.

5.34 The first step in preparing an emergency plan is to identify all likely emergency conditions. This should include careful consideration of the size and nature of the events that could occur, and an assessment of the probability that they may occur. Likely emergency conditions include:

- a. fire;
- b. flooding;
- c. storm;
- d. structure collapse;
- e. power failure;
- f. tsunami/ volcanic activity (depending on location);
- g. equipment failure; and
- h. earthquake.

5.35 The following matters are to be covered in a Cadet Unit emergency plan:

- a. a consideration of size and nature of possible emergency events;
- b. liaison with emergency services, other regulatory authorities, and neighbours;
- c. details of procedures – including alarms, personnel accounting and lines of communications;
- d. the appointment of personnel to coordinate emergency responses, the definition of their duties, and the chain of command;
- e. all-clear and re-entry procedures;
- f. the preparation and display of emergency procedure directions;
- g. a site plan showing the location of essential services, hazardous storage areas, and control rooms;
- h. any public relations matters; and
- i. on-site action including fire-fighting, search and rescue systems, evacuation arrangements, and first aid provisions.

5.36 All members of each Cadet Unit are to receive training in emergency procedures, and emergency drills are to be carried out at least six monthly. Emergency plans are to be reviewed annually, and records of all such training are to be maintained.

5.37 Cadet Unit Standing Orders and Standard Operating Procedures

5.38 CUCDRs are to incorporate health and safety considerations into their Cadet Unit SOPs. A suggested frame work for writing such orders is detailed at Annex F to this chapter.

5.39 Reserved

5.40 Reserved

5.41 Reserved

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5.44 Reserved

## **ANNEX A - Accident Investigation Format**

1. During the investigation of an accident the following action is to be taken to reduce the likelihood of a similar incident from occurring in the future:
  - a. record the accident time;
  - b. record the accident date;
  - c. record the accident location;
  - d. record the details of the people involved in the accident including their occupation or trade, and their experience;
  - e. record the details of the equipment, objects, and substances involved in the accident including type and location;
  - f. record the number of personnel injured and the severity of their injuries;
  - g. estimate the potential number of personnel that may have been injured;
  - h. estimate the potential severity of injury for those personnel in or near the accident site;
  - i. estimate the likelihood that the accident may reoccur;
  - j. obtain statements from witnesses;
  - k. collect all relevant information pertaining to the accident such as documented safety procedures and accident registers;
  - l. establish the underlying cause of the accident;
  - m. determine if the accident resulted from an identified or new significant hazard;
  - n. determine the remedial actions required to avoid a repetition of the accident;
  - o. assign responsibilities and completion dates for all remedial actions;  
and
  - p. conduct a review at a designated time to ensure that the remedial actions have been completed and are effective.

## ANNEX B - Hazard Checklist

1. Mechanical
  - Entanglement
  - Friction/abrasion
  - Cutting
  - Sheering
  - Stabbing/puncturing
  - Impact
  - Crushing
  - Drawing-in
  - Fluid injection and ejection
  - Pressure
2. Transport
3. Access
  - Slips, trips, and falls
  - Falling or moving object
  - Obstruction or projection
  - Confined space
  - Poor operator/machine interface
4. Ergonomic
5. Electricity
6. Chemicals
  - Toxic
  - Irritant
  - Sensitising
  - Flammable
  - Corrosive
  - Explosive
  - Carcinogens
7. Fire and Explosives
8. Particles and Dust
  - Inhalation
  - Ingestion
  - Abrasion of skin or eye
9. Radiation including Sun
  - Computer and other monitors
  - Lasers
  - Ultraviolet
  - Microwave
10. Biological
  - Pathogenic agents
  - Bacteria
  - Mites
  - Mould
  - Yeast
  - Fungi
  - Viruses
  - Sanitation
11. Environmental
  - Noise
  - Vibration
  - Illumination/light
  - Humidity
  - Ventilation
  - Temperature
  - Climate

12. Organisational

- Poor maintenance
- Lack of supervision
- Inadequate instruction
- Unsafe systems
- Provision of unsuitable equipment
- Inadequate monitoring arrangements

13. The Individual  
(ergonomics)

- Individual not suited to the task
- Long hours
- High work/task rate
- Unsafe behaviour of an individual
- Inadequate training
- Fatigue
- Vision
- Stretch
- Coordination
- Monotony
- Boredom

-

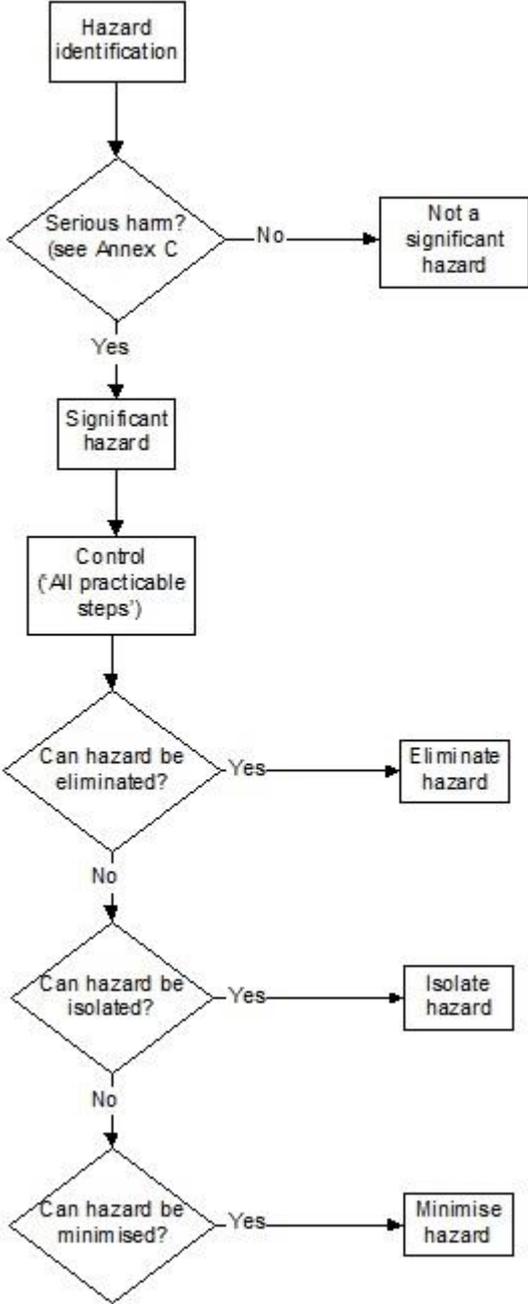
## **ANNEX C - Serious Harm**

1. Serious harm is defined in the first schedule of the Health and Safety in Employment Act 1992 as 'death or harm of a kind or description declared by the Governor-General or by Order of Council to be serious for the purpose of this act:

- a. any of the following conditions that amounts to or results in permanent loss of body function, or temporary severe loss of body function: respiratory disease, noise induced hearing loss, neurological disease, cancer, dermatological disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing;
- b. amputation of a body part;
- c. burns requiring referral to a specialist registered medical practitioner/or specialist outpatient clinic;
- d. loss of consciousness from lack of oxygen;
- e. loss of consciousness/or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance; or
- f. any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within 7 days of the harm's occurrence.'



# ANNEX E - Hazard Management Flow Chart



## **ANNEX F - Framework for Writing Unit Standing Orders on Health & Safety**

### **Introduction**

1. This section is to include:
  - a. the CUCDR's health and safety policy statement showing commitment to the importance of health and safety principles;
  - b. to whom the standing operating procedures apply; and
  - c. the areas that the standing operating procedures apply to.

### **Responsibilities and Duties**

2. This section is to include:
  - a. assigning health and safety responsibilities and duties for all NZCF Officers;
  - b. any training and supervision requirements; and
  - c. appointing and assigning responsibilities and duties for the Cadet Unit Health and Safety Officer.

### **Hazard Management**

3. This section is to include:
  - a. the responsibilities for hazard identification and risk assessment in each area;
  - b. hazard register format and location;
  - c. procedures and responsibilities for informing unit personnel about hazards to which they are exposed or might create; and
  - d. control measures for any significant hazards.

### **Visitor Control (if applicable)**

4. This section is to include:
  - a. visitor access, registers, and control;
  - b. the identification of hazards to visitors;
  - c. visitor escorting requirements and procedures; and
  - d. the control of visitors during emergencies.

## **Training**

5. This section is to include responsibilities, requirements, and procedures for the training of Cadets and NZCF Officers in health and safety. It is also to include the training of members of the Cadet Unit in the location, the use of personal protective equipment, and the indoctrination training of new Cadet Unit members.

## **Accident Reporting and Investigation**

6. This section is to include:
- a. Cadet Unit reporting procedures;
  - b. responsibilities and procedures for reporting serious harm;
  - c. types of accidents to be reported and investigated;
  - d. responsibilities for investigating accidents; and
  - e. accidents affecting visitors.

## **Emergency Plans**

7. This section is to detail the actions to be taken in an emergency. Timings and responsibilities for drills and review of plans are to be detailed. These are to be done in conjunction with the Area Coordinator.

## **First Aid**

8. This section is to assign first aid responsibilities and designate the quantity and location of first aid equipment.



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## CHAPTER 6 - Property and Assets

### Introduction

6.1 This chapter is intended to provide guidance to Cadet Units, National Support Organisation Local Branch Committees and the Support Organisations' National Executive in matters of asset ownership.

6.2 SCANZ, CCANZ, ATCANZ, and RNZRSA are Incorporated Societies recognised by Minister of Defence as support organisations in accordance with section 81 of the Defence Act 1990.

6.3 Cadet Units are part of the Crown raised under Section 74(1) of the Defence Act 1990, and are likely to accumulate assets in support of their training objectives.

6.4 The variety and cost of these items varies from Cadet Unit to Cadet Unit. Some Cadet Units have very little in the way of assets apart from those items issued by the NZDF for its use. However other Cadet Units historically possess significant assets such as buildings, boats, aircraft, vehicles, camping equipment, clothing, uniforms, computers, AV equipment and other assets, which include money.

### Ownership of Assets

6.5 Before a determination on the ownership of assets can be made, under NZ Law, first determine if the asset is either **REAL** or **PERSONAL** property. Definitions of these terms are:

- a. **Real Property.** This comprises land and all things affixed to the land such as buildings, jetties and fences. Real Property must have a registered title and it is the person who owns the title who is the owner. Ownership will be vested in the Crown (NZDF), SCANZ, CCANZ, ATCANZ, or RNZRSA, or another party, but not the Cadet Unit.
- b. **Personal Property.** This comprises all other property with the exception of Real Property. With one or two exceptions, Personal Property does not have to be registered by the owner. An example of one of these exceptions would be a motor vehicle; however the registration of a motor vehicle does not prove its ownership. Ownership of all property that is not categorised as Real Property is vested in either, the Crown (NZDF), SCANZ, CCANZ, ATCANZ, or RNZRSA, or entities assisting Cadet Units which are themselves Incorporated Bodies.

### Real Property

6.6 As part of the Crown, CDF, on behalf of the Minister, has responsibilities over Cadet Units' use of Real Property; for example those relating to health and safety conditions. The discharge of these responsibilities is delegated to COMDT NZCF, and NZCF staff.

6.7 It is impractical for CDF to have, potentially, over 100 individual representatives representing various Cadet Units Real Property at the annual CAC. Therefore one of the following models is to be adopted by Cadet Units as their situation dictates in cooperation and support of their National Support Organisation:

- a. **Cadet Units Accommodated in a Defence Area** – Cadet Units occupy the Defence Area subject to NZDF conditional consent (Note this consent is not a lease or licence as both the Cadet Unit and NZDF are both part of the Crown);
- b. **Cadet Units Accommodated on Reserve Land** – Cadet Units administered by a recognised organisation under the Reserves Act 1977, e.g. Crown land placed in reserve and managed by a national association. In this case the Cadet Unit should occupy the reserve under a licence from the national association;
- c. **Cadet Units Accommodated on Education Land (Crown land)** – the National Association should hold the lease in accordance with the Education Lands Act 1949 and the Cadet Unit has a licence from the national association to use the land;
- d. **Cadet Units Accommodated on Other Crown Land** – the Cadet Unit's National Support Organisation should hold a lease from the Government agency. The Cadet Unit should hold a licence from the National Support Organisation;
- e. **Cadet Units Accommodated on Recognised National Support Organisation Owned Freehold Land** – Cadet Units which are accommodated on freehold land owned by a National Support Organisation has a licence from that organisation; and
- f. **Cadet Units Accommodated on Third Party Owned Freehold Land** – Cadet Units which are accommodated on freehold land owned by a third party should have a license with their National Support Organisation, who in turn have a lease with the third party.

### **Responsibility of the Cadet Unit Commander in Relation to Real Property**

6.8 Real Property should remain the responsibility of the community (through the National Support Organisation and their branches) including any transactions and/or agreements.

6.9 CUCDRs may not dispose of any Real Property in any way or terminate any lease, rental agreement or licence to occupy without the prior approval of the COMDT NZCF.

### **Ownership Status of Cadet Unit Real Property**

6.10 The property and ownership categories above can be simply related to the Cadet Units by applying the following rules and interpretations:

- a. all Cadet Units are established under Part VI of the Defence Act 1990. This does not give Cadet Units any separate corporate or legal identity. All Cadet Units are part of the Crown which is the legal owner of their (non SCANZ, CCANZ, ATCANZ, or RNZRSA owned) Real Property. Cadet Units have no legal entitlement to own, lease, rent or license Real Property in their own right.

- b. SCANZ, CCANZ, ATCANZ, or RNZRSA are the legal owners of all Real Property used by Cadet Units for which it holds legal title.

### **Real Property Policy Intent**

6.11 Cadet Units are to migrate to this policy as existing contracts lapse or as soon as is practical. Area Coordinators are to monitor and oversee this migration.

### **Personal Property**

6.12 Generally, assets held by a Cadet Unit for its use will have come into its possession in one of the following ways:

- a. provided by their National Support Organisation.
- b. loaned or gifted by the NZDF to specific Cadet Units.
- c. purchased by the Unit Support Committee
- d. provided for the use by the NZDF.
- e. donated or gifted by community organisations or individuals.
- f. gifted by the NZDF to the National Support Organisation.

6.13 No Cadet Unit can, without the permission of COMDT NZCF, accept any gift that would incur any form of liability or risk to the Crown. In such cases, the offer should be directed to the recognised civilian support organisation Unit Branch Committee which may decline any gift on the grounds of potential liability or risk.

6.14 Under NZ Law, all property must be owned by a legal person. The three categories of legal person are:

- a. the Crown, or
- b. natural Persons either individually or jointly, or
- c. incorporated Bodies such as limited liability companies, incorporated societies and charitable trusts. Note, Incorporated Bodies have a legal identity, which is separate from that of the natural persons who constitute their membership.

### **Ownership Status of Cadet Unit Property and Assets**

6.15 The property and ownership categories outlined at paragraph 6.14 can be simply related to the Cadet Units by applying the rules and interpretations outlined in this section. SCANZ, CCANZ, ATCANZ, and RNZRSA are Incorporated Bodies, which means that they can own assets for the use of Cadet Units with the exception of assets that may have been purchased by any other Incorporated Bodies formed to assist individual Cadet Units.

6.16 Cadet Unit Branch Committees of SCANZ, CCANZ, ATCANZ, and RNZRSA are the representative branches of SCANZ Inc, CCANZ Inc, ATCANZ Inc, and RNZRSA Inc, as appropriate. Therefore they are agents for those Incorporated

Bodies for the purpose of holding and administering assets belonging to those bodies and are accountable to the relevant Body for their actions.

6.17 Assets acquired by a particular Cadet Unit (and not by SCANZ, CCANZ, ATCANZ, and RNZRSA), in the absence of any evidence to the contrary, are owned by the Crown.

6.18 CDF, on behalf of the Minister of Defence, will also have responsibility for Personal Property used by Cadet Units; for example where the use of such Personal Property creates health and safety issues. The discharge of these responsibilities is again delegated to the COMDT NZCF, and NZCF staff.

### **Accounting for Assets or Property**

6.19 To avoid confusion as to actual ownership of assets held by a Cadet Unit, each CUCDR in conjunction with the Cadet Unit support committee is to maintain an Assets Register.

6.20 The Assets Register should clearly identify all items of value held by the Cadet Unit. The format for the Assets Register is at Annex A to this chapter.

6.21 Items on the Assets Register are to be subject to a stock take by the CUCDR twice per year to determine the location, quantity and serviceability. Any discrepancies are to be reported through the chain of commend to HQNZCF for Crown property, and to the support committee for all other property.

6.22 CUCDRs are to appoint a Property Officer to maintain the Assets Register and to be responsible to the CUCDR for the accounting and management of Cadet Unit assets.

### **Authority of CUCDRs in Relation to Personal Property**

6.23 Due to the contingent liabilities involved, CUCDRs are not to acquire or dispose of any Crown property without the prior approval of the COMDT NZCF.

6.24 CUCDRs are to inform the COMDT NZCF of the acquisition or disposal of any Cadet Unit Crown owned asset where the value is \$1k or over.

### **Insurance**

6.25 HQNZDF is responsible for providing insurance cover for Cadet Unit equipment borrowed for Authorised Activities, e.g., the boats and trailers used on the SCC Cadet Sailing Charge Course.

6.26 Additionally the NZDF provides a two million dollar Public liability Insurance to pay for damage to property owned by members of the public arising from damage caused as a result of Authorised and/or Recognised Activities provided the Recognised Activity has been notified to NZCF on the Cadet Unit Activity Intention Form - NZCF 11 and is covered by a Risk management Plan – Form NZCF 12.

6.27 Cadet Unit support committees are to insure, as best as they are able, to replacement value, assets used by the Cadet Unit. CUCDRs are to ensure that no actions are taken which would invalidate insurance cover held in relation to property in the custody or possession of the Unit.

### **Closure of a Cadet Unit**

6.28 In the event of a Cadet Unit being placed into recess or closed, it is important to prevent the theft, loss or inappropriate disposal of any assets.

6.29 The Cadet Unit's stores and equipment are to be secured and a 100% stock take is to be undertaken immediately the recommendation has been made.

6.30 In the event of a Cadet Unit being placed into recess or closure, the following action is to occur as soon as practicable after the decision is made by the COMDT NZCF:

- a. The CFTSU AC of the Cadet Unit is to meet with the CUCDR and the Chairperson of the Unit Branch Committee of the National Association or in their absence a member of the Cadet Unit's Corps National Executive of SCANZ, CCANZ, ATCANZ, or RNZRSA.
- b. The CFTSU AC is to remove all NZDF loaned equipment (some uniforms, equipment, computers training aids, manuals, files, documentation etc) back to the Area Office to be held for a period of six months to cover the possible re-establishment of the Cadet Unit.
- c. The CUCDR is to ensure that the provisions for the handling of SCANZ, CCANZ, ATCANZ, and RNZRSA property as set out by the respective organisations are also followed.
- d. Funds held on behalf of and for the purposes of supporting the Cadet Unit activities are to be used to pay any outstanding Cadet Unit accounts. Surplus funds should be managed IAW the constitution of the relevant National Support Organisation.

### **Guiding Principles on Property and Assets for CUCDRs**

6.31 The following principles on property and assets are provided for the guidance of CUCDRs and National Support Organisations:

- a. Cadet Units can not own property in their own right;
- b. property in the possession or use of Cadet Units is highly likely to be owned by either the Crown or the relevant National Support Organisation;
- c. Local Branch Committees are agents for the relevant National Support Organisation;
- d. a Cadet Unit's occupation of Real Property is to be migrated, as soon as possible, to one of the models set out in para 6.7 of this chapter; and
- e. for any disposal of Personal Property in the possession of a Cadet Unit that is not Crown property, National Support Organisations (through the respective Local Branch Committee) are encouraged to retain those assets, or the proceeds of those assets, for the benefit of the local community where the assets have been acquired through the efforts of that community.

6.32 Reserved

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## ANNEX A - Example - Cadet Unit Assets Register

### Cadet Unit: TS Port (Auckland)

| Serial No1 | Description 2                                      | Qty 3 | Purchase Price 4 | Purchase Date | Invoice No 5 | Gifting / Donating Or Purchasing Agency 6 | Location(s) Held 7 | Notes 8                                 |
|------------|--|-------|------------------|---------------|--------------|---|--------------------|---|
| AX7643     | TV. Sanyo 42in LCD (incl remote control #AX7643RC) | One   | \$3,400.00       | 24 Sep 07     | 1234567      | USC                                       | Training Room 3    | Funded by the 2006 USC raffle           |
| EQ2345     | Covered Trailer, tandem axle                       | One   | \$6,000          | Dec 85        | N/A          | Gifted to Unit by Mr G.P. Brown           | Unit Garage        | In unit prior to SCANZ (Crown Property) |

1. Include the item's serial number and/or other markings required for identification purposes
2. A clear concise description helps in identification
3. For large or valuable items, each should be entered under its own description
4. Important to record for insurance purposes
5. Can also include GST receipt number if required
6. Items gifted or donated to the Cadet Unit from another individual /organisation, eg, Lions Club, etc
7. Location of items (helps when the stocktake is required)
8. Suitable notes to explain ownership, or further describe additional remarks of importance

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## CHAPTER 7 - Financial Policy

### SECTION 1 - General

#### Introduction

7.1 Financial assistance to the NZCF is determined by the Government and an upper limit is expressed separately within the Defence Vote. The Defence Act 1990 section 78(1)(a) authorises CDF to grant that financial assistance subject to such terms and conditions as he or she may decide.

7.2 It is recognised by the NZDF that Cadet Units require funds in addition to the finance explained in paragraph 7.1 for the conduct of Recognised Activities. These additional and private funds are explained below.

7.3 The purpose of this chapter is to:

- a. direct the relationship which is to be preserved between:
  - (1) the public funds appropriated by Government to assist the NZCF in the conduct of those Authorised Activities;
  - (2) the NZCF Welfare Fund operated by the COMDT NZCF, and
  - (3) those private funds operated by the USC or National Support Organisations.
- b. explain the manner in which it is expected any private funds associated with their Cadet Unit should be administered by the USC.

#### New Zealand Defence Force Funding

7.4 The financial management of the annual allocation to the NZCF within the Defence Vote is delegated to the Director General Reserve Forces and Youth Development (DGRFYD). This allocation is:

- a. accounted for in the fashion normally used throughout the NZDF; and
- b. falls into the following two categories :
  - (1) the direct costs incurred during NZCF activities and charged against the NZCF budget; and
  - (2) indirect costs.

7.5 **Direct Costs.** Are those costs clearly attributed to Cadet activities and can be separately identified from the other operating costs of the NZDF, e.g., the payment of members of the NZCF on Authorised Activities, the costs of uniforms and equipment allocated, etc.

7.6 Direct Costs will in normal accounting procedures use a Special Purpose Code (SPC) to assist in expenditure analysis. Each Cadet Unit, HQNZCF, CFTSU, Authorised Activities and, specific Single Service Chief sponsored activities will have

an SPC assigned to it. It is vital for planning that any activities that can have an SPC apportioned, do so.

**7.7 Indirect Costs.** Are those costs incurred by the single Services in the provision of support for Authorised Activities from within the day-to-day administration and routine operations of NZDF, which are met from the budget of the Base/Ship/Camp, which is tasked by single Service Headquarters to host the Authorised Activity. A forecast of Authorised Activities, including estimated costs, is to be submitted by HQNZCF to single Service Headquarters for approval and budgeting purposes annually.

**7.8** When Indirect Costs are to be assessed the following is an indication of the criteria used:

- a. the annual schedule of authorised NZCF activities including the authorised duration for each activity;
- b. the number of members of the NZCF enrolled and authorised to participate in these Authorised Activities; and
- c. the assessed cost of such support factors not accrued as Direct Costs (e.g., the operating costs of those NZDF vehicles used in support of a Cadet activity).

### **Budgetary Control**

**7.9** CDF has given the COMDT NZCF responsibility for the financial management of the funds in DFO 3, Part10, Chap 5, para 10.5.20.

**7.10** Budgetary control for the NZCF is delegated to the COMDT NZCF, who is appointed Cost Centre Manager of the NZCF budget. Budgetary control is achieved through control of authorised NZCF activities and control of the Members of the NZDF posted to the NZCF and their activities in support of Cadet Units. Within prescribed limits the criteria for the provision of NZDF support is that once a Cadet Unit or an activity is authorised, reasonable support in terms of Section 78 of the Defence Act 1990, is forthcoming. This is arranged by the COMDT NZCF and the staff and backed up by the appropriate single Service.

**7.11** Expenditure is to be recorded against the appropriate Budget. Throughout the NZDF whenever possible, accounts for items or services which are obtained or provided specifically for the NZCF purposes, i.e., Direct Costs, are to be attributed by the providing Service agency to NZDF Output: NZCF. Indirect Costs are to be absorbed by the appropriate cost centre of the Base/Ship/Camp hosting the activity.

**7.12** A NZCF Budget is promulgated each year by the A/COMDT usually after consideration of:

- a. the costs of all facets of NZCF activities in the past financial year; and
- b. the estimate of expenditure for the forthcoming financial year.

**7.13** HQNZCF is to exercise a watching brief to ensure that Service support within the limits laid down in this chapter does not become the lowest priority by any single

Service staff. The designated Service Commands will provide support as if it were a normal activity of that Service.

7.14 The supervision outlined in the paragraph above applies particularly when, from time to time, economic measures need to be adopted by the NZDF, and Cadet activities are likely to suffer disproportionately. Any such economic measures are to apply equally to Authorised Activities and the equivalent Services activities. Accordingly, when necessary, adjustments to the scale, nature, duration or attendance levels for Cadet activities are to be made by the COMDT NZCF in negotiation with the Services. Once adjustments are made the supporting agencies of the Services are to provide full support to the newly agreed levels.

### **New Zealand Cadet Forces Welfare Fund**

7.15 The fund is to be run within the NZDF rules that apply to the non-public funds of the Armed Forces. The COMDT NZCF is authorised to operate one centralised account for cadet welfare purposes.

7.16 The NZCF Welfare Fund receives contributions by way of donations from the RNZRSA and other community based organisations that have an interest in youth development and the community they operate in.

7.17 The fund is designed to offer NZCF training opportunities and scholarships that are not otherwise offered by the NZDF.

7.18 Such donations are in accordance with instructions and directives set by the RNZRSA and the community organisations.

### **Locally Raised Private Funds**

7.19 Those sections of the Defence Act which relate to the control of non-public funds of the Armed Forces do not apply to locally raised private funds of Cadet Units. Care is therefore exercised to preserve the relationship between:

- a. the public funds appropriated in the Defence budget for NZCF purposes, i.e., the conduct of the Authorised Activities of the NZCF, as explained above; and
- b. the private funds held by the National Support Organisations and USC for the Recognised Activities explained in chapter 3 of these Orders.

7.20 It is an accepted practice that fund-raising at the Cadet Unit and/or USC level occurs and that in some areas canteens are operated for Cadet Units. These funds are not for the purpose of the NZDF in relation to the conduct of Authorised Activities. Such private funds are the sole responsibility of the USC, which is to make rules for collecting, holding, administering, and accounting.

7.21 Within the operating procedures of Cadet Units, it is recommended to USCs and National Support Organisations that NZCF Officers and Cadets do not hold, administer, or account for private funds or petty cash except for funds to meet day to day expenses.

7.22 In the event of neglect in relation to the above paragraph, the CUCDR is to report the matter in writing to an office holder of the appropriate National Support Organisation without delay.

7.23 It is recognised by the NZDF that any members of the NZCF may take part in any lawful fund-raising activity conducted by the USC and/or National Support Organisation to raise funds for purposes not provided for by the NZDF. Care is to be taken however, to ensure that no impression is given that such members are collecting or raising funds for or on behalf of the NZDF or for official purposes.

7.24 Any private funds raised and administered for or by School Units are to be operated by the school authorities.

7.25 Additionally:

- a. no member of the Armed Forces who is assigned for duties with the Cadet Forces pursuant to Section 78 (1)(e) of the Defence Act 1990 is to collect, hold, administer or account for any private funds which are associated with the NZCF; and
- b. private funds which are associated with Cadet Units are not subject to inspection by NZDF Inspectors, as they are not non-public funds under the Defence Act 1990.

### **Administration of Private Funds**

7.26 The distinction between Public Funds and those funds raised locally in association with a Cadet Unit (private funds) is shown in this chapter. The following guideline points are advised to CUCDR, USC and the recognised National Support Organisations. Refer to section 2 of this chapter for detailed guidelines on the management of locally raised funds.

7.27 The relevant USC must ensure the private funds of the Cadet Unit it sponsors are lawfully and soundly administered. The funds should be:

- a. operated through bank accounts,
- b. operated in such a way that:
  - (1) all expenditure is properly authorised by recorded minutes, and
  - (2) periodic statements of the account are promulgated throughout the USC and the Cadet Units, and
  - (3) reported six monthly to the National Treasurer/Secretary of SCANZ, CCANZ or ATCANZ as appropriate or on such regular basis as determined by SCANZ, CCANZ or ATCANZ

7.28 In order that the distinction between the funds of the USC and/or National Support Organisation and the NZDF is maintained, the CUCDR is also to ensure that:

- a. it is made clear to all concerned that any joining fee or periodic subscription for the Cadet Unit is not levied as a requirement of the NZDF,

- b. the title given to any accounts for private funds operated at the local level is that of the appropriate USC and does not contain the designation of the cadet unit or Corps on its own, and
- c. any petty cash funds held in the Cadet Unit is administered as a subsidiary of the account of the private funds of the USC.

### **Budgetary Control**

7.29 All private funds held in connection with the activities of Cadet Units are to be held by the USC in compliance with paragraph 7.26 of these Orders.

### **Audit**

7.30 NZDF Auditors and the members of the Armed Forces posted to the NZCF shall, from time to time, be required to ensure that Cadet Units are complying with the NZDF rules and procedures for the issue, holding and administration of NZDF resources.

### **Financial Management of Unit Funds**

7.31 NZCF Officers are not to be members of their Cadet Unit's USC. The CUCDR or his or her appointed Cadet Unit Officer may attend USC meetings in an ex officio capacity in order to meet the duties and responsibilities of NZCF Officers as detailed in annex D to Chapter 4 of these Orders.

7.32 Reserved

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## **SECTION 2 - Guidelines for the Financial Management of Locally Raised Funds**

7.38 Notwithstanding that the funds raised locally are not subject to any input from the NZDF, the level of control, administration, holding and accounting for these funds must be maintained at an acceptable level of accountability. It is important therefore to be clear regarding the status, administration and control of funds generated locally to support a Cadet Unit, and to understand the roles and responsibilities of the USC and CUCDR in relation to these funds.

### **General**

7.39 The financial management system at the local Cadet Unit level should involve the CUCDR and the USC. The input from both must be co-operative to be fully effective.

7.40 The management of locally raised funds falls logically into four main functions:

- a. raising funds;
- b. allocating funds;
- c. spending funds; and
- d. accounting for funds.

### **Raising Funds**

7.41 Cadet Units and their USC have numerous options for raising funds and it is not the purpose of this section to detail these. Local conditions will determine the most appropriate option. What is feasible in one locality may not be the best option in another locality.

7.42 Funds will primarily be generated in the following areas:

- a. parents/caregiver cadet joining levies/donations;
- b. camp fees;
- c. donations;
- d. grants;
- e. interest received; and
- f. special fund-raising activities.

7.43 Accounting procedures for funds received are detailed at paragraphs 7.54-7.60 of this chapter.

### **Allocation of Funds**

7.44 Three months before the commencement of any training year the CUCDR should prepare and present to the USC an operating and capital expenditure budget

covering the Cadet Unit activities for the training year. Samples of the type of forms to be used for the preparation of a budget are at annexes A-C of this chapter.

7.45 In consultation with the CUCDR the USC will then approve an operating and capital expenditure budget for the training year together with a cash-flow forecast. The proposed budget may require amendment if the forecast total of the Cadet Unit operating costs, capital costs and those costs required by the USC for its own and national body administration exceed the total of funds already held plus an estimate of the amount of additional funding which can be raised during the training year.

### **Spending Funds**

7.46 All spending of locally raised funds relates to Cadet Unit operating costs, Recognised Activities undertaken by the Cadet Unit, and capital expenditure in support of the Cadet Unit. It is critical therefore that the relationship between the CUCDR and USC is firmly in place so that the question of expenditure can be decided along clear policy guidelines.

7.47 Once the USC has approved the budget, the CUCDR should be given the authority to draw funds in accordance with the budget without further approvals being required by the USC.

7.48 Unplanned expenditure or expenditure beyond the approved budget, must be approved by the USC prior to commitment.

7.49 The USC may consider authorising the CUCDR to spend up to a specified limit on incidental expenditure for items not included in the budget. The CUCDR is required to account for any expenditure in this category.

7.50 The CUCDR are not to be one of the signatories to the bank account.

7.51 Capital expenditure may involve greater sums of money than general operating expenses but the same principles apply. CUCDRs must provide the following details when applying for appropriations for capital expenditure:

- a. item required;
- b. cost;
- c. date required;
- d. benefit to the Cadet Unit; and
- e. quotations obtained.

7.52 Monthly reports are to be prepared by the USC to compare actual expenditure against budget.

7.53 The CUCDR is accountable to the USC for expenditure incurred from private Cadet Unit funds.

7.54 The USC is to review the budget and cash flow forecast should the Cadet Unit prove unable to remain within its approved budget. If necessary the USC is to apply additional controls to the expenditure of funds, for example insisting that 'all further expenditure to be approved by the USC prior to commitment'.

7.55 The USC is to inform the COMDT NZCF through the National Executive of the National Support Organisation, if the measures in the above paragraph are being considered, prior to such action being taken. Such restrictive measures should be the exception rather than the rule.

### **Accounting for Funds**

7.56 Any organisation obtaining money from the public, however it is raised, is to be able to account for the proper handling and use of those funds.

7.57 While internal control and checks of locally raised funds is limited because of their nature it is nevertheless essential to have basic elements of internal control in place.

7.58 These include:

- a. all cheques to have two signatures;
- b. vouchers and accounts to be held on file in cheque number order for all payments;
- c. all payments, when able, to be supported by an invoice;
- d. receipts issued for all funds received;
- e. receipts to be in a bound, printed form, numbered, and made out in duplicate;
- f. the top copy of receipts to be given to the person providing the funds;
- g. all cash to be banked as soon as possible after receipt (preferably not later than the day following receipt);
- h. totals of receipts to be reconciled to bank deposits; and
- i. regular reconciliation of bank accounts to cheques and deposits.

7.59 Primary accounting records comprising the cheque book, receipt book and bank deposit book must be kept. These should be supported by a Cash Book and bank statements reconciled between each other.

7.60 The payments record (Outwards Cash Book) should contain, as a minimum, the following information:

- a. date paid,
- b. to whom payment was made,
- c. cheque number,
- d. amount of payment, and
- e. purpose of payment.

7.61 The receipts record (Inwards Cash Book) should show, as a minimum, the following information:

- a. date received,
- b. from whom the funds were received,
- c. the amount,
- d. details of the receipt, and
- e. date banked.

7.62 The guidelines in the preceding paragraphs provide sufficient detail for Cadet Units and USC to establish the financial relationship between them to prepare and operate a budget, and to manage and account for the funds raised locally in support of a Cadet Unit.

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## **SECTION 3 - Insurance**

### **Insurance Cover for Cadet Unit Assets used on NZCF Authorised Activities**

7.69 HQNZCF is responsible for the insurance of equipment against damage/loss while in transit or in use during Authorised Activities. As an example, the SCC Sailing Charge Course is an Authorised Activity listed on the ATP and funded and supported by the NZDF, therefore insurance cover is provided.

7.70 This cover does not however extend to Cadet Unit items loaned to Cadets for their use at Authorised or Recognised Activities (ie, Cadet Unit cookers, tents, packs, sleeping bags etc).

7.71 The insurance provided by the NZDF for this Authorised Activity covers two areas:

- a. public liability; and
- b. damage to, or loss of the assets (ie, boats and/or the trailers used to transport the boats).

7.72 Public liability insurance encompasses property damage or personal loss suffered by third parties as a result of the actions of the NZCF during an Authorised Activity. An example of this situation would be if a Cadet Unit boat collided with a privately owned yacht causing damage to the yacht. The public liability insurance would respond to address damage to the yacht, which is termed the third party in the incident. Separate insurance responds to pay for any damage to the NZCF boat.

### **Insurance Responsibilities at Other Times (i.e., Recognised Activities)**

7.73 The responsibility is on the Association Branches and USC to obtain insurance for items of value held by the Cadet Unit, excluding weapons, uniforms and stores on loan from the NZDF. This is to protect the Cadet Unit from losses that arise during the activities undertaken at the Cadet Unit or area level that are not listed on the ATP. These activities include regular parades or other Recognised Activities organised by the Cadet Unit where the provision of support rests with the Cadet Unit and/or the USC.

7.74 The CDF will provide public liability insurance to indemnify NZCF Officers and USC members from claims for injury, damage or loss to third parties or their property. This provides protection for the Cadet Unit should an event arise from NZCF activities undertaken in accordance with proper controls which results in a member of the general public suffering damage or loss to their property. The Cadet Unit is responsible for any damage/loss incurred to property held by the Cadet Unit.

7.75 It is vital that all appropriate paperwork for the activity, ie, NZCF 11 and NZCF 12 RAMS forms, are completed and submitted prior to the event taking place.

7.76 ACs are to notify the COMDT NZCF of any events that may result in a claim on the Public Liability Insurance Policy, within 24 hours of the incident. Full details of the incident are to follow in writing within 48 hours. The COMDT NZCF will then notify the insurer.

### **Personal Insurance Cover**

7.77 The NZDF has insurance cover for all NZDF personnel. The Chief of Defence Force has also agreed to extend death and total permanent disability insurance coverage to NZCF cadet officers while on NZCF duty.

7.78 The following insurance coverage is provided for NZCF cadet officers:

- a. \$100,000 death coverage in cases of death by accident while on NZDF duty; and
- b. Total permanent disability coverage in cases of accident while performing NZCF duties.

7.79 The insurance coverage applies when undertaking Authorised or Recognised activities and when travelling to and from such activities only. Recognised activities include cadet unit parades.

7.80 Acceptance of a claim will be at the sole discretion of the insurer, the NZDF.

7.81 The provision of this insurance coverage for NZCF cadet officers recognises the valuable and important support provided to the NZDF by cadet officers through their contribution to the NZCF and cadet training.

7.82 The minimal cost of the insurance premium is incorporated into the NZCF rates of remuneration.

7.83 Reserved

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## ANNEX A - Unit Income Budget for Year Ended 20XX

|   |       |           |        |
|---|-------|-----------|--------|
| Cadet Levies                              | -     | \$        |        |
| Camp/Activity Fees                        | -     | \$        |        |
|   | -     | \$        |        |
|   | -     | \$        |        |
| Donations and Grants                      | -     | \$        |        |
| NZCF ( <i>Reimbursement of expenses</i> ) |       | \$        |        |
| Fund Raising Revenue:                     |       |           |        |
|   | -     | \$        |        |
|   | -     | \$        |        |
|   | -     | \$        |        |
|   | -     | \$        |        |
| Interest Received                         | -     | \$        |        |
| <br>Total Income for the Year             | <br>- | <br>_____ | <br>\$ |
| Less Expenditure                          | -     |           | \$     |
| Surplus (Deficit)                         |       |           | \$     |

## ANNEX B - Unit Expenditure Budget for Year Ended 31 December 20XX

### Training

|                |   |    |
|----------------|---|----|
| Base Visit:    |   |    |
| Camps          | - | \$ |
|                | - | \$ |
|                | - | \$ |
| Training Aids: |   |    |
| Activities     | - | \$ |
|                | - | \$ |
|                | - | \$ |
| Other:         |   |    |
|                | - | \$ |

### Administration

|                       |   |    |          |
|-----------------------|---|----|----------|
| Advertising/Publicity | - | \$ |          |
| Annual Awards         | - | \$ |          |
| Bank Charges          | - | \$ |          |
| General Expenses      | - | \$ |          |
| Hospitality           | - | \$ |          |
| Insurance             | - | \$ |          |
| Licences              | - | \$ |          |
| Photographs           | - | \$ |          |
| PO Box Rental         | - | \$ |          |
| Power                 | - | \$ |          |
| Presentations         | - | \$ |          |
| Printing              | - | \$ |          |
| Stamps                | - | \$ |          |
| Stationery            | - | \$ |          |
| Subscriptions         | - | \$ |          |
| Telecommunications    | - | \$ |          |
| Uniform Maintenance   | - | \$ |          |
| Uniform Purchase      | - | \$ |          |
|                       |   |    | \$ _____ |

### Premises and Equipment

|                                     |    |    |          |
|-------------------------------------|----|----|----------|
| Building Repairs                    | -  | \$ |          |
| Equipment Repairs                   | -  | \$ |          |
| Rent                                | -  | \$ |          |
| Signs                               | -  | \$ |          |
|                                     |    |    | \$ _____ |
| TOTAL OPERATING COSTS               |    |    | \$ _____ |
| Capital Expenditure as per schedule |    |    | \$ _____ |
| TOTAL EXPENDITURE FOR YEAR          | \$ |    | \$ _____ |

# ANNEX C - Unit Capital Expenditure Estimate for Year Ended 31 December 20XX

| <u>Item Require</u> | <u>Value</u> | <u>Date</u> | <u>Benefit</u> |
|---------------------|--------------|-------------|----------------|
|---------------------|--------------|-------------|----------------|

## Capital Expenditure Funding Source

**INTENTIONALLY BLANK**

# **CHAPTER 8 - NZCF Officers Terms and Conditions of Membership**

## **SECTION 1 - General Requirements**

### **Introduction**

8.1 It is essential for the proper supervision of Cadets, that the required number of adults with proven leadership qualities and personal attributes be recruited as NZCF Officers.

8.2 They are required to be supported by the CUCDR and the local USC (or the school Board of Trustees, as appropriate).

8.3 All persons seeking entry to the NZCF as an Officer, Supplementary Staff, or other staff member will be required to undergo NZDF Security vetting and clearance. Ideally, NZCF Officers and Supplementary Staff should live in the same locality as the Cadet recruitment area.

8.4 The number of NZCF Officers permitted in a Cadet Unit is based on the NZDF Unit grading policy detailed in the Annexes to Chapter 4 of this Manual.

8.5 Nominations for NZCF Officers in excess of the authorised graded strength require special justification and approval of the COMDT NZCF.

### **Nomination of Officers**

8.6 The procedure for nominating a person to be an NZCF Officer and the subsequent selection procedures are detailed in Section 2 of this Chapter and are intended to ensure that candidates possess the necessary qualities and attributes for service with the NZCF.

8.7 It is essential that Officer Candidates have demonstrated their suitability to supervise Cadets in a fair and equitable manner. In addition, candidates must:

- a. be of good character;
- b. be literate;
- c. have empathy for teenagers;
- d. have demonstrated the ability to supervise and instruct teenagers;
- e. display positive leadership characteristics;
- f. be prepared to accept the responsibility and Duty of Care for Cadets;
- g. be prepared to accept and abide by the NZCF Code of Conduct;
- h. be committed to attend NZDF training courses as a student and, if considered suitable, a staff member; and
- i. be willing to give the time commitment required for attendance at weekly Cadet Unit parades and programmed weekend activities.

- 8.8 It is desirable that an NZCF Officer Candidate:
- a. be physically fit and active;
  - b. possess Military or NZCF knowledge;
  - c. possess the personal qualities to effectively foster the qualities of leadership and responsible citizenship;
  - d. for SCC, possess some knowledge of maritime activities;
  - e. for NZCC, possess some knowledge of outdoor activities; and
  - f. for ATC, possess some knowledge of aviation activities.

### Restrictions

8.9 **Members of the Armed Forces.** Members of the Armed Forces are not eligible for appointment to an NZCF Commission.

8.10 Members of the Armed Forces may assist Cadet Units on a voluntary basis with the sanction of the CUCDR and their NZDF Commanding Officer. However, they are not to assume any supervisory responsibility over NZCF members.

8.11 Members of the Armed Forces do not have any authority over other members of the Armed Forces holding NZCF posts, with regard to NZCF matters.

8.12 **Non-New Zealand Citizens.** Foreign nationals or citizens of other Commonwealth nations who are residing permanently in New Zealand may apply for probationary NZCF commissions. However, New Zealand citizenship or permanent residence status is required prior to the confirmation of that probationary commission.

8.13 The processing of applications from prospective Officers who are not New Zealand citizens may be delayed if NZ residence is not long-standing. This is to verify the required NZDF Security vetting and clearance.

8.14 **Age Limitations.** Applications from persons applying for a commission in the NZCF will not be accepted under the age of 20 years.

8.15 UOs may be recommended for commissioning by their CUCDR no earlier than 20 years of age and no later than 21 years of age.

8.16 Reserved

8.17 Reserved

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8.21 Reserved

## **SECTION 2 - The Nomination and Selection of Candidates for a Probationary Engagement as a Cadet Forces Officer**

### **Applications**

8.22 The responsibility for obtaining applications for probationary NZCF Officer Commissions lies with CUCDR and USC (or School Board of Trustees as appropriate).

8.23 As soon as the potential applicant (who is not an UO) indicates a desire to join a Cadet Unit, a form NZCF 7 (Application for Staff Assistant) is to be raised and submitted to the COMDT NZCF for Police vetting and final consideration.

8.24 Applicants for NZCF Officer Commissions, who are not UOs, are to attend Cadet Unit routine parade activities for at least 20 parades before completing an application form for a commission. The intention of this period is to allow CUCDR, the USC (or School Board of Trustees as appropriate), Cadets' parents/caregivers/guardians an opportunity to observe the suitability of the person to supervise Cadets. It also provides the applicants with an understanding of the commitment and tasks required of an NZCF Officer.

8.25 The CUCDR must ensure that the applicant understands:

- a. the terms and conditions of the NZCF service set out in this chapter;
- b. the Duty of Care that applies to NZCF Officers;
- c. the duties that may be assigned to the applicant; and
- d. the NZCF Discipline Policy and Code of Conduct.

8.26 If after the 20 parade period of attendance the new applicant, or UO is willing and considered suitable for commissioning by the CUCDR and USC (or School Board of Trustees as appropriate), a form NZCF 1 is to be requested for the applicant in writing by the CUCDR from the AC CFTSU.

### **NZCF Responsibilities**

8.27 **CUCDR's.** The CUCDR must be satisfied with the applicant and be able to make a positive recommendation on the form NZCF 1 before proceeding with an Interview Panel. In the event that a positive recommendation cannot be made, the application is to be reviewed and the AC CFTSU advised.

8.28 On lodging an NZCF 1 the applicant is then to be interviewed by a panel comprising of at least two representatives of the USC and a CUCDR from another Cadet Unit. The comments and recommendation of the Interview Panel are to be recorded at Part 4 of the form NZCF 1 before it is forwarded to the AC CFTSU.

8.29 If the Interview Panel does not recommend the application, then the applicant is to be informed by the CUCDR and Chairperson of the Interview Panel. The application for commissioning is not to be progressed and the NZCF 1 is to be returned to the AC CFTSU.

8.30 **AC CFTSU.** On receipt of the positively endorsed form NZCF 1 the AC CFTSU is to obtain written references from two of the individuals given as referees by the applicant. On receipt of these the AC CFTSU is to interview the applicant in person as soon as practicable to further assess the candidate's suitability.

8.31 The NZCF 1 is then to be completed and forwarded regardless of the AC CFTSU recommendation, with the references, to the COMDT NZCF for NZDF Security Clearance vetting, Cadet Unit vacancy analysis and final consideration. The Security Clearance in this case is not a classification clearance.

8.32 **COMDT NZCF.** If the applicant is considered a suitable NZCF Officer candidate, the COMDT NZCF, who is delegated the authority to approve candidates for NZCF Officer Commissions' will endorse and sign off the NZCF 1. A formal letter of approval will be forwarded to the candidate, through their AC and CUCDR.

8.33 After a successful NZDF Security clearance is obtained and the NZCF 1 sign off completed, the candidate will be appointed as Supplementary Staff Members of their Cadet Unit while being considered as Candidates for attendance at an NZCF Officers' Commissioning Course. UOs will retain their rank and position in the cadet unit until attendance on a NZCF Officers' Commissioning Course. A candidate must complete a Commissioning Course within 12 months of their NZCF 1 being approved.

8.34 Candidates will be advised in writing of their successful application, and will be forwarded a copy of the Code of Conduct, Duty of Care booklet, and NZCF Charter of Support. A Pre-Commissioning Course Task Book will be issued from the Area Office for Supplementary Staff only.

8.35 Candidates are then to notify their AC CFTSU via their CUCDR which Commissioning Course they are able to attend. The Pre-Commissioning Course Task Book must be completed, signed off by the CUCDR and brought to the NZCF Officers' Commissioning Course by the candidate, except for UOs who are not required to complete the book.

### **Candidates for Commissioning**

8.36 Candidates will be utilised by their Cadet Unit as Supplementary Staff Members while being considered at HQNZCF as Candidates for Commissioning. UOs will retain their position and role within the unit.

8.37 Once they have notified their CUCDR which commissioning course they are able to attend; and on acceptance to attend a commissioning course, a sizing chart for an initial uniform issue will be forwarded to them for completion and return to Area Office. On receipt of this completed sizing chart, AC CFTSUs will order the uniforms and on receipt will forward them to the candidate.

8.38 On receipt of the initial uniform, CUCDR are to instruct the candidates on how the uniform is to be worn and maintained. Commissioning candidates are NOT permitted to wear the uniform at Cadet Unit activities or parades until they have successfully passed an NZCF Officers' Commissioning Course.

8.39 The uniform is to be brought to and worn during the Commissioning Course.

8.40 Candidates who fail to meet the commissioning course Terminal Objectives will be interviewed and at the discretion of the COMDT NZCF will be offered the chance to attend another Course. Unsuccessful candidates will return their uniforms for reissue prior to attending another Course.

8.41 Upon successful completion of the Course, the candidate will receive acting rank. Candidates must then serve a 12 month probationary period where their performance and commitment as an NZCF Officer is to be assessed by the CUCDR, USC (or School Board of Trustees as appropriate) and the AC CFTSU. Once assessed as suitable for continued service as an NZCF Officer, they will be confirmed in rank and any seniority for previous Regular or Reserve Forces service will be awarded (in accordance with paragraph 8.52 of this Manual) and the remainder of their scale-issue items of uniform will also be issued.

### **A Declined Nomination**

8.42 If evidence is provided during any stage of the selection process which causes the COMDT NZCF to disagree with the recommendation of an Interview Panel, (or School Board of Trustees), the COMDT NZCF will advise the Interview Panel accordingly. Further, suggestions may be made as to how the applicant could best assist the Cadet Unit.

8.43 When the COMDT NZCF declines an application for an appointment to a NZCF commission, the applicant will be advised in writing.

8.44 The Chart at Appendix 1 to Annex A of this Chapter shows the commissioning process for NZCF Officer candidates.

### **Fitness Requirement**

8.45 NZCF Officers must maintain a level of fitness commensurate with the activities they supervise i.e. they must be fit for purpose. As an example therefore, if they are to supervise a tramping activity they must be able to complete the tramp whilst maintaining situational awareness, and retaining the ability to deal with emergency situations.

8.46 Additionally NZCF Officers must be able to fit a standard issue uniform as no custom fits will be approved.

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## **SECTION 3 - Appointment to an NZCF Commission and Re-Activations**

### **Conditions**

8.53 NZCF Officers are to:

- a. maintain good relations, through their CUCDR, with USCs and the recognised civilian supporting organisation (or Board of Trustees);
- b. comply with the NZCF Code of Conduct at all times;
- c. complete a Declaration of Service;
- d. discharge their duties carefully and diligently;
- e. foster good order and discipline, and exercise their duty of care amongst NZCF members;
- f. observe all orders, instructions and directions issued in respect of NZCF duties from any superior NZCF Officer, or from members of the Armed Forces appointed to NZCF posts. When in a Defence Area any member of the Armed Forces may issue orders to NZCF Officers with respect to them remaining in or leaving the Defence Area;
- g. maintain good relations with the parents/guardians/caregivers of Cadets; and
- h. remain suitably qualified.

8.54 NZCF Officers may not:

- a. be members of his or her Unit's USC. However, the CUCDR or his/her appointed unit officer may attend in an ex-officio capacity;
- b. participate in, or become associated with any organisation which is not part of the NZCF without the prior written approval of the COMDT NZCF;
- c. participate in, or become associated with an organisation recognised by the Minister of Defence under s 81 of the Defence Act 1990, if that organisation purports to be in support of, or in any way connected to cadet forces, without the prior written approval of the COMDT NZCF; or
- d. be a member or trustee of a trust, if that trust purports to be in support of, or is in any way connected to a Cadet Unit, without written approval of the COMDT NZCF.

### **Probationary Appointment**

8.55 When an application for an NZCF commission is accepted and the candidate has successfully completed the NZCF Officers' Commissioning Course, the COMDT NZCF (on behalf of the Minister of Defence) will offer the candidate a 12 month probationary appointment as an NZCF Officer with acting rank. The offer will normally

be made and the Declaration of Service completed at the conclusion of the NZCF Officers' Commissioning Course. Alternatively, the offer and Declaration of Service may be forwarded to the CUCDR who is to interview the candidate advising them of the offer and arrange for its acceptance by having the candidate complete the Declaration of Service.

8.56 Confirmation of the probationary appointment will be conditional upon the candidate:

- a. serving efficiently in a Cadet Unit for a period of at least 12 months (efficient service is defined in Chapter 1 of this Manual); and
- b. being recommended by the CUCDR, USC and AC CFTSU.

8.57 HQ NZCF, on behalf of the Minister of Defence, promulgates probationary and confirmed appointments. On confirmation of appointment, the NZCF Officer's substantive rank and seniority will be set.

### **Previous Service in the Armed Forces**

8.58 An applicant with previous military service will be granted seniority upon confirmation of commission. Seniority for previous military service will be granted, as follows:

- a. **Former Members of the Armed Forces Previously Posted to NZCF:**
  - (1) **Officers:** On receiving a NZCF Officer Commission retain their highest rank held up to and including MAJ (E) plus seniority of one month per year served in the RF;
  - (2) **Warrant Officers:** On receiving a NZCF Officer Commission are to be promoted to LT (E) plus seniority of one month per year served in the RF;
  - (3) **SNCOs:** On receiving a NZCF Officer Commission are to be promoted to 2LT (E) plus seniority of one month per year served in the RF;
  - (4) Former members of the Regular Forces who have previously been posted to NZCF appointments seeking an NZCF Commission are subjected to the following criteria:
    - (a) must apply within three years of leaving the NZDF;
    - (b) be approved by COMDT NZCF;
    - (c) Successful applicants are exempt a probationary period;
    - (d) applicants meeting the criteria for commissioning may be exempt the NZCF Officers Commissioning Course if they have managed that course on behalf of the NZCF;
    - (e) applicants who are to take up CUCDR appointment are to attend the NZCF Command Course at the earliest opportunity;

- (f) any courses not covered by prior learning and experience are to be completed prior to promotion to the next rank; and
- (g) all other requirements and conditions of Service in the NZCF apply.

**b. Former Members of the Armed Forces:**

- (1) **Regular Force Officers, Warrant Officers or NCOs:** On receiving a NZCF Officer Commission are to be promoted to 2LT (E) and granted seniority of one month for each completed year served in the Regular Force.
- (2) **Reserve Force Officers, Warrant Officers or NCOs:** On receiving a NZCF Officer Commission are to be promoted to 2LT(E) and granted seniority of one month for each completed two years served in the Reserve Forces.

### **Periods of Appointment**

8.59 **Probationary.** On successful completion of the NZCF Officers' Commissioning Course, applicants will be granted a probationary appointment for a period of 12 months. At the COMDT NZCF's discretion the probationary appointment may be extended by up to a further 24 months.

8.60 **Initial Engagement.** NZCF Officers will be appointed for an initial period of 14 years. This is to take effect from confirmation of commission.

8.61 **Extensions.** NZCF Officers on expiration of their initial engagement may be extended, subject to satisfactory service, performance recommendations, and qualifications. The extension will normally be for five years, except for those NZCF Officers appointed as Cadet Unit Commanders where the extension will normally be for three years, all on approval from COMDT NZCF.

8.62 In all cases of extensions of Service, ACs will recommend or not recommend continued Service, upon which COMDT NZCF will approve or otherwise decline.

### **Ranks**

8.63 The ranks that may be held by NZCF Officers are listed in Annex A to this Chapter. The style and manner of referring to NZCF ranks is explained in Chapter 1 of this Manual.

### **Commission Parchments**

8.64 Commission Parchments are issued to NZCF Officers once their appointments have been confirmed. Parchments should be presented to NZCF Officers on a suitable ceremonial occasion.

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## SECTION 4 - Promotions and Assessments

### Qualification for Promotion

8.71 The prerequisites and criteria for promotion of an NZCF Officer are listed at Annex A to this Chapter and include:

- a. the completion of a prescribed period of efficient service from the date of effective promotion in each rank;
- b. qualifying on prescribed NZCF Officer training courses; and
- c. recommendations from the CUCDR, and the AC CFTSU.

8.72 **Efficiency:** Efficient service, for the purposes of calculating qualification for promotion is participating in a minimum of 20 days per calendar year of Cadet training activities which may be accumulated from:

- a. each whole day of attendance at an Authorised or Recognised Activity which will count as one day; and
- b. full attendance at Cadet Unit routine parades (i.e. two full parade nights) which will count as one day.

8.73 **Promotion Service Eligibility:** For calculating promotion service eligibility, time spent posted to the Supernumerary List, periods of Leave of Absence longer than three months or 'Non-Approved Leave' is not included as efficient Service.

8.74 **Attendance at NZCF Officer Training Courses.** It is vital that all NZCF Officers attend the prescribed NZCF courses to have a full understanding of the NZCF objectives and procedures and the suitable methods of Cadet training and development. These courses also permit an interchange of ideas and knowledge, and foster contact with colleagues from other Cadet Units. The commissioning course is vital to the NZCF Officer's introduction to his/her responsibilities as an NZCF Officer and provides the COMDT with the assessment necessary for confirmation of appointment. Other courses provide qualifications and/or expertise in conducting Cadet Unit parades and activities.

8.75 **Exemptions from Courses.** No exemption will be granted for attendance at the NZCF Officers' Commissioning Course, except former members of the Armed Forces where approved by the COMDT. The completion of one of the single Service Officer commissioning courses, is not equivalent to the NZCF Officer's Commissioning Course.

8.76 Exemptions for other NZCF courses will only be considered in exceptional cases. When an NZCF Officer considers that he/she already holds a qualification which includes all of the objectives of an NZCF qualification course, then application may be made to the COMDT NZCF. This will include all relevant supporting documentation/information, it will request the qualification be awarded without undertaking the course, and that the course be recognised as prior learning.

## **Course Reports**

8.77 Individual end-of-course reports will be provided for all NZCF Officers attending training courses as a student, or assisting in a staff appointment.

8.78 The results are then recorded on a central database and Form NZCF 5. The course report is to be validated by members of the NZDF posted to the NZCF prior to the NZCF Officer's End of Course Report Interview. Any anomalies or reporting inconsistencies are to be rectified prior to the interview.

8.79 The course report once validated is to be sighted and signed by the NZCF Officer being reported on during the End of Course Interview. A copy of the report is to be forwarded to the individual NZCF Officer, his or her CUCDR and HQNZCF.

## **Granting of Acting Higher Rank**

8.80 Acting higher rank may be granted in special circumstances following recommendation by the ACs. The special circumstances include:

- a. CUCDRs, qualified for the next higher rank, except for service time, who have commanded a Cadet Unit for more than two years at relatively low rank;
- b. CUCDRs of Captain(E) rank, who are course qualified for the next higher rank but not time qualified, have more than three years in command and who are serving in Cadet Units with NZCF Officers holding Major(E) rank; and
- c. NZCF Officers who cannot gain the final qualification for promotion due to the cancellation of a course for which they had been accepted.

## **Loss of Acting Higher rank**

8.81 If an NZCF Officer leaves a Cadet Unit command or a post which justified holding Acting higher rank and they have not qualified in all respects for that higher rank, then a return to the substantive lower rank will normally occur.

## **Assessments**

8.82 The progress and performance of all NZCF Officers is to be recorded by completing the assessment in Form NZCF 4 on the following occasions:

- a. on recommendation for a confirmed appointment to the NZCF;
- b. on recommendation for promotion;
- c. on recommendation for Service extension;
- d. on recommendation for appointment as a CUCDR;
- e. on transfer to another Cadet Unit;
- f. on recommendation for Corps change; and
- g. at any time, on special report for meritorious or adverse comment.

8.83 Form NZCF 4 will be initiated by HQNZCF and forwarded through the relevant AC CFTSU/CUCDRs for the occasions listed in paragraph 8.73.

### **Waiver of Promotion Qualifications**

8.84 The COMDT NZCF may waive any or all promotion qualifications in exceptionally rare cases where such action is deemed necessary in the interests of a particular Cadet Unit or the NZCF.

### **Expectation of Promotion**

8.85 Promotion, regardless of qualification, time served, or efficiency is not a right, and the final decision rests with the COMDT NZCF, and depends on the recommendations of CUCDRs and/or ACs. Included in their decision making process is the exigencies of the Unit involved, the Area, and the NZCF as a whole.

8.86 These considerations, along with the personal qualities of the candidate, and the promotion criteria will all be used in the deliberations over whether to approve a promotion or not. Consequently, the higher the promotion requested, the higher the standards to be met.

8.87 Reserved

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## **SECTION 5 - Leave, Transfers to the Supernumerary List or Another Unit, Resignations, Discipline, Discharge and Release**

### **Leave of Absence/Sick Leave.**

8.93 CUCDRs may grant leave of absence to their NZCF Officers during the normal parade year, for up to three months in each calendar year. Time on approved leave of absence will count towards efficient service.

8.94 In all cases where the absence of NZCF Officers is to exceed three months, an application for transfer to the Supernumerary List is to be made before taking the leave. Taking a Leave of Absence with the intent of transferring to the Supernumerary List at the end of the period **is not permitted**. In cases where serious illness or injury affects a return to service after the three months leave of absence period, written application to the COMDT NZCF through the AC CFTSU should be made for consideration of special leave to extend the normal three-month entitlement.

8.95 **Leave for a Cadet Unit Commander.** When a CUCDR desires leave for a period greater than three weeks but less than three months the AC CFTSU is to be notified and a Temporary CUCDR recommended. This NZCF Officer will be appointed as Temporary CUCDR by the COMDT for the period of the CUCDR's absence and is to assume all the responsibilities of command until the return of the CUCDR from leave.

### **Supernumerary List**

8.96 An NZCF Officer who is unable to serve efficiently for a period greater than three months and does not wish to resign their commission, may, on the recommendation of their CUCDR (or AC CFTSU in the case of a CUCDR), apply in writing requesting to be transferred to the Cadet Unit's Supernumerary List (S/L). An NZCF Officer will be posted to the S/L for an initial period of not more than 12 months if he/she:

- a. is, through work or family reasons, unable to parade regularly to maintain 'efficient service' for a period which exceeds the maximum leave period;
- b. is moving to another location and within one year intends to apply to join a Cadet Unit in the new area; and
- c. has moved to another location and there is no vacancy in a local Cadet Unit. In this case the NZCF Officer is to accept the first vacancy offered in any Cadet Unit. He/she however, may remain on the S/L until such time as a vacancy occurs.

8.97 NZCF Officers posted to the S/L will be held against the NZCF Officer strength of their Cadet Unit and consequently cannot remain on the S/L for an indefinite period.

8.98 An NZCF Officer who is posted to the S/L under the provisions of sub paragraph 8.84 c. may be held against the new Area CFTSU establishment if special

circumstances dictate. Also, the COMDT NZCF may approve an increase in a Cadet Unit's Officer establishment, particularly if the Cadet Unit is in a remote location and no other Cadet Unit is located within reasonable travelling distance.

### **Return to Duty**

8.99 Within 11 months from the effective date of posting to the S/L, a statement of intention for further service with the NZCF is to be made to COMDT NZCF, in writing, through the AC CFTSU.

8.100 If the COMDT NZCF deems that an NZCF Officer has been on the S/L for a sufficient period to have resolved the initial issues and/or has not responded to a request for his or her intentions for further service, action to discharge the NZCF Officer from the NZCF is to be initiated.

8.101 Discharge is to be initiated if the NZCF Officer cannot be located within one month following the end of a period on the S/L.

8.102 Time spent on the S/L not subsequently recognised as efficient service by the COMDT NZCF will not count towards service for promotion. (See Chapter 15 for effect on service towards CFM and Clasps).

### **Transfers to another Cadet Unit**

8.103 An NZCF Officer wishing to transfer to another Cadet Unit is to apply in writing through his or her current CUCDR to the CUCDR of the receiving Cadet Unit, and advise the AC.

8.104 A Form NZCF 4 will be raised and forwarded to the NZCF Officer's current Cadet Unit. If both CUCDRs agree with the transfer then the AC CFTSU is to request NZCF transfer action be initiated by the HQNZCF.

8.105 The NZCF Officer's CUCDR, after completing the assessment and recommendation sections should then forward the form to the AC CFTSU of the new Cadet Unit. The AC CFTSU will then forward the Form NZCF 4 to the new Cadet Unit for signing by the CUCDR concerned, and gain the USC endorsement of the transfer.

8.106 AC CFTSU is then to forward the form to the COMDT NZCF for approval and notification of formal transfer.

### **Transfers to another Cadet Corp**

8.107 If an Officer is transferring between Corps (i.e. NZCC to ATC) permanently, then the transfer is to be actioned via an NZCF 4 in a similar manner to a Unit transfer. If an Officer transfers from a Unit of their own Corp to a Unit of another Corp, they are to initiate a Corps transfer within six months of the Unit transfer.

### **Resignations**

8.108 An NZCF Officer who wishes to resign his or her Commission is to submit written notice through the CUCDR to the COMDT NZCF and inform:

- d. the USC;
- e. the School Board of Trustees in the case of a School Unit; and

- f. the AC CFTSU.

8.109 An NZCF Officer on accepting any engagement in the Armed Forces, must resign his or her NZCF Commission.

### **Reactivation**

8.110 An application for reactivation by a person previously appointed to an NZCF commission is to be forwarded to the AC CFTSU through the CUCDR using the NZCF 1.

8.111 When the period of time since the cessation of the applicant's commission exceeds three years the full procedure for application for a commission using Form NZCF 1 is to be undertaken.

8.112 On receipt of the candidate's NZCF 1, a security check will be conducted. Conjointly, the released NZCF Officer's Personnel File will be requested from NZDF Archives, where it will be reviewed.

8.113 If sufficient history and good conduct exists and at the discretion of COMDT NZCF, the candidate may be excused the requirement to attend a commissioning course. However, in cases of this nature, the candidate may be required to complete extra mural modules in Youth Law and Risk Management, and other modules as deemed fit for assessment by AC, SO (TD) and COMDT NZCF.

8.114 If release occurred less than three years earlier only Part 1 of Form NZCF 1 need be completed and forwarded with a recommendation from the CUCDR and endorsed by the USC chairperson. A security clearance requirement will still apply before a final decision by the COMDT NZCF on the new engagement can be approved.

8.115 The NZCF substantive rank held, and seniority obtained on completion of the previous commission will be reinstated on reactivation.

### **Discipline**

8.116 The NZCF Discipline Policy and Code of Conduct are prescribed in Chapter 10 of this Manual.

### **Discharge or Release**

8.117 NZCF Officers will be:

- a. released on their resignation/application for release;
- b. released on completion of a confirmed appointment period (without extension);
- c. discharged if unable to maintain efficient service over a continuous period of 12 months when not on approved leave or S/L;
- d. discharged if recommended for discharge by both the CUCDR and USC after the officer has been made aware of the reasons for discharge and has been given the chance to respond.

- e. discharged as a consequence of disciplinary proceedings following a breach of the NZCF Code of Conduct;
- f. discharged after a period of at least six months of continued unsatisfactory or inferior performance following counselling for a deficiency (i.e. without satisfactory improvement);
- g. discharged on ceasing to parade for a period of three months and if unable to be contacted by the CUCDR;
- h. released when unable to be appointed to a new unit after moving to a new location and not willing to be placed on the Supernumerary List;
- i. released if considered not to be suitably qualified; and
- j. released if enlisted as a member of the Armed Forces.

8.118 NZCF Officers are not entitled to and may not retain rank titles or wear NZCF uniform or embellishments after release or discharge. All issued uniform items, except items purchased at the individual's expense, remain the property of the NZDF and are to be returned on release or discharge. Failure to return items will result in NZDF cost recovery action.

8.119 Retiring NZCF Officers are encouraged to donate items of clothing purchased at the individuals' expense to their Cadet Unit.

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## **SECTION 6 - Unit Command and Precedence of Ranks**

### **Appointment of Unit Commanders**

8.126 The COMDT NZCF is the approving authority for NZCF Officers to hold the appointment of CUCDR.

8.127 In deciding whom to appoint as a CUCDR, the COMDT is to consider:

- a. Recommendations;
- b. Course Reports;
- c. Qualifying Time; and
- d. Any other relevant factors.

### **Nomination of a Cadet Unit Commander**

8.128 A CUCDR will be, ideally, the most qualified and senior NZCF Officer in a Cadet Unit. However, the criteria used to decide this are that he or she:

- a. are willing to assume the responsibility;
- b. has qualified on an NZCF Command Course;
- c. been recommended as suitable by the outgoing CUCDR;
- d. have been supported/endorsed by the Chairman of the USC; and
- e. are recommended by the AC CFTSU.

8.129 If more than one suitable candidate exists for the appointment then the deciding factors, other than those mentioned above, will be that they:

- a. hold the highest rank of the suitable candidates;
- b. have successfully completed the most NZCF qualification courses;
- c. are the preferred nomination by the outgoing CUCDR and USC;
- d. reside in the recruitment area for the Cadets, and
- e. are the preferred recommendation by the AC CFTSU.

### **Appointment of a Cadet Unit Commander**

8.130 Regardless of rank, NZCF Officers nominated for Cadet Unit command are expected to have successfully completed the Command Course before being appointed or, successfully complete one of the next two scheduled command courses. Appointment to the command of a Cadet Unit is normally for a period of three years.

8.131 After three years, a review of available suitable candidates for CUCDR will be made from within the Unit. From there two options exist:

- a. the existing CUCDR may be invited to request reappointment for a further period; or
- b. a nomination for a new CUCDR may be made.

### **Reappointment of Cadet Unit Commander**

8.132 Extension of appointment to command for a further three year period, or such time as considered desirable by COMDT NZCF will depend, additional to the criteria in paragraphs 8.118, on:

- a. performance;
- b. endorsement from the AC CFTSU;
- c. consideration of USC feedback;
- d. availability of a suitable replacement; and
- e. qualifications of the NZCF Officer concerned.

8.133 The reappointment or new appointment of a CUCDR must be considered by the USC and a recommendation made, in writing, on their behalf by the Chairperson to the COMDT NZCF.

### **New Appointment**

8.134 For each Cadet Unit, all eligible candidates who are willing to perform the duties of CUCDR are requested to have a Form NZCF 4 raised every three years. The incumbent CUCDR needs a NZCF 4 extension raised, and is to be considered with the other candidates automatically. If no other candidate exists, they are to be invited to request reappointment for another 3 years. If the existing CUCDR does not wish to continue in the role they may withdraw their name from consideration and, in consultation with their AC CFTSU, should nominate their preferred replacement.

8.135 The Form NZCF 4(s) is/are to be forwarded through the respective candidate's AC CFTSU to the COMDT NZCF.

8.136 If the outgoing CUCDR does not nominate a replacement then the Cadet Unit's AC CFTSU, in consultation with the USC, or School Board of Trustees, is to initiate with HQ NZCF the raising of Form NZCF 4s for all NZCF Officers willing to hold the appointment and state the preferential order of recommendation.

8.137 The Chairperson of the USC (or School Board of Trustees as appropriate) must endorse or otherwise comment on the nominations with preferential order agreed by the USC. The Chairperson may at any time, make a substantiated written representation to the AC CFTSU or COMDT NZCF on the lack of suitability or otherwise of a CUCDR to hold the appointment.

8.138 The COMDT NZCF may at any point choose to relieve a CUCDR of their appointment if sufficient cause can be shown e.g. contravention of the Duty of Care, contravention of the Code of Conduct, or the conviction of any Civil Offence. Likewise a CUCDR may be suspended whilst an investigation into any of the above takes place.

### **Duties and Responsibilities of a Cadet Unit Commander**

8.139 The CUCDR is the principal contact for all official and formal contact between the Cadet Unit and NZDF, the community, the USC and the parents. The CUCDR is also responsible to the COMDT NZCF, through the AC CFTSU, for the conduct of Cadet Unit activities and the NZCF Officers and Cadets in that Cadet Unit.

8.140 Once appointed a CUCDR (or A/CUCDR) will be issued with and be required to sign a Directive that outlines his/her duties and responsibilities to the COMDT through the AC CFTSU. Once signed a copy is to be forwarded to COMDT NZCF by the AC CFTSU.

### **Relative Ranks and NZCF Precedence**

8.141 When NZCF Officers are appointed as CUCDR they are to take precedence in that Cadet Unit over all other NZCF Officers in that Cadet Unit, regardless of rank.

8.142 When participating in NZDF Authorised or Recognised Activities, NZCF Officers will take precedence among one another in accordance with their rank and seniority.

8.143 When conducting Cadet activities in an NZDF ship, base, or camp, NZCF Officers will be responsible to any other NZCF Officers appointed to coordinating or supervising roles and to Officers of the NZDF who are appointed to NZCF posts.

8.144 When NZCF Officers are interacting with members of the Armed Forces, the difference in their respective commissions is to be noted, i.e. NZCF Officers are not subject to the Armed Forces Discipline Act, they do not hold NZDF commissions and are not members of the Armed Forces.

8.145 Compliments normally paid amongst NZCF Officers are to be afforded to Officers of the NZDF.

8.146 Members of the Armed Forces are not obliged to pay compliments to NZCF Officers, however may do so as a common courtesy.

8.147 If Members of the Armed Forces (other than those posted to NZCF posts) are supporting Cadet Unit parades or other activities, they must be willing to observe and follow the instructions of the CUCDR or activity director.

8.148 The precedence of ranks between NZCF Officers of different Cadet Units and different Corps is to follow the precedence of rank practised by the NZDF.

### **NZCF Activity Co-ordinators and Directors**

8.149 The COMDT NZCF may appoint NZCF Officers to be a Co-ordinator or Director for the specific purpose of conducting a certain activity or activities, including Recognised Activities conducted by groups of Cadet Units. Additionally, groups of Cadet Units may collectively plan such activities and themselves appoint NZCF personnel to coordinate and have specific responsibilities and duties on those activities.

8.150 Those NZCF Officers appointed by the COMDT NZCF or by a collective group of Cadet Units' NZCF Officers as agreed amongst themselves will be responsible for the proper conduct of the activities that are within their agreed or

appointed duties and in addition to their Cadet Unit responsibilities, which are to be listed in a directive. The directive must indicate the:

- a. objectives of the activity or activities;
- b. responsibilities of the post;
- c. period of the appointment;
- d. reporting lines;
- e. units and/or personnel taking part;
- f. relationship between the respective supporting NZCF Officers and other adults; and
- g. the limitations that apply to the post authority.

### **Headquarters and Area Support Officers**

8.151 The COMDT NZCF may appoint suitably experienced NZCF Officers to positions as Headquarters Support Officers or Area Support Officers for the specific purpose of:

- a. performing a Corps specific role (e.g. NZCF Boats Officer and NZCF Aviation Officer). Such appointments will normally be made in consultation of the relevant National Support Organisation;
- b. conducting specific projects; or
- c. performing a general support and mentoring role for units in a geographic region.

8.152 NZCF Officers appointed to Headquarters or Area Support Officer positions will be responsible for the proper conduct of their appointed duties, which are to be listed in a directive. The directive must indicate the:

- a. objectives of the position;
- b. responsibilities of the position;
- c. period of the appointment;
- d. reporting lines;
- e. units and/or personnel taking part;
- f. relationship between the appointed officer and other NZCF Officers; and
- g. limitations that apply to the positions authority.

8.153 Headquarters Support Officers and Area Support Officers are normally to be held on the strength of HQ NZCF or the appropriate CFTSU as NZCF Officers appointed to such positions will not, unless specifically authorised, also be posted to the strength of a Cadet Unit.

8.154 NZCF Officers appointed to Headquarters or Area Support Officer positions will:

- a. have the equivalent status as a CUCDR;
- b. be required to complete the minimum requirement of 20 days efficient service in each 12 month period; and
- c. be required to submit a monthly activity record (Form NZCF 20A) detailing the tasks and duties performed in accordance with their position directive.

### **Armed Forces Discipline Act**

8.155 Members of the NZCF are not subject to the Armed Forces Discipline Act 1971, except where the Act and any other Acts pertain to 'any person'.

8.156 Whilst participating in or attending any NZCF Recognised or Authorised Activity in a Defence Area, all members of the NZCF are to observe the Ship, Camp or Base Standing Orders, Fire Orders and other relevant Orders and Instructions.

### **Relationship between NZCF Members and Members of the Armed Forces**

8.157 Pursuant to Section 79 of the Defence Act 1990 which states "If any member of a Cadet Unit of the NZCF which is conducting a training course or training programme or any other activity within a Defence Area refuses or fails to comply with the lawful orders or instructions from any member of the Armed Forces directing or supervising, or assisting in the direction or supervision of the course, programme or activity, that member or any other member acting under his or her authority may remove the member of the unit from the area."

8.158 Additionally, particular attention is directed to the observance of the Range Standing Orders of any range used by the NZDF and occasionally used by Cadet Units.

8.159 It is the responsibility of the activity or Course Director, or director of any NZCF group in a Defence Area, to ensure that all NZCF Officers and Cadets are conversant with the orders necessary to ensure their well-being.

8.160 All NZCF Officers are to be conversant with Service customs and ensure that they are explained to and observed by Cadets.

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## SECTION 7 - Remuneration

### General

8.167 Pursuant to Section 78 (4) of the *Defence Act 1990*, the following do not apply in respect of any member of the NZCF:

- a. the provisions of Part IV or V of the Defence Act 1990;
- b. the State Sector Act 1988;
- c. the Government Superannuation Fund Act 1956; and
- d. the Armed Forces Discipline Act 1971.

### Remuneration of NZCF Officers

8.168 Remuneration of members of the NZCF is in accordance with the provisions in DFO 3, Part 7, Chapter 10.

8.169 Subject to approval by the CDF, NZCF Officers selected to staff and attend Authorised Activities listed in the ATP will be remunerated to compensate for their time and absence from home, unless requested otherwise by the NZCF member to be remunerated.

8.170 **Allowances.** Members of the NZCF are not paid:

- a. any allowances applicable to Armed Forces Service; or
- b. reimbursement for expenses incurred in NZCF activities.

### Pay Procedures/Accounting

8.171 **Remuneration.** The daily rate for NZCF Officers is determined from time to time by the CDF pursuant to section 78 (1) (b) of the Defence Act 1990.

8.172 NZCF Officer pay rates are set at 100% of Sector A, Tier 1, Step 1 excluding the employer superannuation contribution, and military factor but including holiday pay. The NZCF Officer rates of pay are to be reviewed annually as part of the NZDF annual remuneration review.

8.173 Cadet rates of pay are indexed to the statutory New Zealand minimum wage rate. If the Government changes the New Zealand minimum wage rate, AC Pers is delegated the authority to vary the cadet rate of pay accordingly.

8.174 NZCF Officers and cadets are to be paid when:

- a. in support of an Authorised Activity;
- b. CUCDRs conferences when pay has been approved by the COMDT NZCF; and
- c. training development workshops or other activities when pay has been approved by the COMDT NZCF.

8.175 NZCF Officers are not to be paid for travelling time to and from Authorised Activities or other sanctioned activities.

8.176 The remuneration amount is not intended to recompense NZCF Officers for any reduction in their personal wages or travel and associated costs of attending the course, nor be equated to NZDF pay rates.

8.177 Remuneration, if paid, includes elements of holiday pay, sickness pay and all other elements consequent on gaining remuneration.

8.178 NZCF personnel who are removed from training, course, exercise, etc, through the individuals fault or not, where remuneration is payable, are not entitled to receive remuneration for other than the number of days completed.

8.179 **Limitations.** NZCF Officers will be remunerated for periods of duty at Authorised Activities either as instructors or under training for the duration of the activity as detailed in the promulgated ATP and relevant Mounting Instruction.

8.180 When required for course/camp preparations and other course duties, appointed NZCF Officers may be remunerated for additional days of attendance. If this is outside the scope of the number of days authorised on both the ATP and relevant Mounting Instruction for the activity requests for the additional remunerations must be in writing from ACs to the COMDT.

8.181 In addition to the actual course activity days for which remuneration is provided, remuneration may also be granted for a set time before and after each Authorised Activity when an NZCF Officer is required to undertake additional duties as directed by the COMDT NZCF. This may include chaperone duties to and from an Authorised Activity and/or relocation of resources in support of an Authorised Activity. As this is outside the scope of both the ATP and relevant MI for the activity, requests for such additional remunerations must be in writing from ACs to the COMDT.

8.182 **Reserve Forces Members Assisting the NZCF.** The payment or otherwise of an member of the NZDF Reserve Forces who is supporting a Cadet activity or a Cadet Unit, is decided by the CO of the NZDF Unit to which the member belongs, in accordance with NZDF rules and regulations and is not to be a charge against the NZCF.

8.183 **NZCF Pay Procedures.** Pay is to be by direct credit from HQNZDF to the bank account of the NZCF Officer concerned. The Course Manager in charge of an Authorised Activity which attracts remuneration is to complete and certify a NZCF 25 – NZCF Pay Document form for each NZCF member entitled to pay.

8.184 **NZCF25A/IR330.** On the first occasion a NZCF Officer or cadet is entitled to receive payment, or on any subsequent change of personal details, they are to complete a NZCF 25A – Initial Enlistment and Change to Personal Details form. The Inland Revenue Form IR330 is also to be completed on the first occasion a Cadet or NZCF Officer is entitled to receive pay and on any subsequent change to personal tax details.

8.185 **NZCF 25.** The NZCF 25 once certified by the Course Manager is to be verified by the AC in whose region the event has taken place that has authorised remuneration.

8.186 It is vital that the following information be checked for accuracy either against the Mounting Instruction for the activity, the NZCF members P/F or from the NZCF member themselves:

- a. full names;
- b. NZCF Service Number;
- c. bank account number;
- d. IRD number;
- e. date of birth for Cadets;
- f. authorised number of days pay authorised by the relevant Mounting Instruction;
- g. additional authorities for any deviations; and
- h. Course Manager, NZCF Member and AC CFTSU signatures.

8.187 HQ NZCF will vet all NZCF 25s for completeness and correctness. The supply of incorrect or incomplete information may lead to a delay in payment.

8.188 SO ADMIN will approve all NZCF 25s before any application for pay is created, through ATLAS or manual processes.

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## ANNEX A - NZCF Officer Promotion Requirements

### Commissioning Process

1. The Chart at Appendix 1 shows the Commissioning process for NZCF Officer Candidates.

### NZCF Officer Ranks

2. The following table shows the equivalent NZCF officer ranks in the three Corps of the NZCF:

| Sea Cadet Corps              | NZ Cadet Corps          | Air Training Corps        |
|------------------------------|-------------------------|---------------------------|
| Ensign (ENS)                 | Second Lieutenant (2LT) | Pilot Officer (PLTOFF)    |
| Sub Lieutenant (SLT)         | Lieutenant (LT)         | Flying Officer (FGOFF)    |
| Lieutenant (LT)              | Captain (CAPT)          | Flight Lieutenant (FLTLT) |
| Lieutenant Commander (LTCDR) | Major (MAJ)             | Squadron Leader (SQNLDR)  |

### Promotion Requirements and Criteria

3. The following section details the specific requirements and criteria for promotion to each rank, which are complemented by the recommendations reported on Form NZCF 4.

#### All Corps of the NZCF – Promotion Prerequisites

4. Promotion pre-requisites for NZCF Officers of the SCC, NZCC and ATC are as follows:

a. **Acting Second Lieutenant (E) to Second Lieutenant (E):**

- (1) Have completed twelve months efficient service;
- (2) Be assessed by his or her CUCDR as suitable and recommended for appointment to a confirmed commission;
- (3) Be recommended by AC CFTSU; and
- (4) Be approved by the COMDT NZCF.

b. **Second Lieutenant (E) to Lieutenant (E):**

- (1) Have completed two years efficient service in the substantive rank of Second Lieutenant (E);
- (2) Have successfully completed the Instructional Technique and Training Management Course;
- (3) Be recommended for promotion by CUCDR and AC CFTSU; and
- (4) Be approved by the COMDT NZCF.

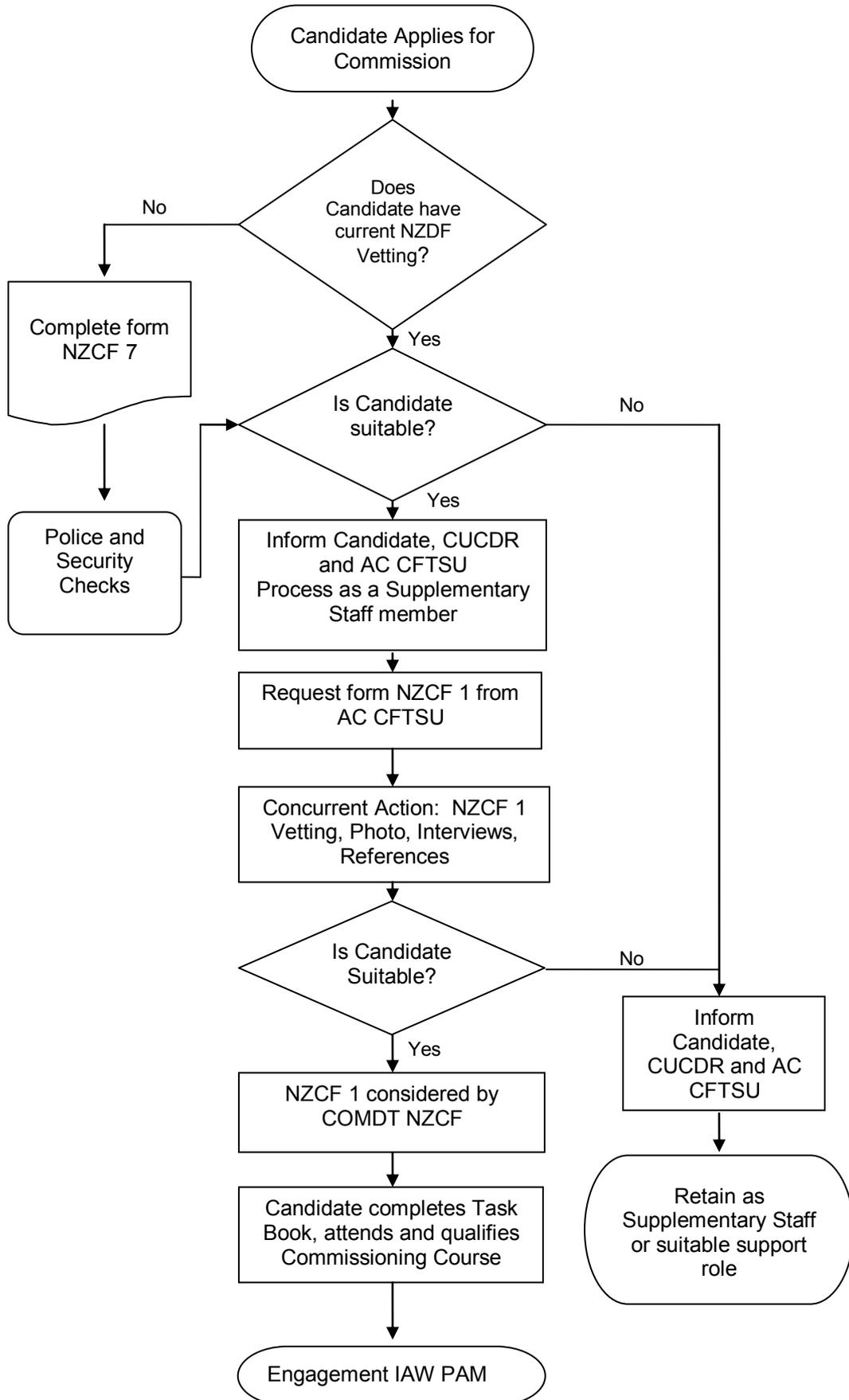
c. **Lieutenant (E) to Captain (E):**

- (1) Have completed four years efficient service in the substantive rank of Lieutenant (E);
- (2) Be recommended for promotion by CUCDR and AC CFTSU; and
- (3) Be approved by the COMDT NZCF.

d. **Captain (E) to Major (E):**

- (1) Have completed five years efficient service in the substantive rank of Captain (E);
- (2) Have successfully completed the Command Course;
- (3) Are about to be, have been (for a continuous period of more than 12 months), or are currently appointed to the position of CUCDR;
- (4) Be recommended by the AC CFTSU following specific consideration of the command leadership and management attributes required by officers holding the highest rank within the NZCF; and
- (5) Be approved by the COMDT NZCF.

## APPENDIX 1 TO ANNEX A - Commissioning Process for NZCF Officer Candidates



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## ENCLOSURE 1 TO CHAPTER 8: Duty of Care

# DUTY OF CARE



## Guidelines for Cadet Officers

## Introduction

1. This set of guidelines provides information on the Duty and Care responsibilities of Cadet Officers of the New Zealand Cadet Forces (NZCF) and should be read in conjunction with the NZCF Code of Conduct.

## New Zealand Cadet Forces

### Vision

2. To be recognised as New Zealand's youth organisation of choice.

### Mission

3. To develop confident, responsible young citizens who are valued within their community by providing them, within a military framework, safe, enjoyable and challenging opportunities.

### Core Values (The NZCF Way)

4. The Core Values for the NZCF are as follows:

- a. **Respect** – having self respect and showing respect for others;
- b. **Integrity** – being honest, open and trustworthy in all that you do;
- c. **Loyalty** – being reliable and committed to your Unit and Corps; and
- d. **Discipline** – always conducting yourself in a responsible way.

5. As a Cadet Forces Officer it is critical that you support the Vision and Mission of the New Zealand Cadet Forces and that you demonstrate, at all times, the core values of the New Zealand Cadet Forces.

## Cadet Forces Officer

6. As a Cadet Forces Officer your primary responsibility is the development and welfare of Cadets. The commissioning process undertaken by you and your NZCF colleagues is to ensure that you are aware of the responsibilities commensurate with the authority or control over Cadets.

7. The good reputation of the Cadet Forces, Corps and Cadet Units is based around NZCF Officers providing an environment in which young people feel valued and secure. A Cadet Unit should be a place, where Cadets can develop as individuals, gaining a sense of self-worth, personal integrity, self-discipline and increasing self-confidence through the acquisition of skills and the achievement of goals. Your behaviour as a Cadet Officer must support this developmental process.

8. As a Cadet Officer you have a Duty of Care to keep Cadets safe and protect them from harm, both physical and emotional. In adventurous activities you will be required to exercise this duty through the application of risk management techniques and in the Cadet Unit you will be expected to exercise this duty through a positive, caring, empathetic and respectful relationship with Cadets.

9. As a Cadet Officer you must ensure the Duty of Care responsibilities are reciprocated and in force at all times, both by fellow Cadet Officers and the Cadet Unit Commanders (CUCDR) they are responsible to.

### **Responsibility and Duty**

10. Your and every other Cadet Officers' responsibility and duty both legally and morally go beyond the confines of an appointment held within the Cadet Unit. Whenever in control of, or in the presence of Cadets, all Cadet Officers have a duty and responsibility for those Cadets, regardless of the Cadet Unit they belong to. Situations of inappropriate Officer conduct, behaviour, or abuse are best terminated by the intervention of another Officer. You must provide such intervention appropriate in all instances.

11. There are four beneficiaries of the Cadet Officer responsibility and duty:

- a. Cadets.
- b. Parent(s)/Guardian(s)<sup>1</sup> of Cadets.
- c. New Zealand Cadet Forces.
- d. Cadet Officers as individuals.

### **Responsibility and Duty to Cadets**

12. As a Cadet Officer you need to get to know each individual Cadet to know how the Cadet will react at the limit of his or her ability when being challenged. During physical activity Cadets may display fears and concerns which may be easy to understand, but Cadets may also display bravado covering up real fears. In intellectual activities Cadets may ask questions when they do not understand or a Cadet may display disruptive behaviour as an expression of the same lack of understanding.

### **Child Abuse**

13. Cadet Officers must ensure a safe environment for all members of the NZCF. Concerns about child abuse of a Cadet must be followed through and acted upon.

14. The following basic rules are to be followed:

- a. Consult the Cadet Unit Commander;
- b. Document all concerns and relevant observations;
- c. Decide if the matter should be reported to the NZ Police or the NZ Children's and Young Persons Service (NZCYPS). In making this decision the Cadet Officer should:
  - (1) Accept the Cadet's statements at face value.
  - (2) Not investigate the allegation further.

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<sup>1</sup> The term 'Parent(s)/Guardian(s)' include all caregivers

- (3) Not solicit additional statements from the Cadet involved.
  - (4) Not question or counsel the alleged offender.
  - (5) Not make the decision alone.
  - (6) Not presume to have the expertise to deal with social work.
15. Laws protect Cadet Officers and Cadet Unit Commanders when reporting in good faith, suspicions of child abuse to the NZ Police or the NZCYPS.
16. On referral, NZCYPS will tell the parent(s)/guardian(s) of the Cadet.
17. **Seek Support.** The task and situation are likely to be stressful if not distressing. Take care not to discuss details of any case with others who have no need to know.
18. Concerns of immediate danger to a Cadet or additional abuse must be reported immediately to the NZ Police or the NZCYPS.

### **Responsibility and Duty to Parent(s)/Guardian(s)**

19. Parent(s)/Guardian(s) have a right to know what their children will be involved in while participating with Cadet Forces activities. Parent(s)/Guardian(s) have the right to object to any activity they feel is inappropriate. Cadet Forces' greatest ally is the Parent(s)/Guardian(s) of Cadets. Communication is vital. Mutual respect and trust will assist Parent(s)/Guardian(s) in gaining confidence in the competence and responsible behaviour of the Cadet Officer.
20. The initial visit to a Cadet Unit is very important in developing future relationships. Preparation is important. Plan the visit, the effort and commitment will be appreciated. Work with your fellow Officers in promoting the vision and mission of the NZCF and discuss training, parades, weekend activities, uniforms and the Unit Support Committee role. Seek questions and raise any standard concerns Parent(s)/Guardian(s) may have.
21. Explain your role as a Cadet Officer and introduce ways in which interested adults might support the Cadet Unit. Explain that Cadet Officers are unpaid volunteers and that assistance from the local community is always welcomed.
22. Take a personal interest in the Parent(s)/Guardian(s); involve other family members occasionally in Cadet Unit activities. Ensure regular communication that is simple and clear. Earning their respect will be of great benefit to the Cadet Unit.

### **Responsibility to the Cadet Forces**

23. The NZCF relationship with government through the New Zealand Defence Force (NZDF) is unique among community youth organisations. Cadet Officer Commissions provided by the Minister of Defence and the Support of the Chief of Defence Force (CDF) and the single Services relies on the continuance of a reputation for excellence, honesty and care created by the work of Cadet Officers.
24. The NZCF national structure and organisation provides consistency to enhance the aims of the separate community Cadet Units. NZCF Officers are responsible for creating the atmosphere in their own Cadet Unit and community that

enhances and maintains the overall image of the NZCF. Additionally, the privilege of wearing a uniform almost identical to a Service of the Armed Forces creates the obligation not to bring the uniformed Services into disrepute.

### **Responsibility and Duty to Self**

25. As a Cadet Officer you need to know your abilities and limitations. Activities that present potential risk must be assessed against personal capabilities. Do not operate on the limit of your personal abilities; this will endanger the Cadets.

26. Your actions as a Cadet Officer may be misunderstood or misconstrued. Actions of concern, care and friendship for example:

- a. putting an arm around a shoulder;
- b. going somewhere for a private chat; and
- c. hugging or comforting a distressed person.

27. This type of behaviour can be viewed as inappropriate and may lead to accusations of criminal behaviour.

28. Rumours of inappropriate behaviour either as part of a Cadet Unit or in a Cadet Officer's life outside the Cadet Forces will have an impact on the Cadet Officer's reputation. As a Cadet Officer you must take care that your behaviour is not misunderstood.

29. Cadets have the right to challenge poor or inconsistent behaviour from adults. Any concerns relating to safety need to be considered.

30. Teenage children can at times lash out at adult figures and accuse them of mistreatment, often at the height of anger, distress, and frustration or for other motives, such as revenge. The consequences of such actions are not always fully understood by the child at the time. Accusations of this nature are very damaging to a Cadet Officer, their families and possibly their career.

31. Cadets are adolescents; changing from children to adults with the attendant physical and emotional changes. Cadet Officers are role models, figures of authority in their life. The following guidelines will assist you in your personal duty:

- a. Previous experience and reputation will not necessarily provide protection
- b. All Cadet Officers are at risk of being accused of inappropriate behaviour. ("It can't happen to me" is a myth)
- c. While respecting the need for privacy and confidentiality, it is not appropriate to be completely alone with a Cadet. When working one on one make sure others are within vision and earshot
- d. Any observed at risk behaviour displayed by fellow Cadet Officers should be discussed with them
- e. Teenagers can sometimes develop an inappropriate romantic attachment to adults. Concerns of this nature should be discussed with

another Cadet Officer and, if appropriate, with the Cadet's Parent(s)/Guardian(s)

- f. Cadet Officers can sometimes develop an inappropriate attachment, romantic or otherwise to a Cadet. Cadet Officers must withdraw from the situation immediately and discuss the matter with the CUCDR
- g. Cadet Officers must all times abide by the NZCF Code of Conduct.

32. It is the day to day routine of the Cadet Unit that will set the standard for behaviour. It is the instinctive behaviour of care, for example the type of comfort you might provide your own child when hurt, that maybe misunderstood. Working in an open environment will assist in this area.

### **Harassment and Discrimination**

33. NZCF welcomes young people to membership of Cadet Units irrespective of their gender or background.

34. NZCF is committed to providing a positive environment, free of discrimination where all Cadets are treated fairly.

35. As an Officer you need to ensure all Cadets are treated equitably, without bias or favouritism and you need to be sensitive to the traditions and beliefs of the various cultures that make up New Zealand and to avoid words or actions that do not respect this diversity.

### **Relationships**

36. The NZCF has a duty to its Cadets for their development and welfare. NZCF Officers' accept a responsibility to the NZCF to care for Cadets and conduct training.

37. The role of NZCF Officers provides for involvement with the Cadet Forces and the benefit that the training and experience brings. NZCF Officers must ensure that the training is delivered and that Cadets are protected from unreasonable demands.

38. As an Officer, you have the role of instructor, guide, dispassionate friend, and protector, similar to a teacher/pupil relationship. You hold positions that require integrity and trust and this extends in to non uniformed activities.

39. At times there is little difference in age between Cadet Officers and Senior Cadets. There may be a natural attraction of a romantic nature that develops. You must advise the Cadet Unit Commander of this situation.

### **General Conduct**

40. As an NZCF Officer you are a role model for your Cadets. As such you must ensure your behaviour reflects the vision and mission of the NZCF. The following behaviour is inappropriate:

- a. Touching a Cadet in a way that may be misconstrued;
- b. Making suggestive or obscene remarks;

- c. Physically correct or adjust a Cadet's dress without their permission;
- d. Assist a Cadet with personal hygiene or dressing except where health requires it and then only in the presence of another adult;
- e. Take part in inappropriate contact games;
- f. Undress or appear undressed in the presence of Cadets;
- g. Require Cadets to undress without due respect to their privacy;
- h. Give alcohol, drugs, or cigarettes to Cadets;
- i. Sleep in a tent or confined quarters with Cadets;
- j. Invite one Cadet to your home or camping accommodation;
- k. Tramp or undertake other activities with only one Cadet;
- l. Carry only one Cadet in your vehicle;
- m. Show favouritism or bias for any Cadet; and
- n. Conduct private talks with individual Cadets outside the presence of others. (Private takes may be in sight but out of the hearing of observers).

### **Discipline and Punishment**

41. The Cadet Forces has a reputation of being a disciplined youth organisation that will not tolerate unacceptable or disruptive behaviour. As an NZCF Officer you have a role in ensuring that this reputation is maintained. Cadets from time to time need guidance and limits set on unacceptable behaviour and it will be necessary to take corrective action to preserve a positive, safe, learning environment free from disruption for the rest of the Cadets.

### **NZCF Officers and Cadets do not have any right or authority to physically punish Cadets**

42. Any physical blow or force is assault and is a criminal offence as is any physical restraint, confinement or interference with a Cadet's clothing.

43. Any incidents occurring contrary to this instruction is to be investigated in accordance with the principles of natural justice:

- a. A fair hearing is to be given;
- b. an opportunity for the Cadet to answer a case against them; and
- c. the right for investigation by someone neutral.

44. Any offending Cadets should expect appropriate punishment.

45. Punishment must be appropriate and may not be cruel, degrading, or disproportionately severe and must not involve the use of force.

46. Punishment or correction must be to correct bad behaviour or modify behaviour in a positive direction. This requires the need to identify and address the reasons for the misbehaviour.

47. Information on discipline and punishment is contained in the NZCF Discipline Policy and NZCF Code of Conduct. All NZCF Officers must be conversant with these policies.

### **Leadership of Cadets**

48. The following general points will assist NZCF Officers in their Leadership role:

- a. Establish safe and open communication within a Cadet Unit;
- b. Be accessible to Cadets and their Parent(s)/Guardian(s);
- c. Be aware of sensitive situations and have other adults present;
- d. Treat others with respect and dignity;
- e. Help set standards of behaviour that ensures all Cadet Unit staff feel comfortable and caring enough to point out inappropriate attitudes and behaviours to one another;
- f. Ensure an environment of mutual respect for privacy for both Cadets and NZCF Officers;
- g. Be encouraging. Do not pressurise. Be sensitive to each Cadet's individual capacity for activities and protect them from any unwarranted pressure to participate;
- h. Have other interests outside NZCF. Encourage other NZCF Officers to do the same;
- i. Actively discourage Cadets from excessive attention-seeking behaviour especially that which is overtly physical or sexual in nature. Be particularly careful with the very dependent Cadet. Re-direct dependency into healthy activities and provide attention where it is needed;
- j. Be a role model. Demonstrate the maturity rank dictates;
- k. When in doubt ask. Take care in modelling your behaviour on that displayed by other Officers. It may not be appropriate. Avoidance of uncomfortable situations, not speaking up or getting involved is the most common behaviour reported after an abuse is committed. It is not an acceptable excuse to look back and say:
  - (7) "I thought something unusual was going on, but didn't like to say anything", or
  - (8) "He/she wouldn't do anything like that. He/she is so dedicated." or
  - (9) "I didn't want to get the unit or myself in trouble."

- l. Maintain discipline and control behaviour but do not abuse cadets. A significant task is to build self-esteem in Cadets, not to shatter it;
- m. Be firm and fair. Avoid favourites;
- n. Keep in mind the vision and mission of the Cadet Forces and the role of the Cadet Forces Officer;
- o. Do not engage in or let others engage in:
  - (1) Abusive initiation ceremonies
  - (2) Invasion of Cadets privacy when they are showering or toileting
  - (3) Rough physical hurtful or sexually provocative games
  - (4) Making sexually suggestive comments about or to a Cadet
  - (5) Cuddling, kissing or inappropriate and intrusive touching
  - (6) Ridiculing, rejecting isolating or making fun of a Cadet

**49. Many of the above activities are illegal and have no place in the Cadet Forces. If in doubt in any situation seek the guidance from your more experienced fellow Officers, your CUCDR, your Area Advisor or your Area Coordinator.**

### Summary

50. The primary purpose of the Cadet Forces is the development of young people into constructive, responsible and community conscious adults. This is achieved by example, training and guidance provided by the dedicated group of men and women who are the Cadet Forces.

51. The legal and moral responsibility of leadership for the safety and welfare of Cadets can sometimes seem a daunting task. Nevertheless, by being aware of the NZCF Officer's responsibility to Cadets, Parent(s)/Guardian(s), NZCF and to you, will ensure that Cadets receive the best possible training and that they develop into socially aware adults learning valuable life skills in a positive environment. As an NZCF Officer you will gain satisfaction from the experience and from undertaking the duties of the position.

52. NZCF Officer's behaviour especially that as a role model will strongly influence the behaviour of Cadets.

53. Parent(s)/Guardian(s) place their children in the care of the NZCF. This decision is based on the trust, respect and regard they have for the Cadet Forces, the Cadet Unit and the Cadet Forces Officer. Respect this trust and act accordingly. It is a privilege to hold an NZCF Officer's commission, which other associate with the highest standards of individual responsibility and behaviour. This reputation has been earned by those that have gone before you and your fellow NZCF Officers.

54. The NZCF has an excellent record and reputation for conducting a wide range of activities in a safe, disciplined, and responsible manner. This is largely due to the trustworthy and capable way NZCF Officers conduct their activities and accept

the Duty of Care with which they are charged. As an NZCF Officer you have a significant role to play in ensuring that this proud record is maintained and enhanced.

### **Acknowledgements**

Headquarters New Zealand Cadet Forces would like to specifically thank the following for their assistance in compiling this publication:

National Headquarters of the Scout Association of New Zealand  
Office of the Commission for Children  
Equity Directorate, Personnel Branch HQ NZDF

## **CHAPTER 9 - Cadets and Under-Officers– Terms and Conditions of Membership**

### **SECTION 1 - General Requirements**

#### **General**

9.1 Membership to the NZCF will be granted according to the terms and conditions laid down in this Chapter.

9.2 NZCF membership is open to both male and female youths. It is recommended that Cadet Units recruit male and female NZCF Officers (and/or adult supplementary staff) to provide a healthy and safe environment for all.

#### **Conditions of Entry into the NZCF**

9.3 Application for membership in the NZCF is limited to those who are:

- a. not less than 13 years of age or in Year 9 at high school;
- b. not more than 15 years of age, and
- c. capable of participating in the majority of approved Cadet activities.

9.4 Chapter 11 prescribes the procedures to be followed where an application is received from a youth who has a disability and therefore may be unable to meet 9.3c.

9.5 Entry into Open and/or School Units is subject to the following:

- a. the satisfactory performance of the applicant during a probationary period of not less than one month or four consecutive unit routine parades;
- b. the primary caregiver has become acquainted with the functions and activities of the NZCF and the role of the NZDF, Cadet Unit Officers, and USC; and
- c. the written acknowledgement of the responsible primary caregiver that the Cadet will:
  - (1) participate in Cadet Unit training activities;
  - (2) be subject to the NZCF Code of Conduct and any penalties, sanctions or restrictions imposed under its provisions; and
  - (3) observe and obey the rules and requirements of the Cadet Unit and/or School Authority and the NZCF.

#### **Terms of Membership**

9.6 Provided there is a vacancy within the Cadet Unit establishment a Cadet may:

- a. serve until his/her 19th birthday; and

- b. be permitted to serve until his/her 22nd birthday at the discretion of the CUCDR provided that they are an UO under the commissioning process, and held against a vacancy in the Cadet Unit establishment.

### Conditions of Membership

9.7 Cadets are only authorised to belong to one Cadet Unit within one Corps. Under no circumstances are Cadets permitted to belong to more than one Corps, or more than one Cadet Unit.

9.8 **Ranks.** The ranks to which Cadets may be appointed and the qualifications for promotion are defined at annex A.

9.9 **Qualification for Promotion.** The detailed requirements for promotion are prescribed in Annex A to this chapter.

### Acting Rank

9.10 Acting rank to the next highest rank may be awarded by the CUCDR to Cadets who are considered suitable and are eligible in all respects except for completion of the NZCF promotion course and who are required to fulfil Cadet Unit responsibilities in the higher rank. The following rules for acting rank apply:

- a. No Cadet is to be promoted to acting rank more than one step higher than their substantive rank;
- b. Acting rank may be held for a maximum of one year, in which time course qualification is to be achieved or the Cadet reverts to their substantive rank; and
- c. Cadets holding acting rank and participating in any Authorised Activity as a student or staff member are to attend in their substantive rank – not their acting rank.

### Other

9.11 **Acquaintance with Orders.** Cadets are expected to acquaint themselves with all Cadet Unit Orders and instructions necessary for their responsibilities and conduct in their Corps and Cadet Unit.

9.12 **Discipline.** The NZCF Discipline Policy and Code of Conduct are prescribed at Chapter 10 of this Manual.

9.13 **Attendance at Recognised Activities.** Cadets are expected to attend routine weekly training parades at their Cadet Unit. If unable to attend a Cadet is to inform an NZCF Officer or CDT NCO of the Cadet Unit either in advance, or prior to the conclusion of the missed parade.

9.14 A Cadet who is unable to attend a Recognised Activity after being included on a roll of attendance for that activity is to inform an NZCF Officer or CDT NCO of the Cadet Unit prior to the commencement of that activity.

9.15 When a Cadet fails to appear at a routine Cadet Unit parade or Recognised Activity without notifying the Cadet Unit of his/her non-attendance, the Cadet Unit is

to take immediate steps to inform the parent or guardian/caregiver of the non-appearance of the Cadet.

**9.16 Termination of Membership.** Termination of membership of the NZCF may occur when:

- a. a Cadet or primary caregiver informs the CUCDR of the Cadet's departure;
- b. a Cadet fails to attend four consecutive parades without a satisfactory explanation or without prior clearance; and
- c. a Cadet is released for disciplinary reasons by the CUCDR following an investigation in accordance with the procedures at Chapter 10 of this Manual.

**9.17** The uniform and/or any equipment on his/her charge must be returned before a Cadet is finally and formally discharged.

### **Pay**

**9.18** There is no remuneration for Cadet membership. However a daily rate of pay is available to Cadets (must be over the age of 15) who are appointed as Fatigues or Cadet Staff in support of Authorised Activities listed in the ATP. All such payments will be:

- a. authorised and initiated by HQNZCF as a charge against the NZCF budget; and
- b. for the duration of the course, excluding travelling time.

**9.19** The COMDT NZCF, on behalf of the CDF will promulgate the rates of remuneration payable to Cadets in the above circumstances.

**9.20 NZCF Pay Procedures.** Pay is to be by direct credit from HQNZDF to the bank account of the Cadet concerned. The Course Manager in charge of an Authorised Activity for which pay may be issued, is to complete and certify a NZCF 25. The completed forms are to be forwarded to HQNZCF under cover of an NZCF 30.

**9.21 NZCF 25.** The payslip, once certified by the Course Manager, is to be verified by the AC CFTSU in whose region the event has taken place that has authorised remuneration. It is vital that the following information be checked for accuracy either against the MI for the activity, the NZCF Member P/F or from the NZCF Member themselves:

- a. Full names;
- b. NZCF Service Number;
- c. Bank account number;
- d. IRD number;
- e. DOB;

- f. Authorised number of days pay authorised by ACOMDT NZCF;
- g. Additional authorities for any deviations; and
- h. Course Manager, NZCF Member and AC signatures.

9.22 HQNZDF will vet all NZCF 25s for completeness and correctness. SO ADMIN will approve all NZCF 25s before any application for pay is created, through ATLAS or manual processes.

9.23 The remuneration coincides with current NZDF civilian pay payroll programme, therefore delays in submitting accurate complete and timely documentation is crucial to prompt payment.

### **Medical/Dental Treatment**

9.24 Cadets will be provided with emergency medical/dental treatment from NZDF resources only when participating in Authorised Activities.

9.25 CUCDRs are to ensure that they obtain from parents or primary caregivers details of any known medical conditions, disorders and/or learning difficulties that may affect the Cadet's ability to participate fully in Authorised or Recognised Activities.

9.26 Parents or primary caregivers are to be informed that it is their responsibility to ensure that the Cadets have the appropriate amount and type of medication for the Cadet's attendance at any Authorised or Recognised Activities.

9.27 Parents/primary caregivers are also to be informed that the final approval for a Cadet to participate in any Cadet Unit adventurous activity rests with the CUCDR and/or NZCF supervising Officer.

9.28 In making a decision regarding a Cadet's fitness to attend an activity, the CUCDR may request from the parents/primary caregiver a certificate signed by the Cadet's medical practitioner stating the Cadet's fitness to participate.

9.29 If a Cadet is injured or becomes ill during a Recognised Activity, an NZCF Officer or Cadet who is the holder of a current first aid qualification may administer first aid. Should there be no qualified first aider available then appropriate and urgent assistance may be rendered by a NZCF Officer or Cadet to make the injured or ill Cadet as comfortable as possible.

9.30 If the injury or illness is assessed as being minor it is then the responsibility of the NZCF OIC to inform the parents or primary caregiver of the Cadet as quickly as possible so as to arrange for the Cadet to be taken home.

9.31 If the NZCF OIC believes that the illness or injury is serious, then it is that NZCF Officer's first responsibility to arrange for the Cadet to be taken to hospital or receive professional medical attention without delay.

9.32 The parents or primary caregiver of the Cadet is to be advised as quickly as possible regarding the situation.

9.33 The NZCF Officer is to report the injury/illness to the AC CFTSU who will then advise the COMDT NZCF in accordance with the procedures listed in Chapter 5 of this Manual.

9.34 If a Cadet contracts a minor illness or injury in a Cadet Unit activity away from the home area requiring the parents or primary caregivers' attention, it may be necessary for mutually agreeable arrangements to be made between the NZCF OIC and the caregiver for the Cadet to travel home.

9.35 When Cadet Units are proceeding on Recognised Activities which take them away from their local area, it is strongly recommended that the party include someone currently qualified in first aid.

### **Cadets In Excess of the Current Unit Grade**

9.36 A Cadet Unit may, with the concurrence of the USC, recruit and operate with Cadets over their current grade. Such Cadets are to be formally enrolled and take a full part in all Recognised Activities. However, the provision of uniforms for Cadets held in excess of the Cadet Unit's grade is the responsibility of the USC.

### **Transfers**

9.37 Cadets wishing to transfer to another Cadet Unit should inform their CUCDR of their intention to transfer. When transferring, all Cadets must resign from the current Cadet Unit and return all items on loan from that Cadet Unit, including items of uniform.

9.38 All Cadets who wish to transfer are to be provided with a letter of reference and introduction from their CUCDR to pass on to the prospective new CUCDR. A copy of the letter is also to be placed in the Cadet's Service Record Card and the Cadet's Record of Service Book by the CUCDR.

9.39 There is no guarantee that the Cadet will be able to transfer to the new location.

9.40 The Cadet's Service Record Card should then be given to the Cadet's parents or guardian/caregiver (or to the Cadet if over 16 years of age).

9.41 If a CUCDR intends to enrol a Cadet with previous Cadet experience, the letter of reference and the Service Record Card should be provided. If a card is lost then a new card is to be completed, adding information to be given by the previous CUCDR.

9.42 The Cadet's rank in a new Cadet Unit is at the discretion of the new CUCDR, who should take account of previous rank held, training required and the current ratio of CDTs, CDT JNCOs and CDT SNCOs within the Cadet Unit.

### **Description of Ranks**

9.43 The following table shows the equivalent Cadet and Under Officer ranks in the three Corps of the NZCF:

| Sea Cadet Corps      | NZ Cadet Corps | Air Training Corps |
|----------------------|----------------|--------------------|
| Ordinary Cadet (CDT) | Cadet (CDT)    | Cadet (CDT)        |

| Sea Cadet Corps                    | NZ Cadet Corps                           | Air Training Corps             |
|------------------------------------|--|--------------------------------|
| Able Cadet (ABCDT)                 | Cadet Lance Corporal (CDTLCPL)           | Leading Air Cadet (LACDT)      |
| <b>Cadet NCO's</b>                 |  |                                |
| Leading Cadet (LCDT)               | Cadet Corporal (CDTCPL)                  | Cadet Corporal (CDTCPL)        |
| Petty Officer Cadet (POCDT)        | Cadet Sergeant (CDTSGT)                  | Cadet Sergeant (CDTSGT)        |
| Chief Petty Officer Cadet (CPOCDT) | Cadet Staff Sergeant (CDTSSGT)           | Cadet Flight Sergeant (CDTF/S) |
| Cadet Warrant Officer (CDTWO)      | Cadet Warrant Officer Class II (CDTW0II) | Cadet Warrant Officer (CDTW/O) |
| Under Officer (UO)                 | Under Officer (UO)                       | Under Officer (UO)             |

### Cadet Training Qualifications

9.44 During the multi-year training programme, Cadets progress qualifications separately from rank. The following table shows the equivalent Cadet qualification progress in the three Corps of the NZCF:

| Sea Cadet Corps                                | NZ Cadet Corps | Air Training Corps              |
|--|----------------|---------------------------------|
| Ordinary Cadet                                 | Basic Cadet    | Basic I Cadet<br>Basic II Cadet |
| Ordinary Cadet 1 Star<br>Ordinary Cadet 2 Star | Corps Cadet    | Proficiency Cadet               |
| Able Cadet 3 Star                              | Advanced Cadet | Advanced Cadet                  |

## SECTION 2 - UNDER OFFICERS

### Definition

9.45 An Under Officer (UO) is a young adult under training to become an officer once they have successfully completed the Commissioning course. They are not cadets but have significant service as a cadet immediately prior to being appointed as an Under Officer.

9.46 The UO rank is not a cadet rank, nor is it an officer rank. Because UOs are considered to be Officers Under Training the following rights and privileges are accorded:

- a. UOs are to be addressed as Sir or Ma'am by their juniors and Under Officer, Mister or Miss by their peers and superiors;
- b. UOs may be authorised to drive certain NZDF vehicles if a holder of a full NZ license; and
- c. UOs may enter Officers Messes on invitation from NZCF Officers only whilst attending NZCF Conferences or Officer Update Training.

9.47 UOs will not:

- a. be entitled to be saluted by their juniors;
- b. have duty of care for cadets; and
- c. be issued with NZCF ID Cards.

### Age Restrictions

9.48 UOs may not serve past their 21<sup>st</sup> birthday unless they are under NZCF 1 action and awaiting the next NZCF Officers Commissioning Course. If they do not complete the commissioning course by their 22<sup>nd</sup> birthday then their service as an UO will be terminated. This will not preclude any individual from remaining with the unit as a Supplementary Staff member or commissioning at a later date.

9.49 The aim of the UO rank is to provide the unit officers with assistance in managing the unit and running the training programme. Therefore UOs will normally be employed as assistants to such administrative appointments as Training Officer, Administration Officer, Stores Officer and Adjutant. They may however hold such other appointments as directed by the CUCDR such as Divisional Officer, Platoon or Flight Commander.

### Attendance at Authorised Activities

9.50 UOs may attend the following NZCF Authorised activities:

- a. RNZAF Flying Scholarship as a student;
- b. UO Course as a student or as staff if UO Course qualified;
- c. all cadet courses or activities as staff;

- d. Officer Update training if their appointment requires them to do so; and
- e. NZCF CUCDR Conferences if their appointment requires them to do so.

9.51 UOs may also participate in International Exchanges for outbound activities and as assistant host for inbound exchange activities.

9.52 UOs may not be employed on or attend the following:

- a. any NZCF cadet courses or activities as students;
- b. any NZCF authorised courses or activities as fatigues; and
- c. NZCF Officers Courses as students or staff (except Shooting Coaches).

### **Process of Appointment**

9.53 ACs are authorized to approve UO appointments. CUCDRs are to submit their recommendations to their AC. Once the AC is satisfied that the candidate meets the pre-requisite requirements to be an UO then the CUCDR is to submit a NZCF 7 and NZCF 5A to their AC.

### **UO Training**

9.54 UO training will continue to be conducted bi-annually on the NZCF Under Officer Course. The prescribed training will be in line with the employment expected of this rank. For attendance on the UO Course the student must have:

- a. attained the age of 17 years; and
- b. a minimum of 3 years service as a cadet.

9.55 It is intended that potential UOs will attend the UO course as a 17 year old cadet but this course may also be undertaken as an 18 year old UO. If an individual has not completed the UO Course by the time they reach 19 years of age then ACs are to ascertain if they are to remain as a UO or continue as Supplementary Staff within the unit.

### **Competitions**

9.56 UOs may attend NZCF competitions as managers only, these are cadet competitions and as UOs they are not to be competing participants of the team.

### **Ceremonial**

9.57 It is encouraged that UOs are used as Parade Commanders and other senior ceremonial roles during normal unit parades. In addition, UOs may be used in Colour Parties as follows:

- a. Colour Bearer – Junior Officer or UO;
- b. Colour Party I/C – Cadet Warrant Officer; and
- c. Colour Escorts – Cadet Sergeant(E).

## Medallic Recognition and Commendations

9.58 It is assumed that UOs will be the top 20% of cadets who have the potential to become NZCF Officers, as such and in line with the proper role model image, we need them to portray achievements such as commendations and other forms of recognition. Therefore, UOs are entitled to receive cadet commendations as an UO that were achieved during their cadet service but not presented whilst still a cadet. UOs are not entitled to cadet commendations for their service as UOs but may be considered for the Commandant's Commendation.

9.59 UO service will also be recognized from the age of 18 towards the current Cadet Force Medal and its replacement. Other medallic recognition may be available if approved by HM the Queen.

## Commissioning

9.60 The UO programme is predicated on the need to grow our NZCF Officer corps from within. Only those that show potential and have a desire to take on a NZCF Commission are permitted to enter this programme.

9.61 UOs will be expected to complete three years as an UO before reaching the age of 21 and being offered an NZCF Commission. To achieve this, the following applies:

- a. at the age of 20 the CUCDR initiates NZCF 1 action through their Area CFTSU;
- b. UOs are to attend the NZCF Officer Commissioning Course as soon as possible once aged 21;
- c. UOs may wear uniform to NZCF Officer Commissioning Course; and
- d. all UOs on the NZCF Officer Commissioning Course will be promoted to Acting rank on commencement of the course.

9.62 As UOs will have gained the skills and knowledge of NZCF during their service they will not be required to complete the Pre-Commissioning Course Candidate Task Book that Direct Entry Officers are required to complete.

9.63 Promotion will be to Acting rank and the service once commissioned will be on probation for 12 Months, as it is for all other officers. Once their commission is confirmed after 12 months, seniority in their substantive rank will be backdated to the day they successfully completed the NZCF Commissioning Course.

## Administration of UO

9.64 **Personal File.** The Area CFTSU is to maintain a P/F on each UO that is to contain their approval to be promoted to UO, their NZCF 5A, any occurrences such as transfers, absence on leave, release or resignations etc and any reports from courses that they have staffed. Previous information from cadet service is to be included as a separate section.

9.65 When an UO is successful in becoming a NZCF commissioned officer then their P/F is transferred from the Area CFTSU to HQNZCF.

## Remuneration

9.66 The current process for payment of attendance as staff on NZCF authorized activities is as currently in place. UOs are not to be paid for attendance at NZCF authorized activities as students. Any pay from staffing NZCF authorized activities will be administered by HQNZCF. UO are to be paid at the minimum adult rate.

## Discipline

9.67 UOs are to adhere to the NZCF Code of Conduct and if any discipline issues arise they are to be addressed by the Area Coordinator or his delegate.

## Fitness

9.68 There is no required fitness level for UOs.

## Reactivation

9.69 If an UO resigns and wishes to return then they are only to be reactivated if that individual has successfully completed the UO Course prior to resigning.

## Period of Absence

9.70 If an UO is granted CUCDR leave or has resigned and since reactivated then that period of absence will not have any effect on seniority but will be recorded as a break in medallic service. Leave of up to 3 months may be approved by CUCDR and any periods longer than 3 months is to have AC approval. UOs are not to be transferred to the Supernumerary List.

## Efficiency

9.71 As for NZCF Officers, UOs are to remain efficient with the requirement to complete 20 days activity per year.

## Reports

9.72 UOs are not required to have assessments conducted and all activity reports are to be managed by their Area CFTSU.

9.73 **Unit Composition.** The current unit composition for each corps is to remain in accordance with the unit grading. AC approval is to be obtained to exceed the stated ceilings.

## Relationships

9.74 Under Officers are not to form relationships with cadets.

9.75 Should an Under Officer establish such a relationship their Under Officer appointment is to be terminated immediately. Should they wish to continue their involvement with NZCF they may transfer to Supplementary Staff status on the recommendation of the CUCDR and at the discretion of the Area Coordinator.

9.76 As young adults an Under Officer may form relationships with Commissioned Officers. Such relationships are not to be detrimental to the good conduct of the Cadet Unit, their duties, or bring the NZCF into disrepute.

9.77 If any discipline issues arise they are to be addressed by the Area Coordinator or his delegate.

## ANNEX A - Cadet Promotion Requirements

### Sea Cadet Corps

1. **Ordinary Cadet to Able Cadet.** For promotion from Ordinary Cadet to Able Cadet the Cadet must have:
  - a. completed a minimum of 40 routine parade evenings of training; and
  - b. hold Class I (1 Star) training.
2. **Able Cadet to Leading Cadet.** For promotion from Able Cadet to Leading Cadet the Cadet must:
  - a. have completed a minimum of 60 routine parade evenings of training;
  - b. have passed the Sea Cadet Swimming Test;
  - c. have successfully completed the NZCF JNCO Course; and
  - d. hold Class II (2 Star) qualification.
3. **Leading Cadet to Petty Officer Cadet.** For promotion from Leading Cadet to Petty Officer Cadet the Cadet must:
  - a. have completed a minimum of 80 routine parade evenings of training;
  - b. have successfully completed the NZCF SNCO Course; and
  - c. hold Class III (3 Star) qualification.
4. **Petty Officer Cadet to Chief Petty Officer Cadet.** For promotion from Petty Officer Cadet to Chief Petty Officer Cadet the Cadet must:
  - a. have served a minimum of six months in the rank of Petty Officer Cadet;
  - b. be a competent instructor;
  - c. hold Class III (3 Star) qualification; and
  - d. preferably hold Sailing Charge qualification.
5. **Chief Petty Officer Cadet to Cadet Warrant Officer.** For promotion from Chief Petty Officer Cadet to Cadet Warrant Officer the Cadet must:
  - a. have served a minimum of six months in the rank of Chief Petty Officer Cadet; and
  - b. have been recommended by the CUCDR.
6. **Under Officer.** For promotion to Under Officer the Cadet must have:
  - a. hold a Class III specialisation;
  - b. attained the age of 18 years;

- c. have completed a minimum of three years of Cadet service;
- d. have the potential to become an NZCF Officer;
- e. have been recommended by the CUCDR; and
- f. have the approval of the AC CFTSU.

## **NZ Cadet Corps**

7. **Cadet to Cadet Lance Corporal.** For promotion to Cadet Lance Corporal the Cadet must be suitable to act as a Section Commander.
8. **Cadet Lance Corporal to Cadet Corporal.** For promotion from Cadet Lance Corporal to Cadet Corporal the Cadet must have:
  - a. completed a minimum of 40 routine parade evenings of training; and
  - b. successfully completed a Cadet JNCO Course.
9. **Cadet Corporal to Cadet Sergeant.** For promotion from Cadet Corporal to Cadet Sergeant the Cadet must:
  - a. have completed a minimum of 80 routine parade evenings of training;
  - b. have successfully completed a Cadet SNCO Course; and
  - c. be able to supervise a platoon of Cadets on parade.
10. **Cadet Sergeant to Cadet Staff Sergeant.** For promotion from Cadet Sergeant to Cadet Staff Sergeant the Cadet must:
  - a. have served a minimum of six months in the rank of Cadet Sergeant; and
  - b. be a competent instructor.
11. **Cadet Staff Sergeant to Cadet Warrant Officer Class II.** For promotion from Cadet Staff Sergeant to Cadet Warrant Officer Class II the Cadet must:
  - a. have served a minimum of six months in the rank of Cadet Staff Sergeant;
  - b. be a suitable role model for the Cadets in the Cadet Unit; and
  - c. be suitable to act as the Cadet Unit Company Sergeant Major.
12. **Under Officer.** For promotion to Under Officer the Cadet must have:
  - a. attained the age of 18 years;
  - b. completed a minimum of three years of Cadet service;
  - c. the potential to become an NZCF Officer;
  - d. been recommended by the CUCDR; and

- e. the approval of the AC CFTSU.

### **Air Training Corps**

13. **Cadet to Leading Air Cadet.** For promotion to Leading Air Cadet the Cadet must be suitable to act as a Flight Marker.
14. **Leading Air Cadet to Cadet Corporal.** For promotion from Cadet to Cadet Corporal the Cadet must have:
  - a. completed a minimum of 40 routine training parades;
  - b. passed Basic II Examination; and
  - c. successfully completed an NZCF JNCO Course.
15. **Cadet Corporal to Cadet Sergeant.** For promotion from Cadet Corporal to Cadet Sergeant the Cadet Corporal must have:
  - a. completed a minimum of 80 routine training parades;
  - b. passed the Proficiency Examination; and
  - c. successfully completed an NZCF SNCO Course.
16. **Cadet Sergeant to Cadet Flight Sergeant.** For promotion from Cadet Sergeant to Cadet Flight Sergeant the Cadet Sergeant must:
  - a. have served a minimum of six months in the rank of Sergeant; and
  - b. be a competent Instructor.
17. **Cadet Flight Sergeant to Cadet Warrant Officer.** For promotion from Cadet Flight Sergeant to Cadet Warrant Officer the Cadet Flight Sergeant must:
  - a. have served a minimum of six months in the rank of Flight Sergeant;
  - b. be a suitable role model for the Cadets in the Cadet Unit; and
  - c. be suitable to act as the Squadron Warrant Officer.
18. **Under Officer.** For promotion to Under Officer the Cadet must have:
  - a. attained the age of 18 years;
  - b. completed a minimum of three years Cadet service;
  - c. the potential to become an NZCF Officer;
  - d. been recommended by the CUCDR; and
  - e. the approval of the AC CFTSU.
19. **Successfully completed** means qualified in all terminal objectives of the respective course. Qualification being either by qualification on the course, or by subsequent assessment at the Cadet Unit by Area Advisers.

20. **Commissioning of UOs.** It is expected that UOs will be recommended for Commissioning by their Cadet Unit no earlier than their 20th birthday and no later than their 21st birthday.

21. Attendance on a commissioning course will not take place until the candidate has reached their 21st birthday.

22. **Principle of Promotion from Cadet/Ordinary Cadet.** As a matter of principle and unless there are extenuating circumstances, e.g., disciplinary lapses, Cadets who have attended and passed the JNCO Course are to be promoted ahead of those Cadets who have not attended or have only partially qualified on the course.

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## **CHAPTER 10 - Discipline**

### **SECTION 1 - General**

#### **Introduction**

10.1 The NZCF is not part of the Armed Forces and therefore members of the Cadet Forces are not generally subject to military law. However, the NZCF is a disciplined organisation which requires its members to observe certain standards of behaviour as a condition of that membership. Those standards are codified in the Cadet Forces Code of Conduct, which is Section 2 of this chapter.

#### **Application**

10.2 The Code applies to all members of the Cadet Forces, including supplementary staff, in the following circumstances:

- a. from the time the member arrives at a designated assembly point for any type of activity organised through, or by Cadet Forces or a cadet unit to the time the member leaves the designated dispersal point at the conclusion of the activity; and
- b. at any other time that the member is wearing his or her Cadet Forces uniform or is otherwise identifiable by members of the public as a member of the Cadet Forces.

#### **Promulgation**

10.3 All cadets, their parents/guardians or caregivers, cadet officers, supplementary staff and members of recognised civilian support organisations are to be made aware of the Code of Conduct and provided with a copy for their retention. A copy of the Code of Conduct is to be displayed in a prominent place at cadet unit parade venues or at other locations where members of the NZCF assemble.

#### **Relationship of the Code of Conduct with New Zealand Law**

10.4 The Code of Conduct is subordinate to New Zealand law, including the Armed Forces Discipline Act 1971 (AFDA).

10.5 Members of the Regular Force are subject to the AFDA at all times.

10.6 Members of the Cadet Forces are subject to the AFDA when:

- a. engaged in any service, training or exercise with any part of the Armed Forces; or
- b. on board any ship, aircraft or vehicle of the Armed Forces.

10.7 Section 208(a) of the Children, Young Persons, and Their Families Act 1989 establishes the principle that, unless the public interest requires otherwise, criminal proceedings should not be instituted against a child or young person if there is an alternative means of dealing with the matter. A child is defined as a boy or girl under the age of 14 years. A young person is defined as a boy or girl of or over the age of

14 years, but under the age of 17 years. This principle is to be observed by the NZCF in the following manner:

- a. **Children and Young Persons.** Breaches of the Code of Conduct by cadets and cadet NCOs who are children or young persons are to be dealt with using the procedures in this chapter, unless the breach also constitutes a criminal offence which is so serious that it must be dealt with by the Police. In a case of doubt, the local Police youth affairs officer is to be consulted. The procedures in this chapter may also be initiated where offending by the cadet or cadet NCO has been dealt with by the youth or criminal justice system;
- b. **Cadets and Cadet NCOs aged 17 and Over.** If a breach of the Code of Conduct by a cadet or cadet NCO who is aged 17 or over appears to constitute a criminal offence, the matter is to be reported to the Police in the first instance. In other circumstances, the breach is to be dealt with using the procedures in this chapter. The procedures in this chapter may also be initiated where offending by the cadet or cadet NCO has been dealt with by the criminal justice system; and
- c. **Cadet Forces Officers and Supplementary Staff.** Any breach of the Code of Conduct by a Cadet Forces officer or member of the supplementary staff which appears to constitute a criminal offence is to be reported to the Police in the first instance. In other circumstances, the breach is to be dealt with using the procedures in this chapter. The procedures in this chapter may also be initiated where offending by the Cadet Forces officer or member of the supplementary staff has been dealt with by the criminal justice system.

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## **SECTION 2 - Cadet Forces Code of Conduct**

### **Introduction**

10.14 This Code of Conduct is divided into three parts. Part A prescribes standards of behaviour which must be observed by all members of the Cadet Forces, including supplementary staff. Part B prescribes additional standards of behaviour which must be observed by all members of the Cadet Forces who hold non-commissioned or commissioned rank, including supplementary staff. Part C prescribes further additional standards of behaviour which must be observed by all Cadet Forces officers and supplementary staff.

### **Definitions**

10.15 The term Lawful order in the context of this Manual means an order which:

- a. is expressed in mandatory language;
- b. does not contravene the law;
- c. is given by a superior officer;
- d. is physically capable of being carried out by the person receiving it; and
- e. is for a purpose consistent with proper Cadet Forces activities.

10.16 Superior officer means:

- a. any Cadet NCO, UO or Cadet Forces Officer who holds a higher rank;
- b. in the case of a Cadet or Cadet NCO, every Officer, UO or NCO instructor who is a member of the Armed Forces, and every civilian instructor who is authorised by the CUCDR;
- c. in respect of the officers, cadets and other members of a Cadet Unit, the CUCDR; and
- d. every officer on the staff of the COMDT NZCF.

### **Part A – All Members of the NZCF**

10.17 Every member of the NZCF is to:

- a. maintain a high standard of behaviour whilst participating in Cadet Forces activities;
- b. abide by promulgated safety orders, rules and procedures when participating in Cadet Forces activities;
- c. report any accident involving personal injury to any member of the NZCF;
- d. treat other persons and their property with respect and courtesy;

- e. obey lawful orders, including written orders published in the Cadet Forces or the part of the Cadet Forces to which the member belongs;
- f. pay compliments and show respect to commissioned officers, by either saluting or standing to attention when talking to them or standing if seated when they enter a room;
- g. maintain a clean, neat and tidy standard of dress;
- h. maintain a neat and tidy hairstyle. Hair is to be worn off the collar and if long, is to be tied up. If colour is applied to hair, the colour used is to be of a natural shade and tint;
- i. maintain clothing and equipment in a clean and serviceable condition, and return such items when requested to do so;
- j. attend all scheduled unit activities where attendance is expected and when unable to attend, request permission to be absent, before the scheduled activity. If three consecutive activities are missed without approved leave, membership may be terminated;
- k. maintain an acceptable level of performance that is commensurate with their level of training and experience; and
- l. report, on occurrence any conviction, discharge without conviction, or diversion in respect of an offence other than an infringement offence (as defined in section 2 of the Land Transport Act 1998).

10.18 Members of the NZCF are not to:

- a. use solvents, drugs or other prohibited substances or misuse or abuse prescribed drugs or other legal substances, including party pills, on NZDF, Cadet Forces or cadet unit premises, at any cadet activity or whilst in NZCF uniform;
- b. consume alcohol on NZDF, Cadet Forces or cadet unit premises, at any cadet activity or whilst in NZCF uniform, except in provision to Chapter 12, section 12.10 of this Manual;
- c. wear visible body piercings whilst in NZCF uniform, except that females may wear one discreet stud in each ear;
- d. use threatening, insulting or provocative language;
- e. assault any person while on NZDF, Cadet Forces or cadet unit premises, at any cadet activity or in NZCF uniform;
- f. harass, bully, intimidate or sexually harass any other person. The NZCF policy for the prevention, management and elimination of unacceptable behaviour is detailed in Chapter 11 of these Orders, which contains instructions regarding the interpretation of this standard of behaviour;
- g. not act in a way contrary to the laws of New Zealand”;

- h. engage in any public displays of affection, including kissing, holding hands, intimate conversations or any other behaviour that suggests intimate relations; and
- i. behave in a manner that is likely to bring the NZCF in to disrepute.

### **Part B – Cadet Forces Officers, Under Officers, Cadet NCOs and Supplementary Staff**

10.19 Cadet Forces Officers, Under Officers, Cadet NCOs and members of the supplementary staff are to:

- a. set an exemplary standard of behaviour;
- b. maintain the highest standard of dress possible;
- c. treat all cadets in a dignified and fair manner, especially when allocating duties and tasks;
- d. suppress breaches of the Code of Conduct by their subordinates and act within their authority to uphold the Code of Conduct; and
- e. comply with the NZCF policy for the prevention, management and elimination of unacceptable behaviour, as detailed in Chapter 11 of this Manual.

10.20 Cadet Forces Officers, Under Officers, Cadet NCOs and members of the supplementary staff are not to:

- a. expect a cadet to do something they would not be prepared to do themselves;
- b. use their authority for personal gain; or
- c. issue punishments beyond that authorised by this Manual.

### **Part C – Cadet Forces Officers, Under Officers and Supplementary Staff**

10.21 Cadet Forces Officers, Under Officers and members of the supplementary staff are not to:

- a. intentionally falsify any claim for reimbursement or remuneration, or any Cadet Forces documentation;
- b. misrepresent the NZDF, Cadet Forces, or a cadet unit for personal gain;
- c. conduct, or allow an activity to be conducted, with Cadet Forces members that is not an authorised or recognised activity, as defined in Chapter 2 of this Manual;
- d. permit any activity to proceed which fails to comply with promulgated safety orders, rules and or procedures;
- e. permit any unit member to work or behave in an unsafe manner;

- f. possess or permit others to possess any firearm or other weapon without appropriate supervision. In terms of NZCF firearms this would mean a trained Range Safety Officer; and
- g. possess or permit others to possess NZDF, Cadet Forces, cadet unit, or another person's property without permission.

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## **SECTION 3 - Enforcement of the Code of Conduct: Cadets and Cadet NCOs**

### **Enforcement Authority**

10.28 The CUCDR is the only officer in a unit who may impose a formal penalty for a breach of the Code of Conduct not covered under civil law. Breaches of the Code of Conduct are to be reported to the CUCDR through the unit's chain of command or, in the case of a breach which occurs during a course, camp, regatta or other activity, to the CUCDR by the senior NZCF officer in charge of the activity. In the event of an alleged serious breach the cadet may be suspended and/or returned home until the charge can be heard by the unit commander.

10.29 If an alleged breach of the Code of Conduct is reported to a CUCDR, he or she may:

- a. decide not to deal with the allegation if the CUCDR considers that the allegation is not well founded or is too trivial to be dealt with under the Code of Conduct. In this case corrective training may be ordered instead where appropriate; or
- b. cause the allegation to be recorded as a charge under the Code of Conduct (NZCF 601 action).

10.30 A guide to assist in determining breaches of the Code of Conduct that may be suitable for NZCF 601 action is at Annex A to this chapter.

10.31 The COMDT NZCF may, by order in writing, appoint a Cadet Forces officer to be the Detachment Commander of a body of cadets who are undertaking a NZCF activity at a distance from their parent unit or units. A Detachment Commander has the same powers under this Chapter as a CUCDR, subject to any limitations or restrictions imposed by the COMDT NZCF.

### **Recording a Charge under the Code of Conduct**

10.32 Every charge under the Code of Conduct is to state the standard of behaviour which it is alleged the cadet has breached, and sufficient particulars of the facts which are alleged to constitute that breach, so that the cadet has reasonable information about what is being alleged. Charges are to be entered in form NZCF 601 (NZCF Charge Report), which is at Annex B to this chapter.

10.33 The format for a charge under the Code of Conduct is as indicated in the following examples.

#### **Charge 1**

**FAILING TO ABIDE BY PROMULGATED SAFETY ORDERS, RULES AND PROCEDURES WHEN PARTICIPATING IN CADET FORCES ACTIVITIES CONTRARY TO PARAGRAPH 10.17b OF THE CADET FORCES CODE OF CONDUCT**

in that he, at Auckland on 10 March 2010, fired his .22 firearm without authorisation from the Range Safety Officer contrary to paragraph XX of the Cadet Forces Firearms Training Manual.

## Charge 2

### **USING THREATENING, INSULTING OR PROVOCATIVE LANGUAGE CONTRARY TO PARAGRAPH 10.18d OF THE CADET FORCES CODE OF CONDUCT**

in that he, at Auckland on 10 March 2010, said to Lieutenant I.B. Safely, NZCF, “You’re a dick, leave me alone”, or words to that effect.

10.34 A copy of every charge report containing one or more charges under the Code of Conduct is to be given to the cadet who is accused of the breach, and another copy to his or her parents or guardians, at least seven days before the CUCDR intends to hear the charge.

### **Consent to the Application of Disciplinary Process**

10.35 Before hearing a charge under the Code of Conduct, the CUCDR is to seek the written consent of the cadet and his or her parents, guardians or caregivers for the application of the disciplinary process prescribed in this chapter. It is vital to the discipline of every cadet unit, and the Cadet Forces as a whole, that the Code of Conduct is enforced impartially in every case. Accordingly, if a cadet, or the cadet’s parents, guardians or caregivers, do not consent to the application of the process in this chapter, they are to be informed that the discharge of the cadet will be considered and a CUCDR may discharge such a cadet under the authority of this paragraph.

10.36 The CUCDR may not hear a charge under the Code of Conduct without the written consent of the cadet and his or her parents, guardians or caregivers.

10.37 In accordance with the customs of the Services, the disciplinary process in the Cadet Forces is known as the CUCDR’s Summary Trial.

10.38 A CUCDR is not to hear a charge in which he or she is personally interested; and, in particular, must not hear a charge:

- a. that alleges a breach of the Code of Conduct personally affecting the CUCDR or a member of his or her family; or
- b. that alleges a breach of the Code of Conduct by a member of the CUCDR’s family; or
- c. in respect of which the CUCDR or any member of his or her family is the sole witness to a material ingredient.

10.39 If paragraph 10.35 applies, the CUCDR is to apply to the AC CFTSU to appoint another NZCF officer, at least equal in rank to the CUCDR, to hear the charge.

10.40 The above notwithstanding, the CUCDR has the ability to summarily discharge a Cadet for infractions of the Code of Conduct where their guilt is obvious, the effort required to hear the Charge would be superfluous, and the penalty would be Discharge. The Cadet or their care givers/guardians may appeal this in the normal way to the COMDT NZCF if they wish.

## **Hearing a Charge under the Code of Conduct**

10.41 The CUCDR is to ensure that the correct cadet is brought before him or her and that at least one of that cadet's parents, guardians or caregivers is present. The cadet may request to be represented by any person, including a parent, guardian or caregiver. All the participants in the hearing are to be seated at tables and the CUCDR is to adopt a level of formality which is appropriate taking into account the circumstances and the youth of the cadet.

10.42 The CUCDR may appoint a Cadet Forces officer or SNCO to present the evidence in support of the charge, or the CUCDR may call the evidence him or herself.

10.43 When the cadet is brought before him or her, the CUCDR is to read out the charge and ensure that the cadet understands the nature of the charge.

10.44 The CUCDR is then to ask the cadet whether he or she admits that he or she committed the breach of the Code of Conduct.

### **Action If Charge Admitted**

10.45 If the cadet admits that he or she did commit the breach, the CUCDR is to ensure that the cadet understands what he or she has admitted to.

10.46 If the CUCDR is satisfied that the cadet understands what he or she has admitted to, the CUCDR must find the charge proved, mark "P" in the finding panel of the charge report, and ask the cadet or his or her representative, and the cadet's parent, guardian or caregiver, if there are any matters that they would like the CUCDR to take into account by way of mitigation.

10.47 Once the CUCDR has considered any mitigation provided, he or she is to consider what penalty should be imposed, record the penalty in the charge report and announce it to the cadet. The hearing is then complete and the CUCDR is to ensure that the penalty is given effect to.

### **Action If Charge Denied**

10.48 If the cadet denies that he or she committed the breach, the CUCDR is to hear evidence to determine whether the charge is proved or not proved.

10.49 The CUCDR may accept any oral evidence which is relevant, unless the evidence would have an unfairly prejudicial effect on the outcome of the hearing. The CUCDR may accept a written statement if the other party consents, e.g. a written statement of evidence against a cadet cannot be produced without the cadet's consent.

10.50 Each witness who is called in support of the charge is to be questioned by the CUCDR (or the Cadet Forces officer / SNCO appointed under paragraph 10.38) and then the cadet or his or her representative may also question the witness. The CUCDR may ask any further questions he or she considers necessary. The evidence is not to be given under oath. The name and Cadet Forces particulars (if any) of each witness are to be recorded on the charge report.

10.51 If any thing needs to be considered by the CUCDR as evidence that a breach has occurred (e.g. damaged property), that thing must be produced by a witness who knows something about or has some connection to that thing. Such things are to be recorded on the charge report as exhibits.

10.52 When the CUCDR has heard all the evidence in support of the charge, he or she is to decide whether there is enough evidence at this stage to support the charge, without hearing from the cadet.

10.53 If the CUCDR decides that there is not enough evidence to support the charge, he or she is to dismiss it and mark “D” in the finding panel of the charge report. The hearing is then complete.

10.54 If the CUCDR decides that there is enough evidence to support the charge, he or she is to tell the cadet that:

- a. the evidence at this stage indicates that the cadet did commit the breach of the Code of Conduct; and
- b. the cadet does not have to say anything in response to the charge; but
- c. if the cadet wants to, he or she may now give his or her version of events or call other people to give evidence on the cadet’s behalf, or both

10.55 Each witness (if any), including the cadet, called in the cadet’s defence is to be questioned by the cadet or his or her representative. The CUCDR may then also question the witness. The evidence is not to be given under oath. The name and Cadet Forces particulars (if any) of each witness are to be recorded on the charge report.

10.56 When the CUCDR has heard all the evidence, he or she is to decide whether the charge is proved or not proved. If the CUCDR is not sure whether the cadet committed the breach alleged, he or she must find the charge not proved.

10.57 If the CUCDR finds the charge not proved, he or she is to mark “NP” in the finding panel of the charge report and tell the cadet. The hearing is then complete.

10.58 If the CUCDR finds the charge proved, he or she is to mark “P” in the finding panel of the charge report, consider any previous breaches of the Code of Conduct by the cadet, and ask the cadet or his or her representative, and the cadet’s parent, guardian or caregiver, if there are any matters that they would like the CUCDR to take into account by way of mitigation.

10.59 Once the CUCDR has considered any mitigation provided, he or she is to consider what penalty should be imposed, record the penalty in the charge report and announce it to the cadet. The hearing is then complete and the CUCDR is to ensure that the penalty is given effect to.

### **Penalties for Breaches of the Code of Conduct**

10.60 The penalties which a CUCDR may impose on a cadet are:

- a. counselling;

- b. verbal warning;
- c. written warning;
- d. reprimand;
- e. loss of privileges;
- f. extra duties;
- g. suspension;
- h. discharge; and
- i. In the case of a cadet NCO, reduction in rank by one or more ranks.

10.61 A CUCDR may impose one or more of the above penalties at the same time, but any penalty imposed relates to every breach of the Code of Conduct which is found to be proved. No penalty which is not authorised by this Chapter may be imposed.

10.62 In imposing any penalty, CUCDRs are to remember that the purpose of applying the available disciplinary measures is to bring about a change in behaviour. Therefore, except in extreme cases, punishments awarded should be incremental, and the reason for their imposition clearly understood by the cadet. Before imposing a penalty, the CUCDR is to inform the cadet's parent, guardian or caregiver of the nature of the punishment that is to be imposed.

10.63 Cadets are to be encouraged to apologise to the victim of their breach of the Code of Conduct (if any) and make reparations, if appropriate. If a cadet does apologise or make reparations, as the case requires, this is to be taken into account in deciding on the penalty to be imposed.

### **Written Warning**

10.64 A written warning is to clearly identify:

- a. the breach of the Code of Conduct; and
- b. the consequences of a repeat of the breach.

10.65 A copy of the written warning is to be given to the cadet, a copy placed on file and a copy sent to the cadet's parent(s), guardian(s) or caregiver(s).

### **Loss of Privileges**

10.66 This penalty may comprise one or more of the following:

- a. loss of canteen privileges for a specified number of parades, with a maximum duration of one month;
- b. forfeiture of participation in a specified NZCF Recognised Activity, e.g. unit gliding activity, sea-riding in a naval vessel, local regatta, camp, or participation in a Cadet Forces exchange; or

- c. withdrawal of nomination for a NZCF Authorised Activity.

### **Extra Duties**

10.67 This penalty consists of 30 minutes additional cleaning stations or fatigues for a specified number of parades, with a maximum duration of one month.

### **Report to AC CFTSU**

10.68 A copy of every completed charge report is to be forwarded to the AC CFTSU. The AC and the CUCDR are to retain a copy of the charge report until the cadet is discharged or resigns from the NZCF, at which time all copies of the charge report are to be destroyed.

### **Right of Appeal**

10.69 If a cadet considers that the hearing of the charge against him or her, or the outcome of that hearing, was not fair, the cadet may seek a review of the case by a Cadet Reviewing Authority.

10.70 The Cadet Reviewing Authority for an area is the AC CFTSU.

10.71 A Cadet Reviewing Authority must consider the application for review on the papers, taking into account any material relevant to the breach of the Code of Conduct or the penalty imposed which may be referred to him or her by the cadet, the cadet's parent(s), guardian(s) or caregiver(s), and by the CUCDR.

10.72 A Cadet Reviewing Authority may obtain legal advice from the Directorate of Legal Services, Headquarters New Zealand Defence Force.

10.73 The decision of a Cadet Reviewing Authority is final.

### **Corrective Training**

10.74 Corrective Training is not a punishment as such, but may be ordered, where appropriate, in lieu of the formal Disciplinary process for minor breaches of the accepted standards of respect and behaviour.

10.75 Corrective training should be constructive and/or instructive in nature and relate to the misdemeanour for which it is being awarded. Examples would be extra drill where a drill related activity had been conducted incorrectly.

10.76 Reserved

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## **SECTION 4 - Enforcement of the Code of Conduct: Cadet Forces Officers and Supplementary Staff**

### **Enforcement Authority**

10.82 The COMDT NZCF is the only officer who may impose a penalty for a breach of the Code of Conduct by a Cadet Forces officer or member of the supplementary staff. Breaches of the Code of Conduct are to be reported to the COMDT NZCF through the AC CFTSU. Defence Force personnel are all treated separately under the Armed Forces Discipline Act.

10.83 If a breach of the Code of Conduct is reported to the COMDT NZCF, he or she may:

- a. decide not to deal with the allegation if the COMDT NZCF considers that the allegation is not well founded or is too trivial to be dealt with under the Code of Conduct;
- b. cause the allegation to be recorded as a charge under the Code of Conduct; or
- c. initiate a formal investigation to collect and record evidence in order to assist in determining whether or not to deal with the allegation under the Code of Conduct.

10.84 Submission to the enforcement of the Code of Conduct is a condition of service as a Cadet Forces officer or member of the supplementary staff. A Cadet Forces officer or member of the supplementary staff may object to the enforcement of the Code of Conduct, but this is grounds for the officer or staff member's immediate discharge from the NZCF.

### **Recording a Charge under the Code of Conduct**

10.85 Charges against Cadet Forces officers and members of the supplementary staff under the Code of Conduct are to be recorded as prescribed in paragraphs 10.30 and 10.31 of this Chapter.

10.86 A copy of every charge report containing one or more charges under the Code of Conduct is to be given to the officer or staff member who is accused of the breach at least seven days before the COMDT NZCF intends to hear the charge.

### **Hearing a Charge under the Code of Conduct**

10.87 The COMDT NZCF is to ensure that the correct Cadet Forces officer or staff member is brought before him or her. The officer or staff member may request to be represented by any person. However, the officer or staff member may only be represented by a lawyer with the prior approval of the COMDT NZCF, which is to be sought before the hearing commences. Subject to these orders, the format of the hearing is at the discretion of the COMDT NZCF, provided that the procedure used is not contrary to law.

10.88 The COMDT NZCF may appoint a Cadet Forces officer or a member of the Armed Forces to present the evidence in support of the charge, or the COMDT NZCF may call the evidence him or herself.

10.89 When the Cadet Forces officer or staff member is brought before him or her, the COMDT NZCF is to read out the charge and ensure that the officer or staff member understands the nature of the charge.

10.90 The COMDT NZCF is then to ask the Cadet Forces officer or staff member whether he or she admits that he or she committed the breach of the Code of Conduct.

### **Action If Charge Admitted**

10.91 If the Cadet Forces officer or staff member admits that he or she did commit the breach, the COMDT NZCF is to ensure that the officer or staff member understands what he or she has admitted to.

10.92 If the COMDT NZCF is satisfied that the Cadet Forces officer or staff member understands what he or she has admitted to, the COMDT NZCF must find the charge proved, mark "P" in the finding panel of the charge report, and ask the officer or staff member or his or her representative if there are any matters that they would like the COMDT NZCF to take into account by way of mitigation.

10.93 Once the COMDT NZCF has considered any mitigation provided, he or she is to consider what penalty should be imposed, record the penalty in the charge report and announce it to the Cadet Forces officer or staff member. The hearing is then complete and the COMDT NZCF is to ensure that the penalty is given effect to.

### **Action If Charge Denied**

10.94 If the Cadet Forces officer or staff member denies that he or she committed the breach, the COMDT NZCF is to hear evidence to determine whether the charge is proved or not proved.

10.95 The COMDT NZCF may accept any oral evidence which is relevant, unless the evidence would have an unfairly prejudicial effect on the outcome of the hearing. The COMDT NZCF may accept a written statement if the other party consents, e.g. a written statement of evidence against an officer or staff member cannot be produced without the officer or staff member's consent.

10.96 Each witness who is called in support of the charge is to be questioned by the COMDT NZCF (or the person appointed under paragraph 10.84) and then the Cadet Forces officer or staff member or his or her representative may also question the witness. The COMDT NZCF may ask any further questions he or she considers necessary. The evidence is not to be given under oath. The name and Cadet Forces or Service particulars (if any) of each witness are to be recorded on the charge report.

10.97 If any thing needs to be considered by the COMDT NZCF as evidence that a breach has occurred (e.g. damaged property), that thing must be produced by a witness who knows something about or has some connection to that thing. Such things are to be recorded on the charge report as exhibits.

10.98 When the COMDT NZCF has heard all the evidence in support of the charge, he or she is to decide whether there is enough evidence at this stage to support the charge, without hearing from the Cadet Forces officer or staff member.

10.99 If the COMDT NZCF decides that there is not enough evidence to support the charge, he or she is to dismiss it and mark “D” in the finding panel of the charge report. The hearing is then complete.

10.100 If the COMDT NZCF decides that there is enough evidence to support the charge, he or she is to tell the Cadet Forces officer or staff member that:

- a. the evidence at this stage indicates that the Cadet Forces officer or staff member did commit the breach of the Code of Conduct; and
- b. the officer or staff member does not have to say anything in response to the charge; but
- c. if the officer or staff member wants to, he or she may now give his or her version of events or call other people to give evidence on his or her behalf, or both.

10.101 Each witness (if any), including the Cadet Forces officer or staff member, called in the officer or staff member’s defence is to be questioned by the officer or staff member or his or her representative. The COMDT NZCF may then also question the witness. The evidence is not to be given under oath. The name and Cadet Forces or Service particulars (if any) of each witness are to be recorded on the charge report.

10.102 When the COMDT NZCF has heard all the evidence, he or she is to decide whether the charge is proved or not proved. If the COMDT NZCF is not sure whether the Cadet Forces officer or staff member committed the breach alleged, he or she must find the charge not proved.

10.103 If the COMDT NZCF finds the charge not proved, he or she is to mark “NP” in the finding panel of the charge report and tell the Cadet Forces officer or staff member. The hearing is then complete.

10.104 If the COMDT NZCF finds the charge proved, he or she is to mark “P” in the finding panel of the charge report, and ask the Cadet Forces officer or staff member or his or her representative if there are any matters that they would like the COMDT NZCF to take into account by way of mitigation.

10.105 Once the COMDT NZCF has considered any mitigation provided, he or she is to consider what penalty should be imposed, record the penalty in the charge report and announce it to the Cadet Forces officer or staff member. The hearing is then complete and the COMDT NZCF is to ensure that the penalty is given effect to.

### **Penalties for Breaches of the Code of Conduct**

10.106 The penalties which the COMDT NZCF may impose on a Cadet Forces officer or supplementary staff member are:

- a. counselling;
- b. verbal warning;
- c. written warning;
- d. reprimand;

- e. in the case of an officer, a stay of seniority;
- f. in the case of an officer, reduction in rank by one or more ranks;
- g. dismissal from all or any specified appointment in the NZCF;
- h. in the case of an officer, compulsory transfer to the supernumerary list or suspension; and
- i. discharge.

10.107 An officer whose discharge is ordered by the COMDT NZCF is automatically relieved of all NZCF appointments and suspended pending the completion of administration action for discharge by HQ NZCF.

10.108 The COMDT NZCF may impose one or more of the above penalties at the same time, but any penalty imposed relates to every breach of the Code of Conduct which is found to be proved. No penalty which is not authorised by this Chapter may be imposed.

10.109 In imposing any penalty, only so much severity should be used as is necessary for the maintenance of proper order and discipline in the NZCF.

10.110 Cadet Forces officers and supplementary staff are to be encouraged to apologise to the victim of their breach of the Code of Conduct (if any) and make reparations, if appropriate. If a Cadet Forces officer or staff member does apologise or make reparations, as the case requires, this is to be taken into account in deciding on the penalty to be imposed.

### **Written Warning**

10.111 A written warning is to clearly identify:

- a. the breach of the Code of Conduct; and
- b. the consequences of a repeat of the breach.

10.112 A copy of the written warning is to be given to the Cadet Forces officer or staff member and a copy placed on his or her personal file.

### **Retention of Charge Report**

10.113 The COMDT NZCF is to retain a copy of the charge report until the Cadet Forces officer or member of the supplementary staff is discharged or resigns from the NZCF, at which time the charge report is to be archived in accordance with the Public Records Act 2005. A copy of any charge report in respect of a Cadet Forces officer or member of the supplementary staff other than a CUCDR is to be forwarded to the Unit Commander of that officer or member's Cadet unit. This copy is to be retained for no longer than 12 months, or until the date on which the officer or member resigns or is discharged (whichever is the sooner), and then is to be destroyed.

### **Right of Appeal**

10.114 If a Cadet Forces officer or member of the supplementary staff considers that the hearing of the charge against him or her, or the outcome of that hearing, was not

fair, the Cadet Forces officer or staff member may seek a review of the case by the Cadet Forces Officers' Reviewing Authority.

10.115 The Cadet Forces Officers' Reviewing Authority is the president of the national association which is affiliated to the NZCF corps of which the officer is a member, i.e. in the case of Sea Cadet officers, SCANZ; in the case of NZCC officers, CCANZ; in the case of ATC officers, ATCANZ.

10.116 The Cadet Forces Officers' Reviewing Authority must consider the application for review on the papers, taking into account any material relevant to the breach of the Code of Behaviour or the penalty imposed which may be referred to him or her by the officer or staff member and by the COMDT NZCF.

10.117 The decision of the Cadet Forces Officers' Reviewing Authority is final.

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## **SECTION 5 - Command Investigations**

10.124 The COMDT NZCF may initiate a command investigation to collect and record evidence on any matter concerning the activities of the NZCF and its personnel. As a member of the Regular Armed Forces these can be raised and conducted as described and authorised by the DM 69 second Edition, Volume 1, Chapter 11.

10.125 Reserved

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## SECTION 6 - Social Media

### Definition

10.131 Social Media includes web and mobile based technologies which are used to turn communication into interactive dialogue among organisations, communities and individuals. The definition of social media, as described by the UK Cabinet Office's Guide to Social Media, is:

*“Social media is a set of online technologies, sites and practices which are used to share opinions, experiences and perspectives, but fundamentally it is about conversation”.*

10.132 For the purposes of this section, when the term "social media" is mentioned, it refers to **ALL** sites and systems whether intended for public or private use that allow for communication between two or more people and including any future developments.

10.133 Social Media includes but is not limited to:

- a. **Social Networks:** Sites such as LinkedIn, Second Life, Facebook, Google+, Twitter and MySpace which allow the user to find, link and share with other people;
- b. **SMS and MMS:** SMS and MMS are a text and image messaging service available on mobile phones to send messages to individuals or groups who can respond;
- c. **Media-sharing Networks:** Such as Bebo, Snapfish, YouTube and Flickr allow the user to create, up-load and share videos or photos with other users;
- d. **Social News:** Stuff.co.nz and various Newspapers allow the reader to make comments or vote on selected newspaper articles;
- e. **Wiki Sites:** Sites such as Wikipedia and WikiHow allow users to share information about any topic and can allow specific questions to be asked and answered. Because they are generally open to large numbers of people they are often known as 'crowdsourcing';
- f. **Blogs:** Blog sites such as Blogger and WordPress allow users to access or write articles on any subject and allow visitors to comment;
- g. **Community Discussion Forums:** Sites such as TradeMe allow users to discuss specific topics and issues with groups of users; and
- h. **Podcasts and Vodcasts (Video Podcasts):** These are a type of digital media consisting of an episode series of audio, video, PDF or ePub files streamed online to a computer or mobile device.

## Application

10.134 Whilst every effort has been made to cover all aspects of social media, rapid changes in technology will see new avenues of communication become available and if it falls within the definition at Para 10.124 then it is covered under this section.

## Compliance

10.135 The following is to be adhered to and failure to do so may result in disciplinary action being taken against individuals who do not comply. Every member of the NZCF is not to:

- a. regularly text with other members of NZCF for purposes other than those directly related to an NZCF activity, and such interactions should be kept to a minimum. Post any objectionable material on any public or private forum online or shared groups where the NZCF or NZDF is represented, or could be construed as being represented;
- b. post or share videos, photos, sound bites or comments that are negative, derogatory, threatening, insulting, provocative, abusive, slanderous or reflect poorly on the NZCF or the NZDF on any public or private forum online;
- c. engage in Cyber Bullying where there is harassment, bullying, intimidation or sexual harassment concerning other members of the NZCF in any public or private forum online or via SMS and MMS messaging;
- d. post negative, derogatory, threatening, insulting, provocative, abusive or slanderous comments concerning other members of the NZCF in any public or private forum online including the NZCF Admin website;
- e. make any claims or comments on behalf of the NZCF or NZDF in any public or private forum online unless you are authorised to do so; or
- f. make any comment on any Government, NZDF or NZCF policy on any public or private forum online if it could be construed in any way or form that the comment is being made in an official capacity on behalf of the NZCF or NZDF.

10.136 Any “official” or “recognised” cadet unit online presence must be regularly monitored and moderated by more than one NZCF Officer to ensure appropriate content and protection of the image of the cadet unit, Corps, NZCF and NZDF.

10.137 HQ NZCF reserves the right to require the closure of any site or removal of any content posted by NZCF officers, under officers, cadets or staff in their official or private capacity which may adversely affect the reputation of the NZCF or NZDF or put them at risk of legal action.

## General

10.138 NZCF Units are encouraged to make appropriate use of social media to assist in managing communication. It can be used to;

- a. alert unit personnel of upcoming changes to training programmes and exercises;
- b. distribute various NZCF forms for completion;
- c. distribute unit lesson notifications;
- d. allow unit yearly subscriptions, and fees for camps to be paid;
- e. aid in unit recruiting; and
- f. for emergency contact, and forming a unit texting communications tree among cadets to enable instant dissemination of information.

10.139 All NZCF Officers and Staff should appreciate that the importance of adhering to the Code of Conduct and core values of the NZCF is as much for their own protection, and that of the reputation and standing of the NZCF, as it is ultimately for the protection of cadets.

10.140 Annex C provides a generalised guide for the further assistance of all members of the NZCF.

10.141 Any further questions or uncertainty regarding the use of social media can be directed to your Area Office or HQ NZCF.

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## **SECTION 7 - Domestic Violence Protection Orders Issued Against Members of the New Zealand Cadet Forces**

### **Introduction**

10.148 The New Zealand Cadet Forces (NZCF) permit its Cadet Forces Officers to use, instruct on and or have access to firearms. There are stringent controls placed on the issue, possession and use of firearms to ensure they are not used in an unlawful or dangerous manner.

10.149 The Domestic Violence Act 1995 requires that a respondent of a Protection Order must not possess, or have under his or her control, any weapon. Accordingly, when a Domestic Violence Protection Order is issued against a member of the NZCF, it is incumbent upon the NZCF to prevent the member's access to and the use of weapons throughout the duration of the Protection Order. This restriction is to prevent the contravention of a lawful court order.

10.150 There is provision under the Domestic Violence Act for the condition relating to weapons to be dispensed with, modified, or discharged. The NZDF and the NZCF approach is to suggest the respondent may wish to seek a modification to the Protection Order to allow the respondent to possess weapons to undertake his/her normal NZCF duties. It is inappropriate for the NZCF to require a respondent to seek a total dispensation from the standard condition relating to weapons. The NZCF concern is solely with the use of NZCF weapons in the course of a respondent's normal duties as a member of the Cadet Forces.

### **Scope**

10.151 This section is applicable to all members of the NZCF who are required to possess, control, carry, handle or otherwise have access to weapons in the course of their NZCF duties.

### **Definitions**

10.152 For the purposes of this section, the following definitions are to apply:

- a. **Protection Order:** An order made under section 14 of the Domestic violence Act, including a temporary order; and
- b. **Weapon:** Any firearm, air gun, pistol, restricted weapon, ammunition, or explosive, as those terms are defined in the Arms Act 1983 and as shown in Annex D.

### **Notification by the NZCF Member**

10.153 If a member of the NZCF becomes subject to a Protection Order, that member is to immediately notify the Cadet Unit Commander, (or in the case of the Unit Commander – the Area Coordinator) as the case may be, in writing, of the particulars and conditions of the Protection Order and why the order was made. A copy of the order is to be enclosed with the notification and forwarded immediately to the Commandant's Office.

10.154 If a member moves or is transferred to another unit, the Protection Order remains in force. The member and the Cadet Unit Commander are to notify the new

Cadet Unit Commander immediately. In addition, the member is to provide the new Cadet Unit Commander, with a copy of the Protection Order and any changes made to that order by the court.

### **Responsibilities of the Cadet Unit Commander**

10.155 When a NZCF member reports, in accordance with paragraphs 7 and 8 of this section that they are subject to a Protection Order, the Cadet Unit Commander is to:

- a. immediately deny the member access to NZCF weapons in accordance with the Protection Order. This is to include action, where incidental or indirect access to weapons could be gained from the person's attendance at Unit parades/activities; and
- b. inform the member, where appropriate, to apply at his/her own expense, to the court to change the order so that if he/she may continue to use possess, carry, handle or otherwise have access to NZCF weapons if he/she is required to do so in the course of his/her normal NZCF duties. Responsibilities of the NZCF Member In addition to informing the Cadet Unit Commander (or in the case of the Unit Commander – the Area Coordinator) of the existence of a Protection Order, a member of the NZCF who is a respondent to a Protection Order, may wish to make application to the court for a modification to the standard condition relating to weapons. The modification should seek to allow the member access to NZCF weapons to permit him or her to undertake normal NZCF duties only.

10.156 If a member of the NZCF is denied a modification to a Protection Order in relation to NZCF weapons, the member is to immediately notify the Cadet Unit Commander (or in the case of the Unit Commander – the Area Coordinator) , in writing.

### **Modifications to Protection Orders**

10.157 If a court changes a Protection Order to permit the NZCF member legal access to weapons for NZCF purposes, Cadet Unit Commanders (or in the case of the Unit Commander – the Area Coordinator), are to ensure that access to NZCF weapons by the member complies with the Protection Order at all times.

### **Privacy**

10.158 Information contained in a Protection Order is to be treated in the strictest of confidence. Details are to be divulged on a strictly need-to-know basis only.

### **Expiry of the Protection Order**

10.159 When the Protection Order expires, the respondent of that Protection Order is to notify the Cadet Unit Commander (or in the case of the Unit Commander – the Area Coordinator), in writing, and normal supervision procedures in regard to NZCF weapons are to resume.

## ANNEX A - Cadet Unit Commander Guide for Determining Charges Suitable for NZCF 601 Action

| Trivial Offences <sup>1</sup><br>(A)  | Unit Chargeable (NZCF 601 Action) Offences<br>(B)  | Offences Referred to Higher Authority or Police <sup>2</sup><br>(C)  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Dirty Shoes</li> <li>• Late for Parade without excuse</li> <li>• Untidy/dirty uniform</li> <li>• Incorrect hair style</li> <li>• Public displays of affection</li> <li>• Minor behavioural incidents (eg. Talking on parade)</li> <li>• Minor procedural incidents in relation to carrying out assigned duties (eg failing to conduct an assigned check when on duty)</li> </ul> | <ul style="list-style-type: none"> <li>• Repeated offending of column A offences<sup>3</sup></li> <li>• Smoking</li> <li>• Alcohol/Drugs</li> <li>• Safety breaches</li> <li>• Bullying</li> <li>• Disobeying a lawful command</li> <li>• Foul language</li> <li>• Failure to report a conviction, discharge without conviction or diversion</li> <li>• Be in possession of items of clothing or equipment or personal belongings of another person without permission to do so</li> <li>• Behaviour brining the NZCF into disrepute</li> <li>• All offences committed in Part B and Part C to the Code of Behaviour which are not listed in columns A or C</li> </ul> | <ul style="list-style-type: none"> <li>• Serious assault</li> <li>• Sexual offences</li> <li>• Theft</li> <li>• Illegal Drugs</li> </ul> |

### Notes:

1. Cadets are not normally to be charged for trivial offences however corrective training may be ordered. Cadets are not to be charged during their initial probationary period or during the first four months in a cadet unit. The exception being where a column B offence has occurred and the CUCDR has sought permission from the AC CFTSU first.
2. Any cadet committing a column C offence is to be reported to higher authority or the Police as applicable. The AC CFTSU and COMDT NZCF are to be notified immediately the offence comes to light.
3. After a minimum of three successive offences for which the cadet has been clearly counselled regarding their behaviour.

## ANNEX B - NZCF Charge Report

NZCF 601

Serial No \_\_\_\_\_ <sup>(1)</sup>

### NEW ZEALAND CADET FORCES CHARGE REPORT <sup>(2)</sup>

|   |                     |   |
|---|---------------------|---|
| Corps (SCC/NZCC/ATC)  | Cadet Rank and Name | Cadet Unit  |
| Admitted<br>(A)<br><br>Denied<br>(D)  | CHARGES (3)         | Finding (4)   |
| WITNESSES AND EXHIBITS  |                     | Representative _____<br>Parents/Guardians/Caregivers in Attendance<br>_____<br>_____<br>_____   |
|   |                     | RECORD OF HEARING<br>Charge heard by _____ on _____<br>Penalty imposed / Case dismissed on _____<br>Signature of officer who heard charge<br>_____<br><p style="text-align: right;">Rank / Name</p> |
| PENALTIES   |                     | ADDITIONAL INFORMATION  |
| Discharge ('Yes' if applicable)   |                     |   |
| Transfer to the Supernumerary List ('Yes' if applicable – NZCF Officers only) |                     |   |
| Dismissal from appointment as _____   |                     |   |
| Reduction in Rank   | Rank                | Seniority Date  |
| Stay in Seniority (NZCF Officers only)  |                     |   |
| Loss of Privileges  |                     | Parade(s)   |
| Extra Duties  |                     | Parade(s)   |
| Reprimand ('Yes' if applicable)   |                     |   |
| Written Warning ('Yes' if applicable)   |                     |   |
| Verbal Warning ('Yes' if applicable)  |                     |   |
| Counselling ('Yes' if applicable)   |                     |   |
| Suspension  |                     | Parade(s)   |

**Notes:**

1. Forms NZCF 601 are to be numbered sequentially in each cadet unit from 1 Jan each year, e.g. TAUPO 1/06, 17 SQN 2/07, Hamilton CU 3/06, etc. A copy of every completed charge report in respect of a cadet or a cadet NCO is to be forwarded to the AC CFTSU.
2. If there is insufficient space in this charge report to state each charge, a blank sheet of paper, headed "Continuation Charge Report", is to be attached with the additional charges recorded on it.
3. Charges are to be written as prescribed in paragraphs 10.32 and 10.33 of this chapter. If there is more than one charge, the first charge is to be head "Charge 1" and so on.
4. Enter "NP" for not proved and "P" for proved.
5. Enter the full name and, if applicable, NZCF particulars of any witnesses. Provide a brief description of any exhibits, i.e. documents or things considered as evidence by the officer hearing the charge.

## ANNEX C - NZCF SOCIAL MEDIA GUIDE

| DO  | DO NOT  |
|---|---|
| Remember you can be seen as representing the NZCF and on occasion the NZDF 24/7.  | Assume that voicing your opinion as a private citizen won't be taken as speaking officially on behalf of the NZCF or maybe the NZDF.  |
| Represent the NZCF ethos and values.  | Be inappropriate.   |
| Remember that you are always on the record.   | Breach the NZCF Code of Behaviour.  |
| Ensure you have an understanding about the use of privacy settings to ensure personal information such as messages, photo's etc are protected and viewed by those with the right permissions.             | Violate others privacy.   |
| Ensure that blogging and submission of comments are done with courtesy, respect, and accuracy.  | Assume your comments will only be seen by your mates.   |
| Use the Newspaper front page/ Mother/ Partner/ Child test.<br>i.e. would you want them to see this?   | Be offensive.   |
| Be aware that you may be asked to remove immediately any postings and images that are judged to be inappropriate.   | Use words, images or materials from others without gaining their prior approval.  |
| Consider carefully your choice of links, membership of clubs and associations featured on blogs and social network sites. Select with good taste, propriety and common sense in mind so as not to offend. | Write about NZCF issues beyond your area of expertise. For example, if you're an ATC officer who has never competed in NZCC skills <b>DON'T</b> blog about the rules and regulations of that competition.         |
| Remember that these sites are in the public domain. They are prone to hacking and masking, and are viewable by anyone.  | Be fooled about the security in some social media. A Facebook friend's account can be easily hacked and leave you vulnerable to attack. Their security settings may not prevent your comments to them being read. |
| Get permission to post images taken on activities. Remember photo's in uniform need to reflect a professional NZCF image.   | Infringe any copyright laws.  |

## **ANNEX D - Definitions Contained in the Arms Act 1983**

1. **'Airgun'** includes:
  - a. any air rifle;
  - b. any air pistol; and
  - c. any weapon from which, by the use of gas or compressed air (and not by force of explosive), any shot, bullet, missile, or other projectile can be discharged.
  
2. **'Explosives'**:
  - a. means any substance or mixture or combination of substances which in its normal state is capable either of decomposition at such a rapid rate as to result in an explosion or of producing a pyrotechnic effect;
  - b. without limiting subparagraph a. of this definition, includes gunpowder, nitro-glycerine, dynamite, guncotton, blasting powder, fulminate of mercury or of other metals, coloured flares, fog signals, fuses, rockets, percussion caps, detonators, cartridges, and ammunition of all descriptions; and
    - (1) without limiting subparagraph a. or subparagraph b. of this definition, includes any device, contrivance, or combination of substances to which subparagraph a. or subparagraph b. of this definition applies as an integral part of it for the purposes of producing an explosion or a ballistic or pyrotechnic effect but does not include a firearm; and
  - c. does not include any explosive of the third division of the seventh (firework) class as set out in the Schedule of Explosives Act 1957.
  
3. **'Firearm'**:
  - a. means anything from which any shot, bullet, missile, or other projectile can be discharged by force of explosive; and
  - b. includes:
    - (2) anything that has been adapted so that it can be used to discharge a shot, bullet, missile, or other projectile by force of explosive.
    - (3) anything which is not for time being capable of discharging any shot, bullet, missile, or other projectile but which, by its completion or the replacement of any component part or parts or the correction or repair of any defect or defects, would be a firearm within the meaning of subparagraph a. of this definition or sub subparagraph (1) of this paragraph.
    - (4) anything (being a firearm within the meaning of subparagraph a. of this definition or sub subparagraph (1) of this paragraph) which is for the time being dismantled or partially dismantled.

(5) any specially dangerous air gun.

4. **'Pistol'** means:

- a. any firearm that is designed or adapted to be held with one hand and includes any firearm that is less than 762 millimetres in length.

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# **CHAPTER 11 - Equal Opportunities and The Prevention of Harassment**

## **SECTION 1 - General Policy**

### **Application**

11.1 This chapter applies to all:

- a. members of the Armed Forces who are posted or attached to CFTSU's or HQ NZCF staff appointments;
- b. NZCF Officers;
- c. Supplementary Staff; and
- d. Cadets.

11.2 In this chapter, the persons referred to above at paragraph 11.1 are referred to as NZCF personnel.

### **Equal opportunities**

11.3 The NZCF is to provide all NZCF personnel with equal opportunities. In the NZCF context, equal opportunities means the opportunity for every person who plays or wishes to play a role in the organisation to do so without being treated less favourably under any of the prohibited grounds of discrimination listed in the Human Right's Act 1993. These grounds are:

- a. sex;
- b. marital status;
- c. religious belief (or lack thereof);
- d. ethical belief;
- e. colour;
- f. race;
- g. ethnic or national origins;
- h. disability;
- i. age;
- j. political opinion;
- k. employment status;
- l. family status; or
- m. sexual orientation.

11.4 The law does allow for different treatment for some persons in some circumstances on the prohibited grounds based on pragmatic considerations. Where such discrimination is permitted, it is dealt with expressly in section 2 of this Chapter. In a case of doubt, specific advice is to be sought from the COMDT NZCF.

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## SECTION 2 - Prevention of Discrimination

### Communication Standards

11.11 All NZCF communications are to use language which is gender-neutral and non-discriminatory. The range of visual material and communications is to include images of both males and females and those of different ethnic origin shown in a variety of roles. This will signal to those within and entering the NZCF that all NZCF personnel have the potential to participate in the organisation at all levels.

### Discrimination

11.12 NZCF personnel and NZCF policies and practices are not to unlawfully discriminate against any other person by reason of one of the prohibited grounds of. All NZCF personnel are to take all practicable and reasonable steps to prevent discrimination from taking place in areas for which they are responsible. These steps are to include, but are not limited to:

- a. training in the prevention of discrimination;
- b. communication of relevant information, including the NZCF policy;
- c. intervening if discrimination occurs; and
- d. acting promptly on complaints.

11.13 Discrimination occurs when a person is treated less favourably than others in the same or similar circumstances based on one of the prohibited grounds of discrimination. It also occurs if a person is treated less favourably on the basis of an assumption about them. Discrimination may be of three broad types:

- a. direct discrimination;
- b. indirect discrimination; and
- c. systemic discrimination.

11.14 Direct discrimination can be both verbal and non-verbal. It occurs when personal characteristics irrelevant to a person's ability to perform a task (such as gender or ethnicity) are taken into account in decisions affecting that person's involvement in the NZCF.

11.15 Indirect Discrimination occurs when policies, procedures and practices that appear to be fair in fact suit a particular group of people and disadvantage other groups, i.e. when applied equally they affect different groups unequally.

11.16 Systemic discrimination systemic discrimination occurs when an entire network of rules and practices disadvantages less empowered groups while serving at the same time to advantage the dominant group.

11.17 The Human Rights Act contains various exceptions where discrimination may not be unlawful.

## **Age Discrimination**

11.18 The prescription of minimum and maximum ages for cadets in Chapter 9 is lawful under the exception in section 58(3) of the Human Rights Act. That section allows for educational establishments (defined in s57(2) as 'an establishment offering any form of training or instruction') to only provide training to those of a particular age group.

11.19 The age limit prescribed for those wishing to apply for NZCF Officer Commissions is lawful under the exception provided at s30 of the HRA. That section allows for the inclusion of an age limit where 'being of a particular age or in a particular age group is a genuine occupational qualification for that position whether for reasons of safety or for any other reason'.

## **Disability Discrimination: General**

11.20 The Human Rights Act also contains exceptions in relation to disability. The HRA defines 'disability at s21(1)(g) as meaning:

- a. physical disability or impairment;
- b. physical illness;
- c. psychiatric illness;
- d. intellectual or psychological disability or impairment;
- e. any other loss or abnormality of psychological, physiological, or anatomical structure or function;
- f. reliance on a guide dog, wheelchair, or other remedial means; or
- g. the presence in the body of organisms capable of causing illness.

11.21 Section 60 of the HRA provides exceptions for educational establishments in relation to disabilities. It states that to discriminate against 'a person whose disability is such that that person requires special services or facilities that in the circumstances cannot reasonably be made available' may be lawful.

11.22 Where reasonable the NZCF is to accommodate persons with disabilities in accordance with this Manual.

## **Disability Discrimination: Cadets**

11.23 If a young person with a disability applies to join a Cadet Unit, or becomes disabled while a member of the NZCF, the CUCDR is to hold a meeting with the parent/caregiver (and the disabled young person as appropriate) to ascertain:

- a. the disability itself (see paragraph 11.19);
- b. the level of specialist care required by the disabled young person;
- c. the level of general care required by the disabled young person;

- d. the level of medical prescriptions required by the disabled young person, who will be responsible for administering the medication and when;
- e. the ability of the disabled young person to participate safely in the core activities conducted by the NZCF, e.g. drill, shooting, sailing, flying, tramping etc;
- f. the actions that would need to be taken in the event that the disabled young person's condition worsened while on a NZCF activity and who would bear that responsibility; and
- g. whether the disabled person is capable of complying with the Code of Conduct.

11.24 In accepting a disabled young person or permitting such a person to remain a member of the Cadet Unit, the CUCDR must ensure that:

- a. The Cadet Unit (its NZCF Officers, Cadet NCOs and USC) is capable of safely providing the level of care required to permit the disabled young person to participate in activities undertaken by the Cadet Unit.
- b. This level of care does not place unreasonable demands on NZCF Officers, Cadets or USC to the exclusion of other Cadets.

11.25 The CUCDR may restrict the activities in which a Cadet with a disability may participate if it is considered that:

- a. The Cadet Unit cannot provide the required level of safety for that young person; or
- b. By providing that level of care other Cadets or staff may themselves become endangered.

11.26 In particular, a cadet may not participate in a shooting activity if he or she has a psychiatric illness, intellectual or psychological disability or impairment or any other loss or abnormality of psychological, physiological, or anatomical structure or function which would make this activity dangerous to either the disabled young person or those around him or her.

11.27 Before accepting a disabled young person or deciding whether such a person may remain a member of the Cadet Unit, the CUCDR may insist that he or she provides a current medical certificate stating that he or she is capable of conducting Recognised and Authorised Activities and which states the medical prescription regime required by the disabled young person when attending NZCF activities.

11.28 If the CUCDR decides that he or she cannot accept a disabled young person into the Cadet Unit, or that the young person must be discharged from the Cadet Unit, a letter detailing the reasons is to be sent to the parent/caregiver. This is to include a summary of the meeting with the parent/caregiver and to detail the reasons why the Cadet Unit cannot accommodate the disabled person. Additionally:

- a. The parent/caregiver is to be informed that other Cadet Units may be approached; and

- b. The parent/caregiver is to be informed that the NZCF complaints procedure prescribed in Section 4 of this Chapter is available to them.

### **Disability Discrimination: NZCF Officers**

11.29 Where an applicant for commissioning is otherwise qualified to be appointed an NZCF Officer, it would be unlawful for the NZCF to:

- a. refuse or omit to appoint the applicant; or
- b. offer or afford the applicant less favourable conditions of service than are made available to applicants of the same or substantially similar capabilities appointed in the same or substantially similar circumstances;
- c. by reason of a prohibited ground of discrimination.

11.30 Paragraph 11.28 also applies to Cadet NCOs and supplementary staff, if the task that they are undertaking is more aptly described as works – either paid or unpaid – than training.

11.31 Section 29 of the Human Rights Act, does not apply to the NZCF, as NZCF Officers are not employees.

11.32 However the minimum level of physical ability required of an NZCF Officer is to maintain a level of fitness commensurate with the activities they supervise i.e. they must be fit for purpose. As an example therefore, if they are to supervise a tramping activity they must be able to complete the tramp whilst maintaining situational awareness, and retaining the ability to deal with emergency situations (Chapter 8 Section 2). An applicant who cannot reasonably expect to be able to do this may not be commissioned.

11.33 When a CUCDR is concerned that a current or prospective NZCF Officer or supplementary staff member with a disability poses a safety concern or danger to the Cadet Unit or its members, the CUCDR is to:

- a. establish the type of disability;
- b. identify any duties which the NZCF Officer or supplementary staff member would normally be required to perform, which would constitute a risk to the safety of the NZCF Officer, the supplementary staff member, or other persons as a consequence of his or her disability;
- c. identify any special services or facilities which would be required to permit the NZCF Officer or supplementary staff member to carry out his or her duties safely; and
- d. consider whether it is reasonable to expect the NZCF to provide those special services or facilities at the Cadet Unit.

11.34 The CUCDR is to interview the person with a disability to discuss the situation and consider any material, e.g. medical certificates, that that person places before him or her. The CUCDR is then to forward a report to the COMDT NZCF through the Area Coordinator, covering the matters prescribed in this and the previous paragraphs, and making a recommendation as to whether the person

should be appointed to serve or permitted to continue serving as an NZCF Officer or supplementary staff member. Before the report is forwarded, the subject person must be given a copy of it and an opportunity to forward a submission to the COMDT NZCF with the report.

11.35 The COMDT NZCF is to decide whether to recommend the commissioning or discharge of the relevant person under section 76 of the Defence Act 1990. The COMDT NZCF is to inform the person of his or her decision and give reasons.

11.36 Any person affected by a decision under paragraph 11.34, has the right to access the NZCF complaints procedure (see Section 4 of this Chapter).

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## **SECTION 3 - Prevention of Harassment**

11.43 Harassment means being subjected to verbal or physical behaviour that is unwelcome, personally offensive and fails to respect the rights of others. One person or a group of persons can perpetrate harassment. It is a form of discrimination that does not support the core values of the NZCF and is generally unlawful under the Human Rights Act.

11.44 Harassment includes the demeaning of another person's status, and may leave the person feeling humiliated, offended or intimidated. Harassment is unwelcome, not reciprocated, usually (though not always) repeated and is always unacceptable in the NZCF environment. Harassment can take many forms. Some examples of the different types of harassment follow.

### **Sexual Harassment**

11.45 This occurs when there is verbal or physical conduct of a sexual nature by a person or group of people toward another and the conduct is unwelcome and offensive or might reasonably be perceived as unwelcome and offensive. Examples of sexual harassment in a NZCF environment include:

- a. requests for sexual intercourse, sexual contact or other form of sexual activity that contains:
  - (1) an implied or overt promise of preferential treatment in that individual's progression and placement on courses and activities;  
or
  - (2) an implied or overt threat of detrimental treatment in that individual's progression and placement on courses and activities;  
or
  - (3) an implied or overt threat about the present or future status of the individual.
- b. personally offensive verbal comments;
- c. sexual jokes;
- d. comments or teasing about a person's alleged sexual activities or private life;
- e. comments regarding a person's sexual preference;
- f. persistent, unwelcome social invitations, telephone calls, text messages, e-mails, letters, faxes or other material from fellow members of the NZCF;
- g. unwelcome conduct of a sexual nature, including oral or written statements, and offensive material transmitted electronically such as through the internet, e-mail or mobile phone text messaging, which a reasonable person would consider offensive, humiliating or intimidating to another person;

- h. offensive hand or body gestures;
- i. inappropriate or unwelcome physical contact, such as patting, pinching or touching; and
- j. provocative images carried by such items as posters, pictures, NZCF or Cadet Unit publications, visual display units, or team building paraphernalia such as T-shirts and badges.

11.46 Any unwelcome touching of a sexual nature is likely to constitute a criminal offence and the NZ Police should be involved if appropriate. If the object of it is a Cadet, any sexual harassment is particularly serious in view of the NZCF's responsibility in loco parentis. If the object is a Cadet under the age of 16 years, it may in certain circumstances constitute a crime against the Crimes Act 1961. See Chapter. In a case of doubt, advice is to be sought through the office of the COMDT NZCF.

### **Racial Harassment**

11.47 Those who have an accent or have minority racial group characteristics or those who identify with a particular culture or religion may experience this. Racial harassment may include:

- a. expressing hostility against, or bringing into contempt or ridicule, the individual on the grounds of the race, colour, ethnic or national origin; and
- b. the attribution of stereotypical or extreme behaviour to a particular racial group.

### **Disability Harassment**

11.48 Harassment on disability grounds may include:

- a. practical jokes played on people with disabilities; and
- b. overbearing or abusive behaviour toward people with disabilities.

### **Gender harassment**

11.49 This type of harassment stereotypes a person according to gender or sexual preference. It includes openly discussing views in which the other sex is portrayed as inferior or subordinate or using gender based or sexist derogatory terms. Examples include:

- a. blaming women for pregnancy;
- b. demeaning males who are physically weak; and
- c. using derogatory language about males and females who do not fit the perceived male or female stereotype.

## Bullying

11.50 Harassment can also include bullying. Bullying is unwelcome and unreasonable behaviour that is intended to and does create a hostile, uncomfortable or offensive atmosphere for those who are the target of bullying. Bullying behaviour is intended to, and demeans, intimidates, degrades or humiliates people often in the presence of others. Bullying can be a misuse of power by CUCDRs, Cadet Unit NZCF Officers, USC members, training course staff and other volunteers of the NZCF. It can occur between members of an equal group or it can be instigated by subordinates against supervisors. Examples of bullying behaviour include the following:

- a. **Verbal Bullying.** This can include abusive or offensive language, insults, teasing, sarcasm, using aggressive body language, spreading rumours and unwarranted and unjustifiable criticism and trivialising of achievements;
- b. **Manipulating the NZCF Environment.** Bullies can isolate individuals from others during the conduct of NZCF activities, over-task or under-task individuals maliciously or set impossible deadlines or expectations;
- c. **Psychological Manipulation.** This can be an insidious form of bullying where by individuals can be:
  - (1) deliberately and unjustly excluded from activities.
  - (2) subjected to practical jokes.
  - (3) unreasonably allocated humiliating or demeaning tasks.
  - (4) belittled or disregarded when making suggestions or giving an opinion.
  - (5) unfairly blamed for mistakes or delays.
  - (6) unnecessarily or unfairly disciplined/chastised in front of others.

## Prevention of Harassment

11.51 All NZCF personnel are to take all practicable and reasonable steps to prevent harassment from taking place in areas for which they are responsible. These steps are to include, but are not limited to:

- a. training in what constitutes harassment;
- b. communication of relevant information; including the NZCF policy;
- c. intervening if harassment occurs; and
- d. acting promptly on complaints.

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## **SECTION 4 - Complaints About Discrimination and Harassment**

### **Complaints of Harassment**

11.58 All harassment is a breach of the Code of Conduct. If a complaint of harassment is made, an investigation is to be conducted to determine whether there is some evidence to support the allegation. If there is some evidence, the appropriate disciplinary process in Chapter 10 is to be invoked.

11.59 If the person who is alleged to have harassed another person is a member of the Armed Forces, the allegation is to be reported to that member's Commanding Officer or Officer Commanding.

### **Complaints of Discrimination**

11.60 Any person may complain about any policy, practice or thing done or omitted by or on behalf of the NZCF which that person considers to constitute unlawful discrimination as defined in this chapter. All complaints must be in writing, signed and dated by the complainant (NZDF personal use the process in DFO 3 Chap 13, Part 2).

11.61 In the first instance the complaint must be directed to the CUCDR of the Cadet Unit in respect of which the complaint is made. A copy must also be sent to the Area Co-ordinator. The CUCDR is to investigate the complaint and determine what, if any, redress is necessary.

11.62 If the complainant is not satisfied with the decision made by the CUCDR in respect of the complaint, the complainant may require that the complaint be referred to the Area Co-ordinator. Copies of all relevant written documentation are to accompany the complaint. The Area Co-ordinator is to investigate the complaint and determine what, if any, redress is necessary.

11.63 If the matter has still not been resolved to the complainant's satisfaction, the complainant may require that the complaint be referred to the COMDT NZCF. Again, all written relevant documentation is to accompany the complaint. The COMDT NZCF is to investigate the complaint or have it investigated and determine what, if any, redress is necessary.

11.64 The complainant is to be given a copy of all information provided to a decision-maker under this section and is to be offered the opportunity to comment on that information.

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## **CHAPTER 12 - Alcohol and Cadet Forces**

### **SECTION 1 - General**

#### **Alcohol and Cadet Activities**

12.1 Whilst the NZDF has an exception to the Sale of Liquor Act, this does not extend to the NZCF. No Wardroom, Canteen or Mess is to serve liquor in any NZCF establishment. A liquor license has no relevance to youth training.

12.2 Cadets are not to consume alcohol whilst participating in any activity associated with the NZCF.

12.3 NZCF Officers are not to consume alcohol where they are in the company of cadets. They may be permitted to consume alcohol only as provided for in this Chapter.

12.4 NZCF Officers are liable and responsible for the control and welfare of Cadets for the duration of any Cadet activity. Should an incident occur, or be thought to have occurred, it is difficult to establish responsible conduct if the adults in charge are in a place where liquor is available.

12.5 Comparative levels of sobriety will not be the issue, the appropriateness of liquor in conjunction with youth training will be.

12.6 The presence of alcohol cannot be justified in conjunction with Cadet training as:

- a. it cannot be part of the training;
- b. its presence threatens the execution of responsibilities towards Cadets;  
and
- c. it threatens the reputation of the organisation.

12.7 CUCDRs are to ensure that there is no alcohol present in conjunction with any Cadet activity.

12.8 Notwithstanding the above, there may be the occasional requirement for a USC to provide alcoholic refreshments at a Cadet Unit activity as hospitality for visiting dignitaries. On such occasions members of NZCF will adhere to the NZCF Alcohol Policy and are not to consume alcohol.

12.9 It is also acknowledged that cadet Units may occasionally be approached by organisations that support cadet units requesting cadets to assist at their formal dinners or functions. At such occasions, it is likely alcohol will be served to guests. As a way of acknowledging and in reciprocation for the support received, cadet units may provide cadets to assist at such occasions. If cadets are used as serving staff, they may serve food only and are not to be used under any circumstances to serve alcohol. At such occasions, all members of the NZCF, including any NZCF officers attending the function as guests, will adhere to the NZCF Alcohol policy and are not to consume alcohol.

## Use of NZDF Messes

12.10 **NZCF Officers.** NZDF' Officers' Messes and Wardrooms are primarily for the provision of home facilities for the members of the NZDF living in that Defence establishment. Therefore:

- a. While attending Authorised Activities in a Defence establishment NZCF Officers may be permitted the use of the Officers' Mess or Wardroom.
- b. Consumption of alcohol on these occasions is at the discretion of the Course Director, however, where the Authorised Activity includes Cadets, NZCF Officers **are not to consume alcohol**.
- c. Where a Cadet Unit is accommodated in or near a Defence establishment which has an Officers' Mess, Wardroom or All Ranks Garrison Club, the CO of that establishment may:
  - (1) within the permitted percentage of membership approve the NZCF Officers of that Cadet Unit to be Associate, Affiliate or Honorary Members of that mess, wardroom or garrison club; or
  - (2) make special arrangements for the occasional and specific use of that messing facility by those NZCF Officers if the percentage allowance of Associate, Affiliate or Honorary membership does not admit those NZCF Officers to such membership.
  - (3) Such use of the facilities may require payment.

12.11 NZCF Officers can expect to pay mess fees, etc, within the Service establishments' rules, for the foregoing matters.

12.12 **UOs.** Regardless of their age UOs are Cadets and do not have NZCF Officer status, therefore, are not permitted access to, or use any officers' mess or wardroom unless accompanied by an Officer.

12.13 **Messes and Garrison Clubs.** Are out of bounds to all Cadets at all times, except where such facilities are being used as classrooms and the bar is closed. This includes any facility provided on a ship/camp or base where there is a provision for alcohol, including sports bars, lounges and common rooms.

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## **CHAPTER 13 - Firearms**

### **SECTION 1 - Custody and Accounting of Firearms and Ammunition**

#### **General**

13.1 Military firearms, particularly combat automatic firearms, have very little relevance to the NZCF as a youth organisation. However .22 calibre single shot rifles, Norinco Ceremonial Rifle and the wooden Drill Purpose Training Aid (DPTA) firearms may be provided on loan to Cadet Units for the following purposes:

- a. to teach firearm safety;
- b. for training and use in ceremonial drill; and
- c. for target shooting.

13.2 Firearms on loan to Cadet Units remain the property of the NZDF. The AC CFTSU of each Area is to maintain an Arms Register of all live firing firearms, Norinco Ceremonial rifles and DPTAs, and their location within the Area. The COMDT NZCF is to maintain a Master Arms Register to provide a control and independent record.

13.3 The firearms provided to Cadet Units for drill and shooting are the:

- a. NZDF issued live firing .22 rifles;
- b. NZDF issued Drill Purpose Training Aids (DPTA); and
- c. NZDF issued Norinco Ceremonial rifle.

13.4 Additionally, members of the NZCF may occasionally be given familiarisation presentations with other NZDF small arms (small arms is a general term for small calibre, 20 mm or less).

13.5 Such familiarisation presentations may only occur on Defence Areas under the direct supervision of qualified members of the NZDF and in accordance with Single Service Policy and Instructions, appropriate for members of the NZCF.

13.6 At no time are such firearms to pass out of the direct control of members of the NZDF.

13.7 Bayonets are not to be made available to the NZCF under any circumstances.

13.8 Only ACs may approve the use of Firearms during Recognised Activities. This includes ceremonial parades such as ANZAC Day and Remembrance Day. Refer Section 3, paragraph 13.100.

#### **Responsibility of AC CFTSU**

13.9 The loan of firearms to Cadet Units is to be arranged through ACs who are responsible for:

- a. ensuring Cadet Units allocated NZDF firearms, administer and maintain NZDF approved firearms storage facilities in accordance with Section 2 of this Chapter. Alternatively, the AC may arrange for firearms for a Cadet Unit to be kept in a convenient Service establishment's armoury;
- b. arranging periodic inspections (at minimum biannually) of those Cadet Unit firearms storage facilities to ensure that the required:
  - (1) security standards are being maintained; and
  - (2) Cadet Unit Arms Registers are being maintained.
- c. notifying the COMDT NZCF of firearm transfers and receipts to enable Master Arms Register action to be taken.
- d. Only ACs may approve the use of the Norinco Ceremonial rifles during Recognised Activities. This includes ceremonial parades such as ANZAC Day and Remembrance Day. Refer Section 3, paragraph 13.101(a-b).

### **Responsibility of CUCDRs**

13.10 CUCDRs of Cadet Units issued with firearms are responsible for:

- a. the provision of firearms storage facilities of the standard required in NZDF orders for the storage of such firearms (refer Section 2 to this Chapter);
- b. the cleaning of Norinco Ceremonial rifles. Unserviceable Norinco Ceremonial rifles are to be returned to ACs for disposal;
- c. the cleaning of live firing rifles before and after firing, as well as the weekly cleaning of firearms in conjunction with weekly arms checks. Unserviceable live firing rifles are to be returned to ACs for servicing by the appropriate Service establishment;
- d. the safe custody of all firearms on loan to the Cadet Unit in accordance with Section 2 to this Chapter;
- e. maintaining an Arms Register in accordance with paragraph 13.02;
- f. submitting reports on defective rifles using the form NZCF 35, Rifle Transfer Advice and Defect Recording Form, without delay to their AC;
- g. obtaining the prior approval of the AC before any firearms are used on Recognised Activities (See paragraph 13.9(d)); and
- h. advising by phone immediately and supplying a written report within 24 hours to the AC of any incident involving firearms, which results in injury, damage, or the safety of others (refer paragraph 13.98 for Report format).

## Loans and Accounting of Firearms

13.11 All issues and receipts into the Cadet Unit firearms storage facility, whether the firearms are leaving the premises or not, are to be recorded in the NZCF 37, Arms Register which is to show:

- a. date of issue;
- b. serial number of the firearm(s);
- c. name of the borrower;
- d. signature of the borrower;
- e. date of return; and
- f. signature of person receiving firearm(s) back into custody.

13.12 At the discretion of the CUCDR, a single signature may be used to acknowledge the issue and receipt of a bulk issue of firearms (up to six); e.g., for range practices the RSO may sign once for all firearms and accessories.

13.13 For issues longer than eight hours duration each firearm is to be signed for individually. Issues for periods in excess of 24 hours are not to be made except under the authorisation of the CUCDR. **Firearms are not to be issued overnight unless prior arrangements have been made for the firearms to be secured in an NZDF-approved armoury or arms cabinet.**

13.14 Norinco Ceremonial rifles (also classified as firearms) or DPTAs are to be used for drill practice/parade rehearsals and they are not to be removed from the Cadet Unit premises unless approval has been given by the AC (See paragraph 13.9(d)). Under no other circumstances are firearms to be issued to Cadets.

## Firearms Checks

13.15 CUCDRs are to ensure that checks are carried out:

- a. at the conclusion of each routine Cadet Unit parade, whether the firearms were used or not;
- b. whenever firearms are drawn from or returned to the Cadet Unit firearms storage facility; and
- c. during periods when the Cadet Unit is not parading, such as school holidays, whereby a check is to be made at least once a week. If this is not possible, then the CUCDR is to inform his/her AC that the firearms check will not be conducted during that period.

13.16 The checks may be carried out by any NZCF Officer delegated the task by the CUCDR. The results of the checks listed at paragraph 13.15(a-c) are to be recorded in the NZCF 38, Cadet Unit Weekly Firearms Check sheet and include the checking NZCF Officer's name, signature and the date and time of the check. For units that share the same firearms storage facilities, CUCDR's are then to put together a roster detailing who will conduct the check of all firearms. If this is not possible, then the AC is to be informed as per paragraph 13.15(c) above.

## Custody and Transportation of Firearms

13.17 Section 3(2)(a)(i) of the *Arms Act 1983* exempts members of the NZCF from the requirements of that Act in relation to the carriage or use of firearms in the course of those members' NZCF duties. In particular, a member of the NZCF does not require a firearms licence to carry and use a firearm in connection with an Authorised NZCF Course or Recognised NZCF Activity, including ceremonial events. If an NZCF officer is uplifting ammunition from the Area CFTSU, then they are not required to wear uniform for the purpose of convenience. However, during a **recognised** activity, i.e. unit range shoot etc, the NZCF Officer is to be in uniform when transporting firearms and/or ammunition.

13.18 This privilege has been accorded the NZCF by Parliament on the basis of the stringent controls over the carriage and use of firearms, which have been exercised by the NZCF over many years.

13.19 Live firing firearms can only be issued to a Cadet Unit that has an NZDF approved firearms storage facility in accordance with Section 2 of this Chapter, and the Cadet Unit has an NZCF Officer who holds a current NZCF 40, Range Safety Officers Certificate.

13.20 When live firing firearms are in use an NZCF Officer who holds a current NZCF 40, Range Safety Officers Certificate is to be in attendance.

13.21 When the Norinco Ceremonial rifles are in use an NZCF Officer is to be in attendance. The NZCF Officer does not have to hold an NZCF 40.

13.22 When live firing or Norinco Ceremonial rifles are in use they are to be in the custody of individuals at all times or under the guard of an individual. Under no circumstance are firearms to be left unattended.

13.23 Firearms are not to be secured in the same location as ammunition. Firearms are to be stored in approved firearms storage facilities as follows:

- a. firearms are to be secured in NZDF approved firearms storage facilities as detailed in Section 2, paragraphs 13.44 and 13.45;
- b. signs designating firearms storage are not to be displayed;
- c. the security requirements for keys or combination lock settings to firearms storage, ammunition and bolt and magazine containers are detailed in Section 2, paragraphs 13.52 and 13.53;
- d. bolts and magazines are to be removed from live firing firearms and secured in an NZDF approved locked container in a separate location from the firearms storage; and
- e. under no circumstances are pistols, automatic, self-loading or privately owned firearms to be secured in Cadet Unit firearms storage facilities.

## Ammunition

13.24 An annual allocation of Sub Sonic or Standard Velocity Solid Nose .22 ammunition is made to Cadet Units in accordance with table 13-1.

13.25 Ammunition is to be requested from the Cadet Unit's AC using the NZCF 34, Unit Ammunition Request Form and will only be issued to those Units who have live firing NZDF firearms on loan and who have approved ammunition storage facilities. Cadet Units are not to hold more than 4,000 rounds of ammunition at any one time.

13.26 Ammunition expenditure returns are to be forwarded to the AC within 7 days after each shoot using form NZCF 201, Firing Point Register. CUCDRs are also required to conduct a physical count of their remaining ammunition stock holdings and annotate this in Section 8 of the NZCF 20, Monthly Parade Reports.

### **Ammunition and RSO Registers**

13.27 ACs are to maintain an Ammunition and Range Safety Officer Register. The ammunition register is to record ammunition issues and ammunition expenditures by Cadet Units. The RSO Register is used to keep a record of the number of shoots conducted by each unit RSO for currency purposes.

### **Ammunition Storage**

13.28 Ammunition is to be stored in an NZDF approved container in a separate location from the firearms storage or magazine and bolt storage as detailed in Section 2, paragraph 13.49(a-d) of this Chapter.

### **Cadet Unit Ammunition Allocation**

13.29 The Cadet Unit scale entitlement is based on 120 rounds per Cadet according to the Cadet Unit's grading. Refer Table 13-1.

13.30 The ammunition is to be allocated by the CUCDR as they see fit between:

- a. initial training of first year Cadets;
- b. continuation training of senior Cadets;
- c. shooting team practices; and
- d. competition shoots.

### **Annual Allocation of Ammunition**

| <b>Unit Grade</b> | <b>Qty of Rounds</b> |
|-------------------|----------------------|
| 1                 | 3600                 |
| 2                 | 5400                 |
| 3                 | 7200                 |
| 4                 | 9000                 |
| 5                 | 10800                |

Table 13-1

13.31 Cadet Units that maintain an active shooting programme may purchase, using unit funds through their AC, more ammunition once their annual allocation has been expended. Units and ACs are to ensure the Units total ammunition balance does not exceed the **4000 round** storage limit as stated in paragraph 13.25. ACs are

**not** to issue ammunition from another unit's ammunition entitlement. **Cadet Units are only to purchase extra ammunition through their ACs.**

### **Loss of Firearms and/or Ammunition**

13.32 CUCDRs on discovering the loss of firearms or ammunition, including attempted thefts and break-ins to firearms or ammunition storage facilities, are to report such losses, attempted thefts or break-ins, immediately by telephone to the NZ Police and to their AC. This initial report is to include the following:

- a. the date and place of the loss, attempted theft or break-in;
- b. the type and serial numbers of lost firearms;
- c. the quantity of ammunition lost; and
- d. the circumstances of the loss, such as theft or break in.

13.33 CUCDRs are then to follow up the initial report with a written report to their AC within 24 hours. Specifics of the format for the report are as follows:

- a. Originator (Cadet Unit losing / recovering or reporting break-in)
- b. Loss/recovery/attempted break-in \*
- c. Description, type, calibre and make
- d. Registered numbers (arms) or batch lot numbers (ammo)
- e. Place (and GR when applicable)
- f. Date and time
- g. Brief outline of circumstances
- h. Action taken by Cadet Unit

**Note:** \* Delete as applicable

13.34 ACs, on receipt of an initial report detailing the loss of firearms or ammunition, attempted theft or break-in, are to take reporting action in accordance with DFO 51(1), Chapter 4, Annex A. Specifics of the format are:

- a. Precedence
- b. Originator
- c. Action Addressees
- d. Information Addressees
- e. SIC
- f. Security Classification
- g. Text

13.35 Recovery of lost firearms or ammunition is also to be similarly reported by CUCDRs and ACs.

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## **SECTION 2 - Minimum Security Standards for the Storage of Cadet Unit Firearms, Ammunition, Magazines and Bolts**

### **Minimum Standards for the Storage of Firearms, Ammunition, Magazines and Bolts**

13.42 Firearms, ammunition, magazines and bolts must be stored in accordance with the following paragraphs.

#### **Firearms Storage**

13.43 All Live Firing firearms and Norinco Ceremonial rifles with the exception of the wooden DPTAs, must be stored in either a firearms security container or a firearms storage room that meets the **minimum** standards as detailed in the following paragraphs:

13.44 Firearms security containers must:

- a. be a DSyD approved gun safe as detailed in DFO 51 using the Arms Regulations 1992, Section 19 which states in part: firearms are to be stored in a lockable cabinet, container, or receptacle of stout construction or in a lockable steel and concrete strong room. The gun safe is to be fitted with a NZDF approved combination lock;
- b. not be located against any walls that are shared with another building not occupied by NZCF or any outside walls;
- c. must be securely bolted to the building structure from inside the container;
- d. must be located inside a locked room; and
- e. be for securing firearms only. Ammunition, magazines and bolts must not be stored in the firearms security container.

13.45 **Firearms Storage Rooms.** The construction standards for firearms storage rooms are:

- a. **Floors, Ceilings and Walls.** If not constructed of concrete the floors, ceilings and walls are to be lined with a layer of 18mm thick construction ply.
- b. **Door.** There is to be only one door into the room. This door must be:
  - (1) of solid core timber construction, no less than 44mm thick;
  - (2) outward opening;
  - (3) hung on heavy duty fixed pin hinges;
  - (4) fitted with two security hinge bolts. Hinge bolts must be fitted between the hinges, one third and two thirds of the way down the door; and

- (5) fitted with two approved security Mortice locks or padlocks fitted one third and two thirds of the way down the door opposite the hinge bolts.
- c. **Security Grills.** Where windows (internal or external), or any openings larger than 300mm x 300mm exist, they must be protected by security grilles. The grille must comply with the following minimum standards:
- (1) the grille frame must be fully welded together and constructed from no less than 50mm x 6mm mild steel flat bar;
  - (2) the grille frame must be securely bolted to the building structure on the inner side of the opening;
  - (3) bolts securing the grille frame to the building structure must be tamper type bolts (i.e. not easily removed) and must be fully welded to the grille frame;
  - (4) bolts must be installed at 400mm centres with no less than two bolts per side of frame;
  - (5) vertical bars must be constructed from no less than 16mm round mild steel bar and spaced at no greater than 150mm centres within the frame. Vertical bars must be fully welded to the grille frame;
  - (6) horizontal spreader bars must be constructed from no less than 40mm x 6mm mild steel flat bar. Horizontal spreader bars must be fully welded to the grille frame and vertical bars at 500mm centres; and
  - (7) spot welding is not acceptable.

13.46 All firearms stored in a **firearms storage room** are to be secured in rifle racks which are in turn secured against removal from the firearms storage room. The firearms are to be secured to the rifle racks with **either** a close fitting bar **or** chain which is then to be locked with an NZDF approved security padlock.

13.47 **Under no circumstances** are NZDF issued firearms or ammunition to be secured at an NZCF Officers' or Cadet Unit Support Committee Members' private residence regardless of firearms licence type, endorsement type held or type of security arrangements they may have.

13.48 **Under no circumstances** are Pistols, automatic, self-loading or any privately owned firearms to be secured in Cadet Unit firearms security containers or firearms storage rooms.

### **Ammunition Storage**

13.49 Ammunition must be stored in a manner that meets the following **minimum** standards as detailed below:

- a. ammunition must be stored in an approved security container fitted with an approved lock;

- b. the ammunition storage container must be securely bolted to the building structure;
- c. the ammunition storage container must be located inside a locked room; and
- d. ammunition must not be stored in the same containers as firearms or magazines and bolts.

### **Magazine and Bolt Storage**

13.50 Magazine and bolts must be stored in a manner that meets the following **minimum** standards as detailed below:

- a. magazines and bolts can be stored in the same container;
- b. the magazine and bolt storage container must be securely bolted to the building structure;
- c. the magazine and bolt storage container must be located inside a locked room; and
- d. magazines and bolts must not be stored in the same containers as firearms or ammunition.

### **Inspection of Firearms Storage, Ammunition Containers and Magazine and Bolt Containers**

13.51 At minimum biannually, Area Advisors must inspect Unit firearms, ammunition, magazine and bolt storage containers in accordance with the inspection check sheet NZCF 39, Bi-Annual Firearms Security Checklist to ensure **minimum** standards are being maintained.

### **Control of Keys**

13.52 Keys for firearms storage containers, firearms storage rooms, ammunition storage containers and bolt and magazine storage containers must be controlled in a manner that meets the following minimum standards:

- a. only one key is to be cut and in circulation at any one time. Extra or spare keys must not be cut unless circumstances require this;
- b. all keys must be physically checked every six months and a record of checks kept;
- c. restricted key profiles must be used to prevent duplication of keys; and
- d. keys must not be stored at the Cadet Unit overnight.

### **Control of Combination Lock Settings**

13.53 In cases where combination locks have been approved for securing firearms storage containers, firearms storage rooms or ammunition or bolt and magazine storage containers the combination lock settings must:

- a. only be given out to authorised persons (under no circumstances are combination settings to be disclosed to cadets);
- b. not be written down except where held on file at the Area CFTSU;
- c. be changed every six months, on occurrence of change of staff or immediately on compromise of the combination lock setting; and
- d. be held on file at HQNZCF.

### **Storage of the Drill Purpose Training Aids (DPTAs)**

13.54 Cadet Units who have an approved firearms storage container or firearms storage room are to when able, store the wooden DPTAs with the other firearms on loan to the unit in the approved facilities.

13.55 Cadet Units who do not have approved firearms storage facilities or who are unable due to space constraints may still be issued with the DPTAs provided they are stored in a manner that meets the following **minimum** standards:

- a. DPTAs must be stored out of sight in a container such as a box or cupboard; and
- b. The storage container must be secured within a locked room.

### **Approved Containers and Locks**

13.56 For additional information regarding firearms storage requirements and details of the specific containers and locks that have been approved for use CUCDR's are to contact the Training Cell at HQNZCF who will liaise with the Directorate of Defence Intelligence and Security as required.

### **Firearms Storage Facilities Procedures**

13.57 Cadet Units that want to store NZDF .22 live firing firearms or Norinco Ceremonial Rifles on their unit premises and who currently do not have the required storage facilities should first decide on what type of storage facility they require, i.e. Firearms Security Container (FSC) or Firearms Storage Room (FSR). Once decided units are to follow the following procedural steps:

- a. **Firearms Storage Room:**
  - (1) The unit draws up a set of detailed plans for the firearms storage room ensuring they follow the minimum requirements found in paragraph 13.44 - 13.45 of this Section;
  - (2) submits the final plans to HQ NZCF via their AC;
  - (3) HQ NZCF will submit the plans to DSyD for approval;
  - (4) DSyD either approves or does not approve the plans and informs HQ NZCF;
  - (5) HQ NZCF returns the plans to the Cadet Unit via AC; and

- (6) If the plans are approved by DSyD, the Unit constructs their firearms storage room as per the plans. It is important that the unit does not deviate from the approved plans during construction.

b. Firearms Security Container:

- (1) Units that wish to use a Firearms Security Container are to adhere to the requirements of paragraph 14.43(a-e) of this Section.

13.58 Once Units have constructed their FSR or installed their FSC, HQ NZCF will liaise with DSyD to conduct a final inspection of the Unit's storage facility.

13.59 If Unit's have any doubts about the requirements or procedures, they are to contact the Training Cell HQ NZCF without delay.

### Summary of Firearms, Ammunition and Bolt Storage Requirements

| ....If the firearms are stored in  | ....then   | ....and ammunition and bolts are stored  |
|--|--|--|
| ..an approved Firearms Storage Room (FSR)                                    | ..they may be locked in an approved firearms rack that is securely fixed to the FSR inner wall and the rack lock using approved padlock and chain. | ..in an approved security container that is secured elsewhere in a separate facility and NOT within the FSR.           |
| .. a locked room that does not meet the physical security standards of a FSR | ..they must be stored in an approved security container that is located within the locked office   | ..in an approved security container that is secured elsewhere in a separate facility and NOT within the locked office. |

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## **SECTION 3 - Firearms Training and Rifle Drill General**

### **General**

13.66 Firearms are used in NZCF training for the purpose of teaching firearms safety, target shooting and rifle drill. Norinco Ceremonial Rifles may also be used on limited ceremonial occasions for drill purposes; e.g., ANZAC Day and Remembrance Day (refer to paragraph 13.100(a-b)).

### **Regular Force Range Safety Officer Advisor**

13.67 The Staff Officer Training and Development (SO (TD)) is responsible for the training and up-skilling all Regular Force NZCF Advisers on all courses involving the NZDF issued .22 live firing rifles. The SO (TD) is to certify them as competent to instruct and assess the NZCF Range Safety Officer and Shooting Coaches courses. RF Staff may also then act as Range Staff (RSO or Shooting Coach) on any subsequent Cadet Unit, Recognised or Authorised .22 shooting activity.

### **Definition of a Shoot (or Range Practice)**

13.68 A “Shoot” is the planning of a range shoot or practice where Serials are conducted as part of the range activity. This includes the pre-administration requirements, the conduct of the shoot or practice and the post-administration requirements, as per the NZCF 151, Firearms Training Manual, which includes the submission of a NZCF 201, Firing Point Register to the Area CFTSU.

### **Firearms Safety and Shooting Training**

13.69 CUCDRs are to ensure that all training and shooting with the NZDF .22 live firing firearms is conducted in accordance with the NZCF 151, Firearms Training Manual. Such training is only to be conducted by NZCF Officers who have qualified on the NZCF Range Safety Officers course and possess a current NZCF 40, Range Safety Officers Certificate.

13.70 Firearms’ training, with the exception of the theory lesson on the Seven Basic Firearms Rules, is not to be instructed by Cadets of any rank including Under Officers.

13.71 NZCF Officers and/or Cadets may only participate in live firing on ranges that have been checked and certified as safe by a specialist Range Inspection Officer and the range has a current Range Safety Certificate. The NZ Mountain Safety Council, Shooting Associations, NZ Police and the NZDF maintain a list of certified range inspection officers. It is not the job of the Cadet Unit who uses another organisations range, to get the range certified as safe on behalf of the range owner/operator unless the range is owned and operated by the Cadet Unit themselves.

13.72 Range shoots may only be conducted by personnel who have a current NZCF 40, Range Safety Officers Certificate, or by qualified NZDF personnel (See paragraph 13.89). Range practices conducted by NZCF RSOs are limited to a range of 25 metres on any range with an appropriate firing point, with Cadets firing from the prone supported / unsupported position only and with a maximum of six firers at any given time or as stated in Range Standing Orders.

13.73 Parents/Guardians of Cadets may accompany their child/ward to a unit range shoot in the capacity as an observer only. Under no circumstances are parents/guardians or other civilians to receive training on, or fire NZDF firearms, including those on loan to Cadet Units.

13.74 NZCF Officers and Cadets may attend presentations on other NZDF Small Arms, (Small Arms is a general term for small calibre, 20 mm or less). These familiarisation presentations may only occur on NZDF Camps or Bases under the strict supervision of qualified NZDF personnel in accordance with NZDF Single Service Policy and Procedures. At no time are such firearms to pass out of the direct control of members of the NZDF.

13.75 Presentations on other Small Arms from sources external to the NZDF are acceptable also, as long as the firearms are held legally, the presenter holds the correct licences and endorsements to possess the firearms in question, and NZCF personnel are not to fire any of the firearms unless they also hold the appropriate licence and endorsements to do so.

### **Weapons Training System (WTS)**

13.76 Members of the NZCF are authorised to fully utilise the NZDF WTS when they have the opportunity with no restrictions on which training aids can be used.

### **NZDF In-Service Individual Weapon Familiarisation Shoots**

13.77 Cadets may be given a familiarisation shoot using the current in-service individual weapon. These familiarisation shoots are to be conducted and controlled by qualified RF or TF personnel and are at the discretion of the RF or TF Units. Cadets are to fire from the prone supported or unsupported position only and are not to receive any training on the rifle whatsoever, i.e., cadets are to point and shoot only. The ratio of RF/TF safety supervisor to cadet on the firing point is to be one to one.

13.78 NZCF Officers and Cadets are not to fire any other type of NZDF firearm other than those that have been issued to Cadet Units for firearms training and target shooting.

13.79 As a Recognised Activity, cadets are **NOT** to fire Pistols whether military or civilian under any circumstances regardless if they are receiving one on one instruction/coaching or not.

### **Authorised Targets**

13.80 Cadet Units conducting live firing range practices are to only fire at the following authorised targets as issued by HQNZCF or ACs, these being:

- a. MD 951 - Targets Miniature No 5A (Facings) used for unit training and practicing for the National Competition Shoots,
- b. MD 954 - 25 Yards issued by HQNZCF for the National Competition Shoots, and
- c. NSRA TIN HAT Target Card, 25 Yards issued by HQNZCF for the Ffennell Competition Shoot.

13.81 If any military targets are being used as backing boards then the above targets are to be affixed to the rear of the military target, so as to be silhouetted against the white/cream background.

13.82 Cadets are not to shoot at any target or backing board that shows or represents the human form.

13.83 Safety is to be the paramount consideration at all times when Cadets are in possession of live firing firearms.

### **Shooting Badges**

13.84 The NZCF Marksman badge is issued to cadets by the COMDT NZCF in recognition of their shooting abilities. The criteria for the awarding of shooting badges are detailed in the NZCF 160, Competitions and Awards Manual, Chapter 1, Part 1.

### **Range Safety Officer (RSO) Qualification**

13.85 Prior to attendance on an authorised NZCF RSO Course the student is to have completed the RSO Pre-course Task Book and show competency with the Rifle Handling Drills for the issued .22 Rifle. This can be achieved by proving prior knowledge that as a Cadet they have undergone firearms training as part of their individual Corps Training Programme.

13.86 On arrival at the course venue, the student will be tested on their Rifle Handling Drills by a Regular Force Range Safety Officer Advisor to ensure student competency.

13.87 Failure to achieve the required level of competency during the initial test, the student is undergo additional training and is then to be re-assessed.

13.88 The RSO qualification is required by any NZCF Officer who wishes to plan and conduct a .22 live firing Unit Range Shoot. The NZCF RSO Course is the only method, which provides an NZCF Officer with this qualification.

13.89 Qualification on this course provides the recipient with an NZCF 40, Range Safety Officers Certificate. This certificate allows the bearer to conduct live firing Unit Range Shoots in accordance with NZCF policy and procedures.

### **Range Safety Officer (RSO) Currency**

13.90 To remain current an RSO must plan and control the conduct of a minimum of one Cadet Unit Range Shoot (see paragraph 13.68) in a five year period from the time of qualification.

13.91 Failure to conduct the required shoot within the five year period will not forfeit the RSO qualification, the RSO will simply no longer be current and cannot plan/conduct another shoot until they have been brought up to currency. This can be done through the supervised planning and conduct of a live range shoot to a Regular Force Range Safety Officer Advisor.

13.92 ACs are authorised to reassess NZCF RSOs and verify them for continuation, or make a recommendation to HQNZCF that individuals re-qualify by completing a demonstration of currency, or even a full re-qualification on a RSOs

Course. This recommendation can be made at any time whether the RSO has remained current or not.

13.93 If at any stage an RSO applies to be placed onto the Supernumerary List, takes an extended period of leave or no longer wishes to remain an RSO, they are to surrender their NZCF 40, Range Safety Officers Certificate to their Area CFTSU.

13.94 When the Officer comes off the Supernumerary list or returns to the unit from an extended period of leave and wishes to resume being an RSO, then reassessment will occur as per paragraph 13.91 or the AC will recommend the Officer completes another full RSO course. On successful completion of either the Officers NZCF 40 will be returned.

### **Medical Coverage during Cadet Unit Range Shoots**

13.95 A certified first aid person is to be present at all live firing range practices. A first aid kit suitable for treating injuries such as wounds and burns must be on the range at all times throughout the practice.

13.96 The RSO is to brief everyone involved in the practice of the location of the first aid kit, safety vehicle and who the designated driver is for the safety vehicle. The safety vehicle and driver are to **remain** at the range at all times during the practice with the keys in the ignition or in the drivers' pocket. If the vehicle has to leave the range for any reason, then the shoot is to be suspended until the vehicle returns or is replaced by another suitable vehicle and driver. If no replacement vehicle and driver is available then the shoot is to be shut down. If the safety vehicle driver is going to participate in the shoot, then a replacement driver is to be selected. The RSO is the **only person authorised** to make these changes.

### **Medical Coverage during Cadet Unit Range Shoots on NZDF Ranges**

13.97 When conducting live firing range shoots on a New Zealand Defence Force (NZDF) Range, the RSO is to ensure a vehicle, stretcher and first aid kit is available at all times. The RSO is also to ensure there is a medic present and that the medic **is to** have one of the following medical qualifications:

- a. Holds a current New Zealand Defence Force first aid certificate, or
- b. holds a current combat life savers certificate, or
- c. holds a combat medical technician certificate, or
- d. has been authorised by the Medical Officer to perform the first aid duties.

### **Procedures in Case of Accidents on the Range**

13.98 In the event of an accident on the range involving firearms the RSO **is to** carry out the following procedures:

- a. immediately stop the practice, clear remaining firearms not involved in the accident and remove all personnel from the firing point;
- b. render first aid to the injured and get appropriate medical assistance ASAP;

- c. ensure that the rifle involved and all fragments are left untouched and that no attempt is made to clean them or coat them with any preservative;
- d. advise the police;
- e. advise the Commandant NZCF ASAP;
- f. notify their Area Co-ordinator through the Cadet Unit Commander as soon as possible;
- g. carry out any other notification action as detailed in Range Standing Orders; and
- h. supply a written report to the Area Co-ordinator through their Cadet Unit Commander within 24 hours.

### **Rifle Drill and Parading with Firearms**

13.99 Cadets may be taught rifle drill (Tri Service Steyr drill) using the DPTA as part of their unit drill and during Cadet Promotion courses. **DPTAs are not to be used in public under any circumstances.**

13.100 Members of the NZCF can parade and rehearse using the Norinco Ceremonial rifle in public as long as local council and police have been informed and authorization has been granted by the units AC (refer Section 1, paragraph 13.9(d)). This is to only occur for the following occasions:

- a. they are on ceremonial parades where the SCC Colour, NZCC Flag or ATC Standard is being paraded. On such occasions only the Colour, Flag or Standard Escorts may be armed and only with the Norinco Ceremonial rifle. Colour, Flag and Standard Drill is detailed in Chapter 19.
- b. on ceremonial occasions when Cadets form a Catafalque Party. On such occasions only the five Cadets (one of which is the reserve) in the Catafalque Party may be armed only with the Norinco Ceremonial rifle.

13.101 **Under no circumstances are members of the NZCF to parade in public with live firing rifles of any type.** Also, under no circumstances are any members of the NZCF to parade at anytime with swords or cutlasses.

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## SECTION 4 - RANGE STANDING ORDERS

### General

13.108 There are inherent risks in using firearms. The aim of the Range Standing Orders is to promote safe range operations, and to mitigate against potentially hazardous and preventable incidents.

13.109 Range Standing Orders are an important requirement for all ranges. They are used to describe the physical set up of the range and to detail the usage conditions for which the range was designed. As an analogy, they can be compared to the owner's manual for a car.

13.110 They outline acceptable and unacceptable activities on the range.

13.111 Range Standing Orders are to be clearly displayed at the range. All regular range users are to receive, and receipt as having received, a copy of these orders.

13.112 The Range Operator must ensure that everyone is made aware of changes to the Range Standing Orders. Range users are to routinely review the Range Standing Orders as a refresher.

13.113 Range Standing Orders need not be complex. They must plainly describe the range(s) and their safe operation. They need to:

- a. describe the key physical details of all ranges (including location, certificate of safety and any conditions imposed, danger area status, any air danger height information and first aid).
- b. describe the hours/days of operation.
- c. describe acceptable firearms/calibres/bullet nature.
- d. describe acceptable range activities (e.g., arcs of fire, target placement, authorised targets). Activities that are not described as acceptable are considered to be unacceptable.
- e. review safety issues (e.g., hearing protection, eye protection, lead contamination).
- f. describe warning flags, other warning signs and their use.
- g. provide emergency information (e.g., hospital location and phone numbers for police and the Range Operator).
- h. define any non-standard abbreviations, as well as all acronyms used.
- i. state the maximum number of firearms and firers at the firing point at any one time.

### Range Safety Rules

13.114 Each range within a facility is to have a sign on where the key Range Safety Rules are listed. Ideally this sign should be located at the firing point. These signs are intended as a simple method of quickly reminding all users of the basic safe range

operating procedures. They **do not** remove the requirement for the range facility to have a more detailed set of Range Standing Orders.

### **Civilian or Military Owned and Operated Ranges**

13.115 Cadet Units who use civilian or military owned and operated indoor or outdoor ranges are to adhere to the applicable Range Standing Orders for those ranges at all times.

### **Cadet Unit Ranges**

13.116 Cadet Units who own and operate indoor or outdoor ranges are to produce and promulgate a set of Range Standing Orders and Range Safety Rules applicable to their range.

13.117 The NZCF 151, Firearms Training Manual, Chapter 5, Section 1, contains a generic Range Standing Orders and Range Safety Rules template that is designed to assist cadet units when producing their own required Range Standing Orders and Range Safety Rules.

13.118 HQNZCF Training Cell is to be consulted without delay if any doubt exists to RSO responsibilities for any Range operations.

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## **CHAPTER 14 - Dress Scales and Regulations**

### **Uniforms**

14.1 The authorised service uniforms are to be worn by members of the NZCF in the manner prescribed in appropriate associated Service Orders and Regulations unless varied in these Orders or otherwise authorised. Uniform Scales are at the Appendices to Annexes A to C to this chapter.

14.2 The dress for members of the NZCF at Cadet Unit parades will be as determined by the CUCDR in accordance with paragraph 14.1.

14.3 The dress for members of the NZCF attending Authorised Activities is to be detailed in mounting, joining or administrative instructions issued for that activity.

14.4 Members of NZCF are not to wear a combination of uniform and civilian clothes except when transiting to and from local Cadet Unit activities when the following is acceptable:

- a. raincoats, parkas and gloves, if required;
- b. a helmet when riding a bicycle or motorcycle; and
- c. protective clothing and safety equipment, such as overalls and ear-defenders may be worn in a working environment. The protective clothing and or equipment are to be removed when leaving the working area.

14.5 The general conditions applying to the wearing of uniform are detailed at Annexes A to C of this Chapter.

14.6 Bulky objects (e.g., combs, pens, wallets, glasses, purses) should not be visible in pockets.

14.7 No jewellery is to be worn with NZCF uniform except:

- a. a wedding, engagement or plain signet ring;
- b. trinkets, necklaces and chains if not visible; and
- c. females may wear one plain earring stud in each earlobe. Males are not permitted to wear any earrings or studs.

### **Uniform Issue Procedures**

14.8 Details of the procedures to be followed by Cadet Units for ordering, receipting, issuing and accounting for NZDF provided items of clothing are contained in Chapter 17 of this Manual.

### **NZCF Uniform Embellishments**

14.9 Only the uniform embellishments and badges of rank in the manner prescribed and promulgated in these Orders are to be worn with NZCF uniform.

14.10 Scale embellishments for NZCF are to be approved and sourced by single service Chiefs.

14.11 The cost of NZCF embellishments will be borne by the NZCF Budget. The COMDT NZCF will provide Officers and Cadets an initial issue and replacement on a fair wear and tear basis:

- a. cap badge;
- b. shoulder insignia;
- c. brassard;
- d. rank; and
- e. special embellishments.

14.12 Items worn beyond economical repair are subject to inspection by AC CFTSU or Senior Area Advisor prior to replacement.

14.13 Applications for the approval of non-scale embellishments are to be made to the COMDT NZCF, through the relevant AC CFTSU, for consideration by the relevant Single Service Chiefs. All such applications must be fully justified and proposed.

#### **Issue of Uniforms to Cadets**

14.14 On confirmed enrolment, the Cadet Unit is to issue each Cadet, on loan, the items listed in the appropriate scale in these Orders. When the uniform is issued, the Cadet is to be instructed on its maintenance and correct method of wearing.

14.15 The CUCDR is to ensure that all uniforms issued are clean, well fitting and in good repair. Minor alterations may be made at Cadet Unit expense, with the approval of the CUCDR.

14.16 Each item of uniform issued to a Cadet is to be clearly marked with the Cadet's and Cadet Unit's name. All items issued are to be accounted for as detailed at Chapter 17 of this Manual.

14.17 Individuals are not to purposely alter PSI or clothing on any occasion and disciplinary action is to be undertaken where mutilation, defacement, or wrongful alteration of clothing or equipment on issue can be proven. In association with other disciplinary punishments, the cost of restoring a mutilated, defaced or altered garment to its original condition, or the full value of the replacement garment, is to be charged to the individual.

#### **Return of Uniform on Release**

14.18 All issued uniform items, except items purchased at the individual's expense, remain the property of the NZDF, in the case of officers, or Cadet Unit (USC), in the case of cadets, and are to be returned on release. Failure to return items will likely result in NZDF or Cadet Unit (USC) cost recovery action. Additionally any equipment/clothing identifiable as NZDF/NZCF is not to be on-sold using Trade Me or like online site.

## NZCF Officers

14.19 In cases where religious or ethical beliefs held by an NZCF Officer, requires its adherents to follow a particular practice with reference to uniform, the NZCF will accommodate that practice so long as any adjustment of the NZCF's uniform does not unreasonably disrupt those activities.

14.20 Applications for NZCF Officers seeking dispensations to alter from NZCF uniform and grooming requirements based on religious or ethical belief are to be sent to HQ NZCF for consideration by the COMDT through the NZCF Officer's CUCDR and the AC.

## NZCF Officer's Uniforms

14.21 NZCF Officers may not wear NZCF uniform after release. All issued items are to be returned to their CFTSU. Those NZCF Officers who have purchased additional items at their own expense are encouraged to donate them to their Cadet Unit. Non-returned uniform items may be debited to the NZCF Officer at current uniform replacement cost.

## Other Uniform Provisions

14.22 Where a Cadet's religious or ethical beliefs require deviation from NZCF uniform requirements, Cadets are to seek approval for dispensation as per paragraph 14.20. In the case of cadets the approval level is the AC CFTSU.

14.23 Cadets attending Cadet Unit Activities are to abide by Service and Cadet Unit Routine Orders in relation to uniform.

14.24 **Multi-Terrain Camouflage Uniform (MCU).** MCU has been introduced into the NZDF as their replacement for DPM clothing for trained personnel. MCU is **not** an authorised uniform for, and is **not** to be worn by NZCF personnel.

## Grooming

14.25 **NZCF Officers.** NZCF Officers are to comply with their parent single service Orders and Regulations regarding hairstyles, moustaches, beards, etc:

- a. for Navy this is NZBR 003;
- b. for Army this is the NZ P23 Part 2; and
- c. for Air Force this is NZAP 207.

14.26 **Cadets.** While in uniform cadets are to conform to the following:

- a. **Males.** Providing hair is neatly kept, acceptability of a style will depend on the following:
  - (1) Hair is to be shaped and tapered and must not extend below 13 mm above the collar when buttoned. This does not demand 'short back and sides' but does preclude hair styling which is ragged, excessive in bulk or length, overlaps the eyes and ears when combed, touches the collar or interferes with the normal wearing of Service headgear. Exaggerated hairstyles are not to be worn.

- (2) Sideburns, if worn, are to be neatly trimmed and not increase in width towards the bottom, e.g., they may not connect to the upper lip. The bottom of the sideburns must be clear-cut in a horizontal line and not extend below the bottom of the earlobe.
  - (3) If hair is tinted or dyed it is to be in single tone and a natural hair colour.
  - (4) All Cadets are to be clean-shaven.
- b. **Females.** Providing hair is neatly kept, acceptability of a style will depend on the following:
- (1) Hair is not to show on the forehead under the Service cap. If slides, combs, hair pins or a hair net are worn they are to be of plain design and of a similar colour to the hair.
  - (2) If hair is not short, it is to be worn in a bun so that it rests no lower than two cm from the collar. Wearing of ponytails is not permitted, while a plait may be worn for physical training or field work.
  - (3) Exaggerated hairstyles are not to be worn. Hair is to be neatly styled and worn in such a manner that the hair is clear of the shoulders in normal posture. If hair is tinted or dyed it is to be in single tone and a natural hair colour.
  - (4) A moderate amount of make-up may be worn.
  - (5) Clear or pale nail polish only may be worn.

### **Grooming on Recognised Activities including Cadet Unit Parades**

14.27 CUCDRs are given discretion to vary the standards applicable as detailed in paragraph 14.24 whilst conducting recognised activities and routine parades, as follows:

- a. Hair length to be such that hair does not fall below the collar of the shirt;
- b. Hair must not be an unruly mass or of a bulk which prevents the head-dress being worn properly; and
- c. Hair must not create a safety hazard to the individual because its length or bulk prevents the head-dress from containing it within safe limits.

### **Grooming on Authorised Activities**

14.28 The discretion allowed in paragraph 14.25, is authorised only at Cadet Unit activities. CUCDRs are to ensure that the standards given in Annexes A to C are applied for the following activities:

- a. all Authorised Activities;
- b. all visits to military establishments; and
- c. all ceremonial occasions when members of the public are present.

### **Dress on RNZAF Aircraft**

14.29 All NZCF Officers and Cadets are to wear uniform of the day, or such uniform as detailed in Authorised Course or Activity Joining Instruction when travelling to or from course or activity on Service aircraft.

14.30 All NZCF Officers and Cadets utilising RNZAF Scheduled Air Transport Services on other types of approved duties are to wear their typical dress of the day, noting they are to comply with the following:

- a. civilian attire unless authorised by HQJFNZ is not permitted;
- b. shorts and sandals are not permitted;
- c. Short-sleeved upper garments are acceptable. However, individuals choosing this option are to be aware that there are potential risks to safety and the individual. The wearing of short-sleeved upper garments has signalled acceptance of these risks; and
- d. the specific carriage of personnel instructions as noted on the passenger ticket.

### **Dress on Transport other than Service Aircraft**

14.31 NZCF Officers and Cadets travelling to or from Authorised Activities are to comply with the dress instructions contained in the relevant Joining Instructions.

14.32 NZCF Officers and Cadets travelling to or from routine Cadet Unit parades and Recognised Activities are to comply with the dress requirements detailed by the CUCDR.

### **Department**

14.33 At all times while in uniform members of the NZCF are to pay particular attention to their personal department. In public, and on military establishments, they are not to slouch, lean against objects, or walk with their hands in their pockets.

### **Notes on UOs**

14.34 UOs will be identified by wearing UO rank slides and for SCC and ATC, the cap badge is to be the same as that for a commissioned officer. ATC Under Officers will **not** be issued peak caps. NZCC UOs will continue to wear the standard NZCF cap badge currently issued.

14.35 SCC and ATC UOs may wear long sleeve shirt and tie when appropriate and have these included in their scale of clothing issue, whereas NZCC UOs are to wear SDAR short sleeve only. SCC UOs will be issued with SD jacket.

14.36 UOs may wear black Bomber Jackets as an optional purchase issue. Corps specific black rank slides are to be worn on bomber jackets.

14.37 UOs are **not** to wear badges of skill, special embellishments or brassards.

14.38 UOs are entitled to wear the working rig of their corps as required.

14.39 Reserved

14.40 Reserved

14.41 Reserved

14.42 Reserved

14.43 Reserved

14.44 Reserved

## ANNEX A - Wearing the Sea Cadet Corps Uniform

1. **General.** While in uniform members of the Sea Cadet Corps are at all times to be correctly dressed and well turned out. Officers and cadets are to ensure their uniforms are kept neat, clean and well pressed; that footwear is polished; and that insignia and other embellishments are clean and in good repair.
2. **The Cap.** This must fit correctly and is at all times to be worn square on the head, covering the hair on the forehead. The cap shape is to be maintained and not varied by bending. The chin stay is to be sewn in to fit the wearer.
3. **The Cap Ribbon.** The Cap ribbon, with the wording 'T.S. (Name of Ship)', is to be worn with the name straight in front, the centre letter of the ships name over the nose and tied with a bow over the left ear. The ends of the bow are to be of equal length, not exceeding 5 cm and not shaped.
4. **Sun Hat.** The sun hat may be worn with any uniform as directed by the CUCDR (or NZCF Officer of the day) when Cadet activities are taking place outside, with the exception of formal parades:
  - a. Sunhats are to be worn straight on the head, with no hair showing on the brow. The badge is to be positioned to the front centre. The cord strap may be worn fastened under the chin; or alternatively (unless ordered) either loose under the chin or behind the neck. The brim of the hat is to remain flat and is not to be altered by the positioning of or tightening of the chinstrap. The cord is not to be stowed externally above the brim; and
  - b. The sunhat is not a substitute for sun-block cream, but is to be worn to provide additional protection when sun hazard conditions apply.

**Note:** The provision of sun block and zinc cream is the responsibility of the individual.

5. **The Blue Jean Collar.** The Blue Jean Collar must be of the correct size to cover the collar of the jumper. The uniform colour is navy blue.
6. **The Black Silk Scarf.** Turn insides of the scarf to meet along the centre line; then repeat this process. Fold the edges together to form a final band 128 cm long and 4 cm wide: pressing as necessary throughout. Stitch the ends in a position to form a loop of suitable size to the wearer. Pass the scarf under the collar at the back. Secure it to the jumper at the front by the tapes. Tie the tapes in a bow over the scarf to leave a bight of the scarf 2.5 cm to 5 cm long (to enable the bight to lie flat, place a half turn in the scarf before securing it with the tapes). The ends of the bow in the tapes are to be equal in length and 4 cm to 5 cm long. The pendant ends of the tapes are to be 'fish tailed' of equal length and 13 cm to 18 cm long. The silk is to be worn so that both double edges face to the left.
7. **The Lanyard.** The lanyard is to be worn resting along the silk so that running Turk's Head rests at a point just above the 'V' of the silk scarf and the jumper on the right side and then tucked into the jumper (after passing lectureen silk scarf and jumper) on the left side. Lanyards must be worn whenever a Cadet appears in public in No 3 dress otherwise CUCDRs are free to decide when they should be worn.

8. **The Tropical Shirt.** The tropical shirt is to not to be purposely cut or altered from its original pattern and colour. Ironing – male crease is to be outboard and female crease is to be inboard.

9. **The Sweater.** The sweater may be worn as a work rig when directed by the CUCDR.

10. **The Black Bomber Jacket.** The black bomber jacket may only be worn by officers and UOs. It is authorised to be worn with Dress No.4 and No.8. No embellishments, such as name tags, brevets, medals or medal ribbons are to be worn on the jacket. Black rank insignia is to be worn on the jacket. The black bomber jacket is to be worn zipped up to at least the third from top shirt button. The exception to this being when the jacket is worn inside where it may be worn unzipped.

11. **General Working Dress (GWD's).** This uniform is to be worn during NZCF recognised Activities where it would be unsuitable to wear No 4/4 half Blues. GWD uniform may also be worn during NZCF competitions and other Authorised Activities as detailed in the applicable activity joining instructions, during .22 rifle training, and during Steyr familiarisation shoots. GWD uniform is not appropriate dress for bush and mountain tramps, except at the Base Camp location, unless a high visibility jacket is also worn. The following rules also apply when wearing GWD uniform:

- a. black based 'cadet forces' rank slides are to be worn on the GWD shirt;
- b. head-dress is to be unit baseball caps (provided they are black in colour) or Corp baseball caps;
- c. embellishments such as brevets, medals, medal ribbons and nametags are not to be worn; and
- d. if GWDs are issued with any reference to the RNZN on them, then these references are to be removed along with any NZDF national emblems or flags.

12. **The Sea Cadet Corps Shoulder Flash.** The flash is to be worn on both sleeves of the jumper in a position close up and in the centre of the shoulder seam.

13. **Trousers.** The length should be adjusted to the top of the head of the shoe or boot.

14. **Socks.** All Cadets, when in uniform, are to wear the issue socks provided.

15. **Black Boots or Shoes.** Black boots or shoes are to be worn by Cadets when in uniform. These are not provided as part of the uniform issue. Cadets forming part of a Guard or Band in public must wear black boots or shoes.

16. **Name Tag.** Members of the NZCF are to wear the approved nametag. The name tag is to be worn on the right breast of the jacket (SD) or shirt, immediately above and parallel to the breast pocket or in the same position on the sweater and female shirt. The NZCF nametag may be worn with civilian dress on suitable occasions.

17. **Care of the Uniform.** Cadets are to be encouraged to look after their uniforms, cleaning and brushing them as necessary to keep them smart in appearance. Cadets should be taught to stow them away neatly as follows:

- a. **Collar.** To fold lay collar on back, fold sides inwards until they meet at the centre and then fold the back outwards. Then fold into three vertically. After washing, iron the back only;
- b. **Jacket SD.** To fold turn inside out. Fold the collar first as for a blue jean collar, then arms together and adjust the body of the jumper to correspond. Turn the collar down and fold the sleeves around the body of the jacket. Then fold into three, lengthwise; and
- c. **Trousers.** Turn the trousers inside out then fold so that one leg covers the other with the seams on the outer edge. The trousers are ironed flat with the crease along the seams of the trouser legs. This creates an inverted seam when the trousers are returned to normal wear.

18. **Badges.** Badges denoting skill are to be worn on the right cuff of the jacket with the centre of the badge 10cm above the bottom of the cuff. Only two badges of skill may be worn at any one time. When two such badges are worn, the second badge is to be worn vertically above the first separated from it by 1cm. If a Duke of Edinburgh Badge has been awarded the badge is always to be worn in the superior position.

19. **Badges of Rank.** The following badges are those authorised for Cadet ranks:

- a. The following badges are to be worn on the left arm of the jacket so that the centre of a single badge or combination of badges is midway between the point of the shoulder and the point of the elbow:
  - (1) One star - Ordinary Cadet.
  - (2) Two stars - Ordinary or Able Cadet.
  - (3) Three stars - Able Cadet.
  - (4) Single Anchor - Leading Cadet.
  - (5) Crossed Anchors - Petty Officer Cadet.
- b. The buttons denoting Chief Petty Officer Cadet are to be worn 10 cm above the cuff with the middle button centralised on the flattened sleeve and the two outer buttons placed not less than 5 cm to the right and left of the middle button, depending on the width of the sleeve:
  - (1) Three Gilt Buttons - Chief Petty Officer Cadet.
  - (2) Epulette rank, Chief Petty Officer Cadet.
  - (3) The Royal Cypher denoting Warrant Officer rank is located centrally on the flattened jacket sleeve 13 cm above the cuff:
  - (4) Royal Cypher – Warrant Officer.

- (5) Epulette rank, Warrant Officer.
- (6) When two or more stars are worn, they are to be sewn in a horizontal line across the sleeve of the jacket.

20. **Good Conduct Badges.** Up to a maximum of three may be awarded to a Cadet for each year of enrolled service during which his or her conduct is satisfactory and attendance regular.

21. Subsequent badges may be awarded on the anniversary of the first badge award subject to satisfactory conduct and parade attendance.

22. Good Conduct Badges are to be worn on the left arm of the jacket, so that the centre of a single badge or combination of badges is midway between the point of the shoulder and the point of the elbow. The foundation on which a badge is embroidered is to be trimmed to permit the vertical distance between badges to be one centimetre and to produce a smart appearance. Badges of rank are to be worn vertically above Good Conduct Badges.

23. **Seamanship Badge.** This is the primary qualification of attainment for sea Cadets. The RNZN Coxswains badge is used to denote this achievement and it is to be worn, when awarded, on the right arm of the jacket so that the centre of the badge is midway between the point of the shoulder and the point of the elbow.

24. **Badges of Skill.** The following badges of skill may be worn when awarded. Badges denoting a skill are to be worn on the right cuff of the jacket with the centre of the badge 20 cm above the bottom of the cuff:

| Skill                   | Badge  |
|-------------------------|--|
| Bugler                  | Bugle  |
| Marksman                | Crossed Rifle  |
| Duke of Edinburgh Award | Duke of Edinburgh Award Badges:<br>a. Gold<br>b. Silver<br>c. Bronze |
| Cook                    | Cook   |
| Writer                  | Writer   |
| Quartermaster           | Boatswain Call and Chain   |

## APPENDIX 1 TO ANNEX A - Clothing Scale for Sea Cadet Corps Officers

| Description                                  | D of Q | Scale |        | Remarks   |
|--|--------|-------|--------|-----------|
|  |        | Male  | Female |           |
| SHIRT: White Tropical                        | Each   | 2     | 2      |           |
| SHIRT: GWD                                   | Each   | 1     | 1      | Note 1, 4 |
| T-SHIRT: Blue Cotton Athlete                 | Each   | 2     | 2      | Note 1    |
| TROUSERS: SD Black                           | Pair   | 1     | 1      |           |
| TROUSERS: GWD                                | Pair   | 1     | 1      | Note 1    |
| SKIRT: SD Black                              | Each   | -     | 1      |           |
| SHOES: Black                                 | Pair   | 1     | 1      |           |
| BOOTS: kiwi Combat                           | Pair   | 1     | 1      | Note 1    |
| SOCKS: LWt Black                             | Pair   | 2     | 2      |           |
| PANTYHOSE: Spice                             | Pair   | -     | 5      |           |
| BELT: Trousers Black                         | Each   | 1     | 1      |           |
| BELT: RNZN (for GWDs)                        | Each   | 1     | 1      | Note 1    |
| CAP: White with Black Peak                   | Each   | 1     | -      |           |
| HAT: Tricorne                                | Each   | -     | 1      |           |
| BADGE: Cap Officer                           | Each   | 1     | 1      |           |
| CUMMERBUND                                   | Each   | 1     | 1      |           |
| NAME TAG - NZCF                              | Each   | 1     | 1      |           |
| JACKET: SD Black                             | Each   | 1     | 1      |           |
| INSIGNIA: Shoulder, New Zealand Cadet Forces | Each   | 2     | 2      |           |
| SHIRT: SD Long Sleeve                        | Each   | 1     | 1      |           |
| TIE: Black Woollen                           | Each   | 1     | 1      |           |
| BROOCH: NZCF Medal                           | Each   | 2     | 2      | Note 2    |

### Optional Purchase Items (Individual Cost)

|                      |      |   |   |  |
|----------------------|------|---|---|--|
| SWEATER: Purple Navy | Each | 1 | 1 |  |
| JACKET: Bomber       | Each | 1 | 1 |  |
| SHOES: Black Court   | Pair | - | 1 |  |

### Optional Items

|            |      |   |   |        |
|------------|------|---|---|--------|
| SCC Sunhat | Each | 1 | 1 | Note 3 |
|------------|------|---|---|--------|

#### Notes:

1. Funded by RNZN. To be ordered against RNZN Cost Centre not the NZCF Cost Centre.
2. Issued only to NZCF Officers entitled to wear medals.
3. For temporary issue by unit for specific activities.

4. The 'Navy' insignia above the left pocket is to be removed and replaced with "Sea Cadet Corps' insignia, additionally the New Zealand flag and Kiwi badges are to be removed from the sleeves.

## APPENDIX 2 TO ANNEX A - Clothing Scale for Sea Cadet Corps Chief Petty Officers, Warrant Officers, and Under Officers

| Description                 | D of Q | Scale |        | Remarks   |
|-----------------------------|--------|-------|--------|-----------|
|                             |        | Male  | Female |           |
| SHIRT: Tropical White       | Each   | 2     | 2      |           |
| SHIRT: GWD                  | Each   | 1     | 1      | Note 3, 4 |
| SHIRT: SD Long Sleeve       | Each   | 1     | 1      |           |
| TROUSERS: SD Black          | Pair   | 1     | 1      |           |
| TROUSERS: GWD               | Pair   | 1     | 1      | Note 3    |
| SKIRT: SD Black             | Each   | -     | 1      |           |
| JACKET: SD Black            | Each   | 1     | 1      | Note 1    |
| TIE: Black Woollen          | Each   | 1     | 1      |           |
| CAP: White with Black Peak  | Each   | 1     | -      |           |
| HAT: Tricorne               | Each   | -     | 1      |           |
| CAP: Badge                  | Each   | 1     | 1      |           |
| INSIGNIA: 'Sea Cadet Corps' | Each   | 1     | 1      |           |
| PANTYHOSE: Spice            | Pair   | -     | 2      |           |

### Optional Items

|            |      |   |   |        |
|------------|------|---|---|--------|
| SCC Sunhat | Each | 1 | 1 | Note 2 |
|------------|------|---|---|--------|

### Notes:

1. To be supplied from Cadet Unit stocks.
2. For temporary issue by unit for specific activities.
3. Funded by RNZN. To be ordered against RNZN CC not the NZCF CC.
4. The 'Navy' insignia above the left pocket is to be removed and replaced with "Sea Cadet Corps' insignia, additionally the New Zealand flag and Kiwi badges are to be removed from the sleeves.

## APPENDIX 3 TO ANNEX A - Clothing Scale for Sea Cadet Corps Cadets

| Description                 | D of Q | Scale |        | Remarks      |
|-----------------------------|--------|-------|--------|--------------|
|                             |        | Male  | Female |              |
| SHIRT: White Tropical       | Each   | 1     | 1      |              |
| SHIRT: GWD                  | Each   | 1     | 1      | Note 2, 3    |
| TROUSERS: GWD               | Each   | 1     | 1      | Note 2       |
| TROUSERS: Seaman's Black    | Pair   | 1     | 1      |              |
| SOCKS: LWt Black            | Pair   | 1     | 1      |              |
| BELT: Trousers Black        | Each   | 1     | 1      |              |
| CAP: Seaman's White         | Each   | 1     | -      | Males only   |
| CAP: with White Plastic Top | Each   | -     | 1      | Females only |
| RIBBON: Cap                 | Each   | 1     | 1      |              |
| JACKET: SD Black            | Each   | 1     | 1      |              |
| COLLAR: Blue Jean           | Each   | 1     | 1      |              |
| INSIGNIA: 'Sea Cadet Corps' | Each   | 2     | 2      |              |
| SCARF: Silk Black           | Each   | 1     | 1      |              |
| LANYARD                     | Each   | 1     | 1      |              |
| TAPE: Black Worsted         | cm     | 55    | 55     |              |

### Optional Purchase Items (Individual Cost)

|                      |      |   |   |  |
|----------------------|------|---|---|--|
| SWEATER: Purple Navy | Each | 1 | 1 |  |
| BOOTS: Ankle Black   | Pair | 1 | 1 |  |
| SHOES: Black         | Pair | 1 | 1 |  |

### Optional Items

|            |      |   |   |        |
|------------|------|---|---|--------|
| SCC Sunhat | Each | 1 | 1 | Note 1 |
|------------|------|---|---|--------|

#### Note:

1. For temporary issue by unit for specific activities.
2. Funded by RNZN. To be ordered against RNZN CC not the NZCF CC.
3. The 'Navy' insignia above the left pocket is to be removed and replaced with "Sea Cadet Corps' insignia, additionally the New Zealand flag and Kiwi badges are to be removed from the sleeves.

## APPENDIX 4 TO ANNEX A - Scale of Rank Embellishments and Promotion Issues for Sea Cadet Corps Officers, Under Officers and Cadets

| Rank   | Description                              | D of Q | Scale  | Remarks          |
|--------|--|--------|--------|------------------|
| OCDT   | STAR: Gold Thread                        | Each   | 1      |                  |
| ABCDT  | STAR: Gold Thread                        | Each   | 2      |                  |
|        | STAR: Gold Thread                        | Each   | 3      |                  |
|        | EPAULETTE SLIDE                          | Pair   | 2      |                  |
| LCDT   | BADGE: L/Rank Blue Thread                | Each   | 1      |                  |
|        | BADGE: L/Rank Gold Thread                | Each   | 1      |                  |
|        | EPAULETTE SLIDE                          | Pair   | 2      |                  |
| POCDT  | BADGE: Petty Officer Cadet               | Each   | 1      | Blue Thread      |
|        | BADGE: Petty Officer Cadet               | Each   | 1      | Gold Thread      |
|        | EPAULETTE SLIDE                          | Pair   | 2      |                  |
| CPOCDT | BADGE: Cap CPO                           | Each   | 1      |                  |
|        | EPAULETTE SLIDE                          | Pair   | 2      |                  |
|        | BUTTON: Gilt 7/8" Flat Back              | Each   | 6      |                  |
|        | BUTTON: Anodised 7/8" (36 Ligne)         | Each   | 8<br>6 | Males<br>Females |
| CDTWO  | BADGE: Cap WO                            | Each   | 1      |                  |
|        | EPAULETTE SLIDE                          | Pair   | 2      |                  |
|        | BADGE: Cuff Warrant Officer –gold thread | Each   | 2      |                  |
| UO     | EPAULETTE SLIDE                          | Pair   | 2      |                  |
|        |  |        |        |                  |
| ENS    | EPAULETTE SLIDE                          | Pair   | 2      |                  |
|        | BUTTON: Anodised No 1                    | Each   | 8<br>6 | Males<br>Females |
|        | Ring Cuff Ensign                         | Pair   | 1      |                  |
| SUBLT  | EPAULETTE SLIDE                          | Pair   | 2      |                  |
|        | Ring Cuff Sub-Lieutenant                 | Pair   | 1      |                  |
| LT     | EPAULETTE SLIDE                          | Pair   | 2      |                  |
|        | Ring Cuff Sub- Lieutenant                | Pair   | 1      |                  |
|        | LACE: Gold Wire 14 mm                    | cm     | 80     |                  |
| LTCDR  | EPAULETTE SLIDE                          | Pair   | 2      |                  |
|        | Ring Cuff Sub-Lieutenant                 | Pair   | 1      |                  |
|        | LACE: Gold Wire 14 mm                    | cm     | 80     |                  |
|        | LACE: Gold Wire 6mm                      | cm     | 80     |                  |

## APPENDIX 5 TO ANNEX A - Scale of Special Embellishments Sea Cadet Corps

| Occurrence  | Badge   | D of Q | Scale | Remarks |
|---|---|--------|-------|---------|
| <b>BADGES OF SKILL</b>  |   |        |       |         |
| On attaining a skill qualification e.g. Marksman, Drummer, Bugler, Writer, Quarter Master, Duke of Edinburgh Award. | Relevant Skill Badge Gold Thread or relevant colour | Each   | 1     |         |
| <b>GOOD SERVICE BADGES</b>  |   |        |       |         |
| On being awarded 1st GSBGCB   | Gold Thread - 1 Stripe                              | Each   | 1     |         |
| On being awarded 2nd GSBGCB   | Gold Thread - 2 Stripes                             | Set    | 1     |         |
| On being award 3rd GSBGCB   | Gold Thread - 3 Stripes                             | Set    | 1     |         |

## ANNEX B - Wearing the New Zealand Cadet Corps Uniform

1. **General.** While in uniform members of the New Zealand Cadet Corps are at all times to be correctly dressed and well turned out. Officers and cadets are to ensure their uniforms are kept neat, clean and well pressed; that footwear is polished; and that insignia and other embellishments are clean and in good repair.
2. **SDAR.** This uniform is to be worn at the discretion of the CUCDR, for all public parades, for all ceremonial fundraising and public representative events and on visits to NZDF Bases, Camps and Ships.
3. **DPM.** This uniform is to be worn during Skills Competitions and other Authorised Activities as detailed in the applicable course joining instructions, during .22-rifle training, during Steyr familiarisation shoots and at Base Camps during Recognised Activities. DPM uniform is not appropriate dress during bush and mountain tramps, except at the Base Camp location, unless a high visibility jacket is also worn.
4. **Beret.** The beret is to be worn with the band level around the head and the lower edge of the badge approximately 25 mm above the eyebrows. The beret is to be worn so that the badge is positioned over the left eye. The ribbon knot will be worn central at the back of the head and the ends of the ribbon will be tucked inside the band. The crown will be pulled to the right.
5. **Sun Hat.** The sun hat may be worn with any uniform as directed by the CUCDR (or NZCF Officer of the day) when Cadet activities are taking place outside, with the exception of formal parades:
  - a. Sunhats are to be worn straight on the head, with no hair showing on the brow. The badge is to be positioned to the front centre. The cord strap may be worn fastened under the chin; or alternatively (unless ordered) either loose under the chin or behind the neck. The brim of the hat is to remain flat and is not to be altered by the positioning of or tightening of the chinstrap. The cord is not to be stowed externally above the brim; and
  - b. The sunhat is not a substitute for sun-block cream, but is to be worn to provide additional protection when sun hazard conditions apply.

### Note:

1. The provision of sun block and zinc cream is the responsibility of the individual.
6. **Colour Patch.** Cadet Units may wear a distinguishing colour patch on the beret. The patch will be of the approved city, district, town or school colours and will be 50 mm square and the lowest point of the patch will be 6 mm above the beret band, and sewn on the beret. The patch will be provided at the expense of the Cadet Unit.
7. **Cadet Corps Badge.** The approved badge of the NZCC will be worn on the beret positioned as follows:

- a. if a colour patch is worn - centrally on the colour patch; and
  - b. if no colour patch is worn the badge will be positioned on the beret so as to be over the left eye, with the lower edge of the badge 12 mm above the top edge of the headband.
8. **Sweater.** The sweater is to be worn with embellishments, brassard and nametag. Sweater sleeves are to have a crease pressed from the centre of the epaulette to the cuff. The collar draw-strings are to be tied with a reef knot so that the collar is tight but comfortable. The draw-strings are to be knotted at each end and cut off so that no more than 15 cm hangs below the reef knot. The collar of the shirt is to be buttoned and worn over the collar of the sweater.
9. **The Black Bomber Jacket.** The black bomber jacket may only be worn by officers and UOs. It is authorised to be worn with Dress No.1D. No embellishments, such as name tags, brevets, medals or medal ribbons are to be worn on the jacket. Black rank insignia is to be worn on the jacket. The black bomber jacket is to be worn zipped up to at least the third from top shirt button. The exception to this being when the jacket is worn inside where it may be worn unzipped.
10. **Shirt/Blouse – SDAR/DPM.** The SDAR shirt/blouse is to be ironed with a crease in the sleeve extending from the centre of the epaulette. The DPM shirt is to be ironed with the sleeves ironed flat and without creases and neatly rolled up level with the bottom of the brassard. When the sweater is worn with the shirt, the top button of the shirt is to be fastened at all times. When the sweater is not worn, the top button of the shirt is to be undone and embellishments, brassard and name tag are to be worn on the shirt.
11. **Trousers/Slacks – SDAR/DPM.** SDAR trousers/slacks are to be ironed with creases extending from the waistband to the bottom at the front and back of each leg. DPM trousers are to be pressed flat and without creases front and back. When DPM trousers are worn with boots, the trouser bottoms are to be rolled up and secured internally with an elastic band to a point just below the top of the boots, so that the socks are not visible. Trousers are not to be rolled up when worn with shoes.
12. **Skirt.** When the skirt is first received on issue it is to be adjusted to mid-knee length. The skirt is to be worn with the pleat at the front and centre. The skirt is to be ironed and the pleat creases pressed.
13. **Shoes.** Black shoes, either Service issue or school standard, are to be worn as part of the uniform. When non-Service shoes are worn, the shoes must be entirely black (including any visible stitching and faces). Shoe uppers are to be polished and the edges of the soles blackened.
14. **Pantyhose.** The wearing of pantyhose by female NZCF Officers is to comply with the following rules:
- a. pantyhose are to be worn at all times when wearing the SD uniform skirt; and
  - b. the wearing of pantyhose is optional with working dress skirt when either sandals or court shoes are worn.

15. **Name Tag.** Members of the NZCF are to wear the approved nametag. The name tag is to be worn on the right breast of the jacket (SD) or shirt, immediately above and parallel to the breast pocket or in the same position on the sweater and female shirt. The NZCF nametag may be worn with civilian dress on suitable occasions.

16. **Brassard.** The brassard is lichen green and is to be worn with SDAR clothing only. Badges are to be displayed on the brassard, which is worn on the right arm with badges positioned as detailed at paragraph 15. There is no requirement for DPM brassards.

17. **Shoulder Titles.** Subject to the under-mentioned provisions, shoulder titles representing the name of the School or Cadet Unit may be worn sewn on the brassard. Shoulder titles are not to be sewn on shirt sleeves:

- a. Cadet Unit title shoulder flashes will be provided as a charge against the NZCF budget and manufactured at a single source: and
- b. Cadet Unit title changes require the prior approval of the CACSC, through COMDT NZCF, and will conform to the following specifications:
  - (1) Titles will be red lettering 1 cm high on black material curved to follow the line of the brassard to be a maximum length of 12 cm and a maximum width of 2.5 cm.
  - (2) The full name or initials of the school or Cadet Unit may be specified.

18. **Skill Badges.** When badges have been awarded they will be worn on the brassard as follows:

- a. **Badge – Basic Qualification.** The bottom of the badge is to be located 65 mm above the bottom of the brassard, with the centre of the badge on the brassard centre line. The badge consists of a half, four-point star embroidered in red on an olive-green background.
- b. **Badge – Corps Qualification.** The Basic Qualification Badge is to be removed. The bottom of the badge is to be located 65 mm above the bottom of the brassard, with the centre of the badge on the brassard centre line. The badge consists of a four-point star embroidered in red on an olive-green background.
- c. **Badge – Advanced Qualification.** The Corps Qualification Badge is to be removed. The bottom of the badge is to be located 65 mm above the bottom of the brassard, with the centre of the badge on the brassard centre line. The badge consists of a four-point star embroidered in red superimposed with a black square on an olive-green background.
- d. **Badge – Marksman Qualification.** The Badge is to be located centrally on the brassard, with the bottom of the badge positioned 5 mm above and parallel with the bottom of the brassard. The badge consists of a crossed rifles embroidered in red on an olive green background.

- e. **Badge National Skills Competition Winner.** The bottom of the Badge is to be 115 mm above the bottom of the brassard, with the centre of the badge on the brassard centre line. The Badge consists of crossed Taiahas, overlaying Ferns with a Scroll underneath with white stars determining number of times the recipient has been part of the competition winning team. The Taiahas and Scroll are embroidered in gold on an olive green background. The Ferns are embroidered in dark green.
  - f. **Badge – Duke of Edinburgh Award.** The Badge, Duke of Edinburgh Award, is to be located 20 mm above the bottom of the brassard, with the left-hand edge of badge 60 mm to the right (when looking at the brassard lying flat) of the brassard centre line. This badge is now a pin.
19. **Corps Belt.** The Corps belt of the New Zealand Cadet Corps is the red and black Corps colours. The wearing of the Corps Belt is to align with current NZ Army dress regulations.

## APPENDIX 1 TO ANNEX B - Scale of Clothing for NZCC Officers

| Description                                  | D of Q | Scale |        | Remarks                                      |
|--|--------|-------|--------|--|
|  |        | Male  | Female |  |
| SHIRT: SDAR (Short Sleeve)                   | Each   | 2     | 2      | Note 1                                       |
| SHIRT: DPM                                   | Each   | 1     | 1      | Not to be MCU                                |
| TROUSERS: SDAR                               | Pair   | 1     | 1      | Note 1                                       |
| TROUSERS: DPM                                | Pair   | 1     | 1      | Not to be MCU                                |
| SWEATER: Training Green                      | Each   | 1     | 1      |  |
| SHOES: Black                                 | Pair   | 1     | 1      |  |
| SOCKS: Lt/Wt Khaki                           | Pair   | 2     | 2      | Note 1                                       |
| SOCKS: H/Wt Khaki                            | Pair   | 1     | 1      | Note 1                                       |
| BELT: Corps, NZCC                            | Each   | 1     | 1      |  |
| BERET: Purple/Navy                           | Each   | 1     | 1      |  |
| BADGE: Cap NZCF                              | Each   | 2     | 2      | One for the Corps belt and one for the beret |
| NAME TAG - NZCF                              | Each   | 1     | 1      |  |
| JACKET: SDAR                                 | Each   | 1     | 1      |  |
| BUTTON: G/A NZ Forces 27 ligne               | Each   | 6     | 6      |  |
| BUTTON: G/A NZ Forces 40 ligne               | Each   | 4     | -      |  |
| BOOTS: GP Black                              | Pair   | 1     | 1      | Notes 1                                      |
| SHIRT: SDAR (Long Sleeve)                    | Each   | 1     | 1      |  |
| TIE: Wool Khaki                              | Each   | 1     | 1      |  |
| INSIGNIA: Shoulder, New Zealand Cadet Forces | Each   | 2     | 2      |  |
| BROOCH: NZCF Medal                           | Each   | 2     | 2      | Note 2                                       |

### Optional Purchase Items (Individual Cost)

|                       |      |   |   |  |
|-----------------------|------|---|---|--|
| PANTYHOSE: NZDF Issue | Pair | - | 5 |  |
| SKIRT: SD             | Each | - | 1 |  |
| JACKET: BOMBER        | Each | 1 | 1 |  |

### Optional Items

|             |      |   |   |        |
|-------------|------|---|---|--------|
| NZCC Sunhat | Each | 1 | 1 | Note 3 |
|-------------|------|---|---|--------|

### Notes:

1. One for one replacement permitted, subject to authorisation by relevant AC due to write-off against fair wear and tear.
2. Issued only to NZCF Officers entitled to wear medals.
3. For temporary issue by unit for specific activities.

## APPENDIX 2 TO ANNEX B - Scale of Clothing for New Zealand Cadet Corps Under Officers and Cadets

| Description                | D of Q | Scale |        | Remarks                                      |
|----------------------------|--------|-------|--------|--|
|                            |        | Male  | Female |  |
| <b>SDAR Uniform</b>        |        |       |        |  |
| SHIRT: SDAR (Short Sleeve) | Each   | 1     | 1      |  |
| TROUSERS: SDAR             | Pair   | 1     | 1      |  |
| SOCKS: LWT KHAKI           | Pair   | 1     | 1      |  |
| BRASSARD: Lichen Green     | Each   | 1     | 1      | To be worn with SDAR only                    |
| <b>DPM Uniform</b>         |        |       |        |  |
| SHIRT: DPM                 | Each   | 1     | 1      | Not to be MCU                                |
| TROUSERS: DPM              | Pair   | 1     | 1      | Not to be MCU                                |
| SOCKS: HWt Khaki           | Pair   | 1     | 1      |  |
| <b>Common items</b>        |        |       |        |  |
| BERET: Purple/Navy         | Each   | 1     | 1      |  |
| BADGE: Cap NZCF            | Each   | 2     | 2      | One for the Corps belt and one for the beret |
| SWEATER: Training Green    | Each   | 1     | 1      |  |
| INSIGNIA: Cadet Unit Title | Each   | 1     | 1      | Note 1                                       |
| INSIGNIA: Rank             | Set    | 1     | 1      |  |
| BELT: Corps NZCC           | Each   | 1     | 1      |  |

### Optional Purchase Items (Individual Cost)

|                 |      |   |   |        |
|-----------------|------|---|---|--------|
| SHOES: Black    | Pair | 1 | 1 |        |
| BOOTS: GP Black | Pair | 1 | 1 |        |
| JACKET: Bomber  | Each | 1 | 1 | Note 2 |

### Optional Items

|             |      |   |   |        |
|-------------|------|---|---|--------|
| NZCC Sunhat | Each | 1 | 1 | Note 3 |
|-------------|------|---|---|--------|

### Notes:

1. Sourced only through Area CFTSU.
2. For use by UO only.
3. For temporary issue by unit for specific activities.

## APPENDIX 3 TO ANNEX B - Scale of Rank Embellishments, Special Embellishments and Promotion Issues for NZ Cadet Corps Officers, Under Officers and Cadets

| Rank                  | Description                     | D of Q | Scale | Remark  |
|-----------------------|---------------------------------|--------|-------|---|
| CDT                   | Rank Slide SDAR                 | Pair   | 1     |   |
|                       | Rank Slide DPM                  | Pair   | 1     |   |
| CDT LCPL              | Rank Slide SDAR                 | Pair   | 1     |   |
|                       | Rank Slide DPM                  | Pair   | 1     |   |
| CDT CPL               | Rank Slide SDAR                 | Pair   | 1     |   |
|                       | Rank Slide DPM                  | Pair   | 1     |   |
| CDT SGT               | Rank Slide SDAR                 | Pair   | 1     |   |
|                       | Rank Slide DPM                  | Pair   | 1     |   |
| CDT SSGT              | Rank Slide SDAR                 | Pair   | 1     |   |
|                       | Rank Slide DPM                  | Pair   | 1     |   |
| CDT WO (CLASS 2)      | Rank Slide SDAR                 | Pair   | 1     |   |
|                       | Rank Slide DPM                  | Pair   | 1     |   |
| UO                    | Rank Slide SDAR                 | Pair   | 1     |   |
|                       | Rank Slide DPM                  | Pair   | 1     |   |
|                       | Rank Slide Black                | Pair   | 1     |   |
| 2LT                   | Pip - Gold Anodised             | Each   | 2     |   |
|                       | Rank Slide SDAR (NZCF)          | Pair   | 1     |   |
|                       | Rank Slide DPM (NZCF)           | Pair   | 1     |   |
|                       | Rank Slide Black (NZCF)         | Pair   | 1     |   |
| LT                    | Pip - Gold Anodised             | Each   | 4     |   |
|                       | Rank Slide SDAR (NZCF)          | Pair   | 1     |   |
|                       | Rank Slide DPM (NZCF)           | Pair   | 1     |   |
|                       | Rank Slide Black (NZCF)         | Pair   | 1     |   |
| CAPT                  | Pip - Gold Anodised             | Each   | 6     |   |
|                       | Rank Slide SDAR (NZCF)          | Pair   | 1     |   |
|                       | Rank Slide DPM (NZCF)           | Pair   | 1     |   |
|                       | Rank Slide Black (NZCF)         | Pair   | 1     |   |
| MAJ                   | CROWN Gold Anodised             | Each   | 2     |   |
|                       | Rank Slide SDAR (NZCF)          | Pair   | 1     |   |
|                       | Rank Slide DPM (NZCF)           | Pair   | 1     |   |
|                       | Rank Slide Black (NZCF)         | Pair   | 1     |   |
| SPECIAL EMBELISHMENTS | Badge, Marksman                 | Each   | 1     | On attaining Qualification.   |
|                       | Badge, Basic Qualification      | Each   | 1     | On attaining Basic Qualification.   |
|                       | Badge, Corps Qualification      | Each   | 1     | On attaining Corps Qualification.   |
|                       | Badge, Advanced Qualification   | Each   | 1     | On attaining Advanced Qualification.  |
|                       | Badge, Cadet Skills Competition | Each   | 1     | On attending and being part of the National Skills Competition winning team |

All above items sourced only through Area CFTSU.

## ANNEX C - Wearing the Air Training Corps Uniform

1. **General.** While in uniform members of the Air Training Cadet Corps are at all times to be correctly dressed and well turned out. Officers and cadets are to ensure their uniforms are kept neat, clean and well pressed; that footwear is polished; and that insignia and other embellishments are clean and in good repair.

2. **Head-dress.** The following rules describe how the ATC headdress is to be worn:

- a. SD Hats (NZCF Officers only) are to be worn straight, with the badge in the centre of the head with no hair showing on the brow;
- b. Male FS Caps are to be worn with the front edge 25 mm or two finger widths above the highest part of the right eyebrow. The cap is placed on the head with the lower button aligned with the centre of the forehead, and then pulled down to the right by the required amount; and
- c. Female FS Caps are to be worn straight across the forehead with no hair showing on the brow. The badge is to be positioned above the left eye with the front edge of the cap 15 mm above the highest point of the left eyebrow.

3. **Sun Hat.** The sun hat may be worn with any uniform as directed by the CUCDR (or NZCF Officer of the day) when Cadet activities are taking place outside, with the exception of formal parades:

- a. sunhats are to be worn straight on the head, with no hair showing on the brow. The badge is to be positioned to the front centre. The cord strap may be worn fastened under the chin; or alternatively (unless ordered) either loose under the chin or behind the neck. The brim of the hat is to remain flat and is not to be altered by the positioning of or tightening of the chinstrap. The cord is not to be stowed externally above the brim; and
- b. the sunhat is not substitute for sun-block cream, but is to be worn to provide additional protection when sun hazard conditions apply.

### Note:

1. The provision of sun block and zinc cream is the responsibility of the individual.

- c. ATC Baseball Caps are to be worn, peak facing forwards, straight on the head with no hair showing on the brow. The adjustable rear-sizing strap is to be fastened securely at all times. Baseball caps are not to be worn with blue uniform.

4. **Sweater.** The sweater is to be worn with embellishments and brassard and a nametag. Sweater sleeves are to be creased on the outside of the arm from the centre of the epaulette to the cuff.

5. **DPM.** This uniform is to be worn on command only during activities such as .22-rifle training, during Steyr familiarisation shoots and at Base Camps during Recognised Activities. DPM uniform is not to be worn as a parade working dress, and is not appropriate dress during bush and mountain tramps, except at the Base Camp location, unless a high visibility jacket is also worn.

6. **The Black Bomber Jacket.** The black bomber jacket may only be worn by officers and UOs. It is authorised to be worn with Dress No. 4 SD, 5 GP or 6 GP. No embellishments, such as name tags, brevets, medals or medal ribbons are to be worn on the jacket. Black rank insignia is to be worn on the jacket. The black bomber jacket is to be worn zipped up to at least the third from top shirt button. The exception to this being when the jacket is worn inside where it may be worn unzipped.

7. **Shirt.** Cadets are not permitted to wear long sleeve shirts and ties. When a tie is worn by officers and UOs, the top button is to be fastened, with the knot of the tie covering the top button. When the shirt is worn without a tie, the top button is to be undone. If the shirt is worn without a sweater, embellishments, brassard (Cadets only) and nametag are to be worn on the shirt. The shirt is to be ironed and the sleeves are to have a crease pressed into them on the outside of the arm from the centre of the epaulette to the cuff. When attending or participating in public parades all Cadets are to wear the same uniform.

8. **Name Tag.** Members of the NZCF are to wear the approved nametag. The name tag is to be worn on the right breast of the jacket (SD) or shirt, immediately above and parallel to the breast pocket or in the same position on the sweater and female shirt. The NZCF nametag may be worn with civilian dress on suitable occasions.

9. **Trousers.** Trousers are to be pressed with creases extending from the waistband to the cuff at the front and back of each leg.

10. **Skirt.** The skirt is to be worn at mid-knee length, with the pleat at the centre front. The skirt is to be ironed and the pleat pressed.

11. **Pantyhose.** The wearing of pantyhose by female NZCF Officers and Cadets is to comply with the following:

- a. **Cadets:** Pantyhose are to be worn at all times with the skirt; and
- b. **NZCF Officers:** Pantyhose are to be worn with the Service Dress uniform, but are optional with working dress when either sandals or court shoes are worn.

12. **Tie.** Officers and UOs only are permitted to wear a tie. The tie is to be tied in a double Windsor knot and is not to extend below the waistband of the trousers or skirt.

13. **Brassard.** The brassard is worn on the right sleeve over the sweater or shirt. The epaulette of the sweater or shirt is passed through the small loop on the brassard to hold it in place. It is to be creased from the centre of the small loop to a central point at the bottom edge.

14. **Brassard Badges.** The badges worn on the brassard are positioned as follows:

- a. **Cadet Unit Title.** A badge showing the squadron number and name is worn centrally with the top of the badge coincident with the top of the brassard;
  - b. **Flying Badge (RNZAF Scholarship or Power Flying).** Is worn centrally with the bottom of the badge 140 mm from the bottom of the brassard. Only one may be worn;
  - c. **Basic I Badge.** The four-pointed star is worn centrally with one point uppermost. The bottom of the badge is 65 mm from the bottom of the brassard;
  - d. **Basic II Badge.** The Basic II badge comprises of two Basic I Badges. One badge is worn 5 mm to the rear of the brassard centre-line with one point uppermost and the other badge is worn 5 mm to the front of the brassard centre-line with one point uppermost. The bottom of both badges are 65 mm from the bottom of the brassard;
  - e. **Proficiency Badge.** The four bladed propeller is worn centrally with one blade uppermost and 65 mm from the bottom of the brassard. The Basic I and II badges are to be removed;
  - f. **Advanced Badge.** The four bladed propeller, superimposed with a four pointed star, is worn centrally with one blade of the propeller uppermost. The bottom of the badge is 65 mm from the bottom of the brassard. The proficiency badge is to be removed;
  - g. **Marksman Badge.** It is worn centrally, with the bottom of the badge 5 mm above and parallel with the bottom of the brassard;
  - h. **Duke of Edinburgh Award.** The bottom of the badge is worn 20 mm above the bottom of the brassard. The left-hand edge of the badge is 60 mm to the left of the brassard crease. This badge is now a pin; and
  - i. **Navigation Badge.** The bottom of the badge is worn 20 mm above and parallel with, the bottom of the brassard. The left-hand edge of the badge is 60 mm to the right of the brassard crease.
15. **Shoes.** Shoe uppers are to be cleaned to a high shine and the welts are to be clean and blackened. When civilian shoes are worn, they must be all black with no coloured stitching or laces.
16. **Belt.** The belt is worn with the buckle central and the tail to the left, extending just past the first belt-loop.
17. **Windbreaker.** Those Cadet Units who have been issued with the obsolete pattern RNZAF windbreakers are permitted to issue them to cadets for wearing to/from/at Cadet Unit Parades when the temperature dictates. They are not to be worn on Authorised Activities.

## APPENDIX 1 TO ANNEX C - Clothing Scale for Air Training Corps Officers

| Description                                  | DOQ  | Scale |        | Remarks       |
|--|------|-------|--------|---------------|
|  |      | Male  | Female |               |
| SHIRT: (Short Sleeve)                        | Each | 2     | 2      | Note 1        |
| TROUSERS:                                    | Pair | 1     | 1      | Note 1        |
| SWEATER: H/W                                 | Each | 1     | 1      |               |
| SHIRT: DPM                                   | Each | 1     | 1      | Not to be MCU |
| TROUSERS: DPM                                | Pair | 1     | 1      | Not to be MCU |
| SOCKS: HWt Khaki                             | Pair | 1     | 1      |               |
| SHOES: Black                                 | Pair | 1     | 1      |               |
| SOCKS: Blue                                  | Pair | 2     | 2      | Note 1        |
| BOOTS: GP Black                              | Pair | 1     | 1      |               |
| BELT:  | Each | 1     | 1      |               |
| CAP: SD Officers                             | Each | 1     | 1      |               |
| BADGE: Cap Officers                          | Each | 1     | 1      | Note 5        |
| NAME TAG - NZCF                              | Each | 1     | 1      |               |
| JACKET: SD B/G                               | Each | 1     | 1      |               |
| SHIRT: (Long Sleeve)                         | Each | 1     | 1      |               |
| TIE: Blue                                    | Each | 1     | 1      |               |
| INSIGNIA: Shoulder, New Zealand Cadet Forces | Each | 1     | 1      |               |
| BROOCH: NZCF Medal                           | Each | 2     | 2      | Note 2        |

### Optional Purchase Items (Individual Cost)

|                               |      |   |   |                               |
|-------------------------------|------|---|---|-------------------------------|
| SHORTS: Summer B/G            | Pair | 1 |   | Note 3                        |
| STOCKINGS: Blue               | Pair | 1 | - | Must be purchased with shorts |
| CAP: FS                       | Each | 1 | 1 |                               |
| JACKET: BOMBER                | Each | 1 | 1 |                               |
| BADGE: Cap Officers Miniature | Each | 1 | 1 |                               |
| WINDBREAKER                   | Each | 1 | 1 |                               |
| SWEATER: Lightweight          | Each | 1 | 1 |                               |
| GLOVES: Leather Brown         | Pair | 1 | 1 |                               |
| PANTYHOSE: NZDF Issue         | Pair | - | 5 |                               |
| SHOES: Black Court            | Pair | - | 1 |                               |
| SKIRT: SD                     | Each | - | 1 |                               |
| SANDALS: Black                | Pair | - | 1 | Note 3                        |

### Optional Items

|            |      |   |   |        |
|------------|------|---|---|--------|
| ATC Sunhat | Each | 1 | 1 | Note 4 |
|------------|------|---|---|--------|

### Notes:

1. One for one replacement for Officers permitted, subject to authorisation by relevant AC due to write-off against fair wear and tear.
2. For issue to NZCF Officers entitled to wear medals only.
3. FS Cap and Cap badge miniature must also be purchased.
4. For temporary issue by unit for specific activities.
5. For issue to direct entry officers.

## APPENDIX 2 TO ANNEX C - Scale Of Clothing for Air Training Corps Under Officers and Cadets

| Description                | DOQ  | Scale |        | Remarks       |
|----------------------------|------|-------|--------|---------------|
|                            |      | Male  | Female |               |
| SHIRT: Short Sleeve        | Each | 1     | 1      |               |
| SHIRT: Long Sleeve         | Each | 1     | 1      | Note 1        |
| TROUSERS                   | Pair | 1     | 1      |               |
| SHIRT: DPM                 | Each | 1     | 1      | Not to be MCU |
| TROUSERS: DPM              | Pair | 1     | 1      | Not to be MCU |
| SOCKS: HWt Khaki           | Pair | 1     | 1      |               |
| SWEATER: H/W               | Each | 1     | 1      |               |
| SOCKS: Blue                | Pair | 1     | 1      |               |
| BELT                       | Each | 1     | 1      |               |
| CAP: FS                    | Each | 1     | 1      |               |
| BADGE: Cap Officers        | Each | 1     | 1      | Note 1        |
| TIE: Blue                  | Each | 1     | 1      | Note 1        |
| BADGE: Cap ATC             | Each | 1     | 1      |               |
| BRASSARD: Dark Blue        | Each | 1     | 1      |               |
| INSIGNIA: Cadet Unit Title | Each | 1     | 1      |               |

### Optional Purchase Items (Individual Cost)

|                 |      |   |   |        |
|-----------------|------|---|---|--------|
| SHOES: Black    | Pair | 1 | 1 |        |
| BOOTS: GP Black | Pair | 1 | 1 |        |
| JACKET: BOMBER  | Each | 1 | 1 | Note 1 |

### Optional Items

|              |      |   |   |        |
|--------------|------|---|---|--------|
| ATC Sunhat   | Each | 1 | 1 | Note 2 |
| Baseball Cap | Each | 1 | 1 | Note 2 |

### Notes:

1. For UO only.
2. For temporary issue by unit for specific activities.

## **APPENDIX 3 TO ANNEX C - Scale of Rank Embellishments and Promotion Issues for Air Training Corps Officers, Under Officers and Cadets**

| Rank   | Description                                  | DOQ  | Scale | Remark |
|--------|--|------|-------|--------|
| CDT    | Epaulette Slide Cadet Forces                 | Pair | 1     |        |
| CPL    | Epaulette Slide Corporal Cadet Forces        | Pair | 1     |        |
| SGT    | Epaulette Slide Sergeant Cadet Forces        | Pair | 1     |        |
| F/S    | Epaulette Slide Flight Sergeant Cadet Forces | Pair | 1     |        |
| W/O    | Epaulette Slide Warrant Officer Cadet Forces | Pair | 1     |        |
| UO     | Epaulette Slide Under Officer Cadet Forces   | Pair | 1     |        |
| PLTOFF | Epaulette Slide Officer (Light Blue)         | Pair | 1     |        |
|        | Epaulette Slide Officer (Dark Blue)          | Pair | 1     |        |
|        | Braid Rank Pilot Officer                     | Cm   | 50    |        |
| FGOFF  | Epaulette Slide Officer (Light Blue)         | Pair | 1     |        |
|        | Epaulette Slide Officer (Dark Blue)          | Pair | 1     |        |
|        | Braid Rank Flying Officer                    | Cm   | 50    |        |
| FLTLT  | Epaulette Slide Officer (Light Blue)         | Pair | 1     |        |
|        | Epaulette Slide Officer (Dark Blue)          | Pair | 1     |        |
|        | Braid Rank Flight Lieutenant                 | Cm   | 50    |        |
| SQNLDR | Epaulette Slide Officer (Light Blue)         | Pair | 1     |        |
|        | Epaulette Slide Officer (Dark Blue)          | Pair | 1     |        |
|        | Braid Rank Squadron Leader                   | Cm   | 50    |        |

## APPENDIX 4 TO ANNEX C - Scale of Special Embellishments Air Training Corps

| Occurrence                                       | Badge                                    | DOQ  | Scale | Remarks   |
|--|--|------|-------|-----------|
| On attaining qualification for Basic I, Basic II | Blue/Grey Star                           | Each | 1     |           |
| On attaining Proficiency Qualification           | Blue/Grey 4-Blade Propeller              | Each | 1     |           |
| On attaining Advanced Qualification              | Blue/Grey Star over Four Blade Propeller | Each | 1     |           |
| On attaining first solo flight                   | Flying                                   | Each | 1     | Note 1, 2 |
| On attaining Navigation Qualification ATC        | Navigation                               | Each | 1     | Note 1, 3 |
| On attaining Qualification                       | Marksman                                 | Each | 1     |           |
| On attaining the Duke of Edinburgh Award         | Bronze                                   | Each | 1     | Note 4    |
|  | Silver                                   | Each | 1     | Note 4    |
|  | Gold                                     | Each | 1     | Note 4    |

### Notes:

1. Sourced only through Area CFTSU.
2. The Type of Flying Badge is determined by the type of course completed (Gliding, Power Flying, or RNZAF Scholarship). Only one type of badge can be worn at a time with the highest being the Scholarship. Both the Gliding and Power Flying badges can be obtained through the provision of logbook evidence of achieving solo status with a registered Gliding/Aero Club or Flying School.
3. This badge can also be qualified through the provision of logbook evidence of achievement with a registered Aero Club or Flying School.
4. Item issued by the Duke of Edinburgh Award National Office and retained by the Cadet after departure from NZCF.

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# CHAPTER 15 - Honours, Awards, Commendations and the RNZRSA Community Service Trophy

## SECTION 1 - Honours and Awards

### The Wearing of Decorations and Medals

15.1 Service and civilian decorations and medals are to be worn in accordance with the Dress Regulations for Service uniform as laid down in RNZN, NZ Army or RNZAF Orders. ACs are to be consulted when any doubt exists as to the legality of the wearing of a decoration or medal.

### The Cadet Forces Medal



Fig 1: Cadet Forces Medal

15.2 **Eligibility.** The Cadet Forces Medal may be awarded to those NZCF Officers who have rendered long service within the SCC, NZCC or the ATC; although service with other New Zealand and Commonwealth Forces may be considered. (See sub-paragraph 15.3 c.).

15.3 **Qualifications.** The qualifications for the award are set out in full in the New Zealand Cadet Forces Medal Regulations 1989. The following detail is a brief outline of these regulations:

- a. An applicant must have served satisfactorily in the SCC, NZCC or the ATC on or after 3<sup>rd</sup> September 1939;
- b. The NZCF Officer must have given not less than 12 years **continuous** service with Cadet Units of the SCC, NZCC or the ATC; and
- c. Where qualifying service has been interrupted by time spent on the Supernumerary List, the mandatory continuous service requirement shall be deemed to have been broken except where the Minister of Defence exercises his discretion under Regulation 7(2) of the New Zealand Cadet Forces Medal Regulations 1989 in the following circumstances:
  - (1) **Local.** In the case of any break not exceeding three years in qualifying service with the Cadet Forces of New Zealand where the officer:

- (a) was, although residing in NZ, unable to continue service because of any change in place of residence or circumstances of civilian employment; but
  - (b) remained on the strength of a Cadet Unit, or, if posted off, applied within one month to be posted to a Cadet Unit; or
- (2) **Overseas.** In the case of any break not exceeding three years in qualifying service with the NZCF where the officer:
- (a) was required by civilian employment to work outside NZ; but
  - (b) remained on the strength of a Cadet Unit or, if posted off, applied to be posted to a Cadet Unit within one month after resuming residence in NZ.
  - (c) In the case of any break in qualifying service not exceeding three years where the NZCF Officer.
  - (d) was, immediately before the break, serving with a Cadet Forces organisation of a state or dependency of the Commonwealth of Nations of which the monarch is the sovereign head of State; and
  - (e) having taken up residence in NZ, applied within one month to be posted to a Cadet Unit;
- (3) Service in the following may also count towards the qualifying total as stated in paragraph 15.2 but only where it has interrupted continuous service in the NZCF.
- (a) **In War or Peacetime.** The Commonwealth Navies, Armies or Air Forces.
  - (b) **In Wartime Only.** The Merchant Navy.
  - (c) **In Peacetime.** Reserve Forces (involving regular periodic training).
- (4) The following may not count as qualifying service:
- (a) service as a Cadet under the age of 18 years;
  - (b) service recognised by any other long service decoration or medal; and
  - (c) time spent on the NZCF Supernumerary List.
  - (d) time spent on leave of Absence. Where qualifying service has been interrupted by a period of Leave of Absence the mandatory continuous service requirement shall be deemed to have been broken except where the Minister of Defence exercises his discretion under Regulation 7(2) of the CADET FORCES MEDAL Regulations 1989 when the period spent on leave of absence does not exceed six months.

15.4 **Method of Wearing.** The Cadet Forces Medal is to be worn on the left breast, suspended from a ribbon 3cm in width, which is green in colour, with yellow edges, narrow stripes of dark blue, red and light blue being superimposed. The ribbon is to be worn with the dark blue stripe furthest from the left shoulder.

15.5 **Post–Nominal Letters.** The award of the Cadet Forces Medal does not carry any entitlement to the use of post–nominal letters.

15.6 **Presentation of the Cadet Forces Medal.** The award of the Cadet Forces Medal recognises long and dedicated service, and as such the presentation of the Cadet Forces Medal must be undertaken with appropriate ceremony.

15.7 The occasion of the presentation of a Cadet Forces Medal is also an ideal opportunity for the local community to show its appreciation to NZCF Officers and to demonstrate their support for their Cadet Unit.

15.8 A guide to the organisation of a parade/ceremony to mark the award of a Cadet Forces Medal and the recommended format for the presentation are at annex A.

### **Clasp to the Cadet Forces Medal**

15.9 A Clasp to the Cadet Forces Medal may be awarded on the completion of additional qualifying service of eight years, subsequent to the qualifying service for the Cadet Forces Medal. The additional qualifying service for the award of the Clasp to the Cadet Forces Medal need not be conjoint to qualifying time for the Cadet Forces Medal. Therefore NZCF Officers who have had a break in qualifying Service will have their qualifying time for previous awards of the Cadet Forces Medal and Clasps acknowledged when they enter active duty.

15.10 Additional awards for each subsequent Clasp need not be continuous.



Fig 2: Clasp to Cadet Forces Medal

15.11 When the medal ribbon only is worn, the award of such a clasp is signified by a rose emblem worn centrally on the medal ribbon. Awarding of more than one Clasp requires the repositioning of all Clasps in order that they remain central.

### **Wearing of Medals awarded to Deceased Family Members**

15.12 The only person authorised to wear decorations and medals is the recipient. There is however a convention in the wider community of wearing medals awarded to deceased family members on the right breast side.

15.13 In line with this convention NZCF personnel may, at their own discretion, wear medals awarded to a deceased family member on the right breast side of their uniform (SD(E)) for NZCF Officers, SDAR(E) for Cadets) on specified commemorative occasions that acknowledge the Service of the deceased family member.

15.14 Special commemorative occasions are restricted to:

- a. ANZAC Day;
- b. Remembrance Day (11th November);
- c. those associated with a Veterans' Reunion where the reunion relates to the Service of the deceased family member (e.g., a remembrance parade for Vietnam veterans where the deceased family member was a Vietnam veteran); and
- d. other such commemorative occasions as approved by single Service Chiefs on the advice of AC Pers.

15.15 Only medals approved for wearing by The British Monarch may be worn. Medals are to be mounted in the same fashion as medals worn on the left breast side (if any).

15.16 No neck decorations or breast stars belonging to deceased family members are to be worn.

15.17 The mounting of medals belonging to family members is to be at the individual's expense.

15.18 There is no restriction on the number of medals worn on the right side, except that they are not to detract from the appearance of the uniform or interfere with any duty the person must perform as part of the commemorative occasion e.g., Ceremonial Drill. In such circumstances, the CUCDR can direct that some or all medals are not to be worn.

### **New Year/Birthday Honours**

15.19 Members of the NZCF are not eligible for awards in the Military List of New Year or Birthday Honours. They are however, eligible for awards in the Civil List.

15.20 While nominations may be made by any person or persons by writing directly to the Prime Minister, or to the Prime Minister through a Member of Parliament, a local body representative, or someone in an official position, it is appropriate and usual for nominations in respect of NZCF members to be made through the COMDT NZCF.

15.21 Nominations for consideration in the context of a Queen's Birthday List are to reach the Prime Minister no later than 1 February and, for a New Year List, 1 September.

15.22 Reserved

15.23 Reserved

15.24 Reserved

15.25 Reserved

15.26 Reserved

15.27 Reserved

## **SECTION 2 - Commendations**

### **Commandant's Commendation**

15.28 The COMDT NZCF Commendation is open to individuals, other than Cadets, involved in the NZCF and is awarded in recognition of a continuous display of loyalty and devotion to the NZCF, a Cadet Unit, or in support of Authorised Activities. It may also be awarded for a single event demonstrating outstanding conduct or for an exceptional achievement. It is not normally awarded to groups or to a Cadet Unit unless under exceptional circumstances to recognise their outstanding achievements.

15.29 Nominations for the award are to be recommended and forwarded to the COMDT NZCF giving full details and a suggested citation by:

- a. ACs in the case of CUCDRs, and
- b. CUCDRs in the case of all others. These nominations are to be supported and recommended by the CUCDR's AC.

### **Sea Cadet Corps Commendation Certificate**

15.30 This certificate is open to SCC Cadets who:

- a. display the NZCF core values;
- b. have above average qualities; and
- c. contribute in an out of the ordinary manner.

15.31 Nominations for the award are to be recommended by CUCDRs and forwarded to the COMDT NZCF through the CUCDR's AC.

15.32 Background details and a suggested citation are to accompany the request.

### **New Zealand Cadet Corps Commendation Certificate**

15.33 This certificate is open to NZCC Cadets who:

- a. display the NZCF core values;
- b. have above average qualities; and
- c. contribute in an out of the ordinary manner.

15.34 Nominations for the award are to be recommended by CUCDRs and forwarded to the COMDT NZCF through the CUCDR's AC.

15.35 Background details and a suggested citation are to accompany the request.

### **Air Training Corps Commendation Certificate**

15.36 This certificate is open to ATC Cadets who:

- a. display the NZCF core values;

- b. have above average qualities; and
- c. contribute in an out of the ordinary manner.

15.37 Nominations for the award are to be recommended by CUCDRs and forwarded to the COMDT NZCF through the CUCDR's AC.

15.38 Background details and a suggested citation are to accompany the request.

### **Guidelines for Preparing Citations**

15.39 Each case will be unique, however, citations should be prepared within the following guidelines to cover:

- a. personnel details;
- b. outline of service;
- c. the performance and/or actions worthy of recognition; and
- d. a valedictory finish, with comments where appropriate on personal attributes. For example: demonstration of the NZCF core values, diligence, enthusiasm, devotion, dedication and ability or skill.

### **Commandant's Medallion**

15.40 The COMDTs Medallion (Coin) is open to all individuals involved and associated with the NZCF. While not an award the COMDTs Medallion is presented in recognition to those who have provided valuable service to the NZCF; the service being above that normally expected. Recipients are at the discretion of the COMDT NZCF.

### **Chief of Defence Force Commendation and Single Service Chief Commendation's**

15.41 The CDF and each Service Chief has a personal commendation badge, as shown in figures 3-6, for awarding to members of his or her Service who perform to an 'excellent' level either over a sustained period or during a specific event. These awards, which are normally presented in person, are made to recognise performance which would be unlikely to meet the criteria for a New Zealand State Honour. The Commendations are available to individual military and civilian staff, and to military units. The Commendations are presented with a certificate and manuscript narrative outlining the reason for the award. Military personnel wear these commendations on their right breast when in certain uniform orders of dress.



Fig 3: Chief of Defence Force Commendation



Fig 4: Chief of Navy Commendation



Fig 5: Chief of Army Commendation



Fig 6: Chief of Air Force Commendation

15.42 It is possible for an individual to be awarded a CDF commendation and a commendation from his/her Service Chief, however, these would be for different reasons. In these cases the Commendations are worn one above the other, the CDF commendation upper most.

15.43 **Eligibility of NZCF Officers.** CDF and the single Service Chiefs have determined that NZCF officers are eligible for the award of their respective commendations and entitled to wear the applicable commendation Dress Insignia.

15.44 **Forwarding of Nominations.** AC CFTSU's are to forward nominations to the COMDT NZCF recommending NZCF officers who are deemed deserving of a CDF or single Service Chief Commendation. Nominations may be submitted at any time and are to include a draft citation and brief history of the individual highlighting their exceptional and outstanding attributes. The COMDT will consider the nomination and if supported will consult with the appropriate single Service Orders, complete and submit a nomination through command channels in accordance with those instructions.

15.45 Reserved

15.46 Reserved

15.47 Reserved

15.48 Reserved

15.49 Reserved

15.50 Reserved

## **SECTION 3 - RNZRSA Community Services Trophy**

15.51 The RNZRSA Community Services Trophy is issued under the authority of the National President of the RNZRSA.

15.52 These rules and procedures are to be applied by Cadet Units when entering the competition for the RNZRSA Community Services Trophy.

15.53 The trophy will be awarded to the Cadet Unit that initiates and undertakes the most worthy Community Services project, or series of smaller projects/events, in any single calendar year - January to December.

15.54 The trophy will be awarded annually at the RNZRSA National Council Meeting.

15.55 The winning Cadet Unit will retain the trophy for one year.

15.56 It will have an inscribed plate to acknowledge the name of the Cadet Unit and year of award. Additionally, the winning Cadet Unit will receive, for retention, an RSA Plaque with an inscribed plate showing the Cadet Unit name and year of award.

15.57 The USC of the winning Cadet Unit will also receive a financial prize. The second and third placed units will also receive lesser financial prizes.

15.58 A Community Services project may be a single major annual event; a series of community events or an ongoing commitment for future years.

15.59 To be considered, the project should have involved more than 50% of the Cadet Unit enrolled strength and have been undertaken without remuneration. For example:

- a. cleaning/restoration/care of community War memorials or monuments;
- b. regular visit programmes by Cadets to elderly or disadvantaged groups within the community; and
- c. any valued community based service, activity or effort.

15.60 Competition entries will be judged by:

- a. National President RNZRSA;
- b. Chief Executive RNZRSA; and
- c. COMDT NZCF.

15.61 Competition entries are to be in free letter form and submitted to the COMDT NZCF by 31 August of the next calendar year. For example, entries for calendar year 2012 are to reach the HQ NZCF by 31 August 2013. The letter is to be signed or endorsed by the Unit's local RSA Branch Chairperson or Mayor/District Councillor.

### **Judging Criteria**

15.62 Entries to the competition will be judged IAW the following criteria:

- a. Entries must relate to community activities that have taken place in the previous calendar year;
- b. Entries must reach the COMDT NZCF no later than 31 August of the following year;
- c. Entries are to contain the following details:
  - (1) number of Cadets involved as a percentage (%) of the Cadet Units enrolled strength.
  - (2) a description of the project undertaken.
  - (3) the amount of Cadet days/time involved.

15.63 As the value of a project to the Community is likely to be subjective entries will be enhanced by including letters of support/thanks from the community organisation or group the Project was undertaken for.

15.64 Reserved

15.65 Reserved

15.66 Reserved

15.67 Reserved

15.68 Reserved

15.69 Reserved

## **ANNEX A - Guidelines for the Cadet Forces Medal Presentation Parade/Ceremony**

### **Organisation of a Presentation Parade/Ceremony**

1. The CUCDR, or if the Cadet Forces Medal is being awarded to the CUCDR their representative (arranged by the AC CFTSU), should:
  - a. Select a date and venue for the ceremony;
  - b. Prepare a guest list of members of the community who have shown interest in the Cadet Unit. The list is not restricted, however should include some or all of the following:
    - (1) local Member(s) of Parliament.
    - (2) Mayor.
    - (3) USC.
    - (4) personnel from local Service Units or Service Units which support the Cadet Unit.
    - (5) representatives from local organisations which support the Cadet Unit such as the RNZRSA.
    - (6) members of the recipient's family.
    - (7) past NZCF Officers from the Cadet Unit who have served with the recipient.
    - (8) parents of Cadets.
    - (9) area NZCF Officers.
    - (10) the parent service news reporter.
  - c. Invite a dignitary to make the presentation. This could be:
    - (1) the Mayor or local Member of Parliament.
    - (2) a senior Officer from a local Service Unit.
    - (3) the COMDT NZCF.
    - (4) an individual specifically requested by the recipient.
  - d. Prepare and issue, before the ceremony, a typewritten press release for the local news media agencies and NZDF public relations information officer. This should include:
    - (1) the nature of the award and particulars of the recipient.
    - (2) the form the presentation is to take and the dignitary making the award.

- (3) achievements of the Cadet Unit.
- (4) invitation for the media to attend.
- e. Prepare and rehearse the presentation ceremony. It is recommended that the occasion be a formal parade, including the presentation of the award, followed by a display of the Cadet Units work and achievements.

### **The Presentation Ceremony Format**

2. It is recommended that the following format be adopted for the presentation ceremony:

- a. Invited Guests arrive;
- b. The Cadet Unit goes on parade;
- c. The dignitary who will present the medal arrives and takes the salute;
- d. The dignitary inspects the parade; and
- e. The Parade Commander then announces the presentation as follows:

**‘The award of the Cadet Forces Medal to (name and rank in full) NZCF’**

**‘March on the recipient’**

- f. The recipient moves from the side of the parade ground or from his/her position on the parade, to the front of the parade facing the dignitaries;
- g. The Parade Commander announces the following citation after giving a brief summary of the recipient’s career in the NZCF:

**‘In recognition of 12 years faithful and dedicated service to the New Zealand Cadet Forces and in particular the (relevant corps in full), (name and rank in full) is awarded the Cadet Forces Medal.’**

**‘I now call upon (title and name of dignitary) to present the medal.’**

- h. The presentation is made;
- i. The recipient moves off the parade ground or back to his/her place on the parade on the command:

**‘March off the recipient’** given by the Parade Commander:

- j. The Parade Commander should then invite the dignitary to address the parade and invited guests;
- k. The Parade is marched off and dismissed;
- l. Refreshments could then be served.

**Note:** The ceremony for the award of the clasp to the Cadet Forces Medal should follow the same format but with appropriate changes made to the citation.

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## CHAPTER 16 - Cadet Unit Administration

### SECTION 1 - Cadet Unit Administration

#### General

16.1 There is virtually no distinction between Corps with regard to Cadet Unit Administration. It is important that Cadet Units develop sound and standard routines for dealing with the Cadet Unit administration as the secretarial tasks and duties conducted by the Ship's Office/Orderly Room will directly influence the training and stores areas of the Cadet Unit. As a result, the conduct of administration in a Cadet Unit significantly contributes to the overall efficiency and effectiveness of a Cadet Unit.

#### NZCF Forms

16.2 A list of NZCF forms is shown in Table 1 of Section 2 of this chapter.

#### Ship's Office/Orderly Room Routine Administration

16.3 On parade nights the following administration tasks should be completed:

a. **Weekly:**

- (1) Mail Register updated.
- (2) Correspondence filed and distributed for action.
- (3) Bring-Up Register checked.
- (4) Roll Books marked.
- (5) Roll Books checked for absentees and absent cadets followed up by contacting parent(s)/guardian(s)/caregiver(s).
- (6) Cadet Unit Daily/Routine Orders compiled and issued.
- (7) Officers Attendance Register completed.
- (8) Routine Action Schedule and actioning where necessary.

b. **Monthly:**

- (1) Complete and forward Monthly Report, by the 5th of the following month.
- (2) Update Cadet Unit History.

c. **Quarterly:**

- (1) Conduct fire drill.

d. **Annually:**

(1) Update Cadet Unit Standing Orders.

e. **As Required:**

(1) Update Cadet Records.

(2) Amend Cadet Unit Publications.

(3) Forward Nominations for Camps/Courses and Competitions.

(4) Stationery Requisition.

### **Roll Book**

16.4 Cadet Units are to take rolls and record attendance for each parade, including weekend activities such as shoots, exercises, camps, additional parades, all courses etc.

16.5 The parents, guardians/caregivers of absent cadets should notify the unit of the cadet's absence prior to the parade/activity. The parents, guardians/caregivers of those Cadets marked absent without prior advice are to be contacted immediately, as laid down in Chapter 9.

16.6 The names of Cadets marked absent without reasonable excuse for three consecutive parades are to be given to the CUCDR. These Cadets are liable to have their retention reviewed in accordance with Chapter 9. Snap roll calls are to be made from time to time.

### **Cadet Enrolment**

16.7 The Terms and Conditions of Membership for Cadets are contained in Chapter 9.

16.8 The following is the selection and enrolment administration procedure:

- a. cadets are normally to be enrolled once annually, at a time determined by the CUCDR.
- b. candidates are to be interviewed by the CUCDR, or an NZCF Officer appointed by the CUCDR. The function of NZCF, the aims of NZCF training, and the Terms and Conditions of Service are to be made known to the candidates.
- c. candidates are to complete NZCF 2 Cadet Enrolment Form.
- d. the candidates are then placed on the list of Probationary Cadets.
- e. before the candidates can be formally enrolled into the Cadet Unit, the parents or guardians/caregivers must be acquainted with the provisions laid down in Chapter 9.
- f. if the candidates are accepted after the probationary period (a minimum of four consecutive parade nights), they are then formally enrolled as Cadets in the Cadet Unit. Their names are entered in the Roll Book, and the enrolments promulgated in Cadet Unit Routine Orders. The

declaration of Service is administered at the same parade. The cadets are issued with their 'Record of Service' Booklets and sign the Declaration of Service.

- g. record of Service Form is to be raised. The NZCF 2 is to be filed.
- h. the Cadets are then issued with a uniform.

### **Cadet Unit Daily/Routine Orders**

16.9 CUCDRs are to issue either Cadet Unit Routine Orders (for NZCC and ATC Units) or Cadet Unit Daily Orders (for SCC Units) for each parade.

16.10 The purpose of such Orders are to convey routine personnel, administrative and general information pertaining to the running of the Cadet Unit to all Cadet Unit personnel. Examples of what might be included in such Orders are:

- a. cadet Unit and other duties;
- b. parades and Inspections;
- c. enrolments and Discharges;
- d. promotions;
- e. awards;
- f. next parade training programme; and
- g. social or other notices of a non-official nature including notices from supporting organisations.

16.11 Cadet Unit Routine Orders are to be read to Cadets at a suitable time during each routine parade and then displayed for the remainder of the parade so that all members have access to them.

16.12 An example of the layout of Cadet Unit Routine Orders is given at Annex A.

### **Cadet Unit Standing Orders**

16.13 CUCDRs are to issue Cadet Unit Standing Orders which are to contain:

- a. Cadet Unit Fire Orders and Emergency Plan;
- b. Staff Directives;
- c. bounds;
- d. dress requirements;
- e. parade format;
- f. times; and
- g. other Orders affecting the cadets in the Cadet Unit.

16.14 These are to be permanently displayed at all times so that all members have direct access to them.

16.15 A copy is to be held on file. They are to be reviewed and if necessary, updated each year.

16.16 A specimen layout and a suggested list of matters that should be included in Cadet Unit Standing Orders are detailed at Annex B/C.

### **Officers Attendance Register**

16.17 Each Cadet Unit is to maintain a register of attendance of NZCF Officers at parade. The register must:

- a. be signed when parades are attended;
- b. show times of commencement and termination of duty;
- c. record attendance at courses and camps;
- d. be ruled off after each parade; and
- e. be certified correct by the CUCDR at the end of each month.

16.18 The Register is important for CUCDRs when they are required to certify an NZCF Officer's efficient service for promotion and CFM purposes. It is also invaluable when completing NZCF 20 Monthly Parade Reports and compiling the Cadet Unit History.

### **Correspondence Register**

16.19 Cadet Units are to maintain a register of all inwards and outwards correspondence.

- a. the Inwards Register is to record:
  - (1) Date Received.
  - (2) Date of Letter.
  - (3) Originator of Letter.
  - (4) Originators File Reference.
  - (5) Subject.
  - (6) Receiving Cadet Unit File Reference.
- b. the Outward Register is to record:
  - (1) Date Sent.
  - (2) File Reference of File on which Duplicate Copy is Held.
  - (3) Addressee.

- (4) Subject.
- (5) Cost of Postage (if required).

### **Cadet Unit Monthly Reports (NZCF 20)**

16.20 This form is to be completed in duplicate at the end of each month. **The original is to be sent to the AC CFTSU by the 5th day of the following month** and the duplicate filed.

16.21 Its purpose is to provide statistical details which directly affect the NZDF allocation of funding to NZCF. Not having this information adversely affects both the reputation of NZCF, and potentially the material support received by the NZDF. It further provides information about the activities of Cadet Unit and is an excellent source of historical information which supports Cadet Unit histories.

### **Cadet Unit History**

16.22 Each Cadet Unit is to maintain a Cadet Unit History.

16.23 The purpose of this is to record for the future an accurate chronological record of a unit, its personnel, and its activities.

16.24 The Cadet Unit history may be recorded on an existing form or in some other suitable format.

16.25 It is to include details of the Cadet Unit's activities, photographs, newspaper clippings, and to state names, dates, times and places.

16.26 Photographs should have these details recorded on the back, as they may become detached.

### **Stationery Requests**

16.27 Only those approved forms used by NZCF are to be requested. Cadet Units are to maintain stocks at the level necessary for current needs. Stock piling of items causes confusion especially when forms are updated.

16.28 All NZCF forms have their revision date readily identified below the form number identifier.

16.29 Cadet Unit advisers will update Cadet Units as new forms are released, in circulation forms are withdrawn or amended. It is important that Cadet Units maintain current edition stocks only. The NZCF website, administration section details the latest edition of NZCF Forms. Forms will be amended after consultation with Area staff and the appropriate Cadet Forces forum.

### **Cadet Records**

16.30 Cadet Records include the Cadet Record of Service Book which is issued to and held by Cadets and the Service Record Card which is held by the Cadet Unit.

16.31 **Record of Service Book.** Is issued to Cadets when they are formally enrolled in the Cadet Unit. The entries on Page two are to be entered from

information supplied on the application form. Items that may change are to be entered in pencil.

16.32 On issue to the Cadet, the instructions on the inside cover are to be explained.

16.33 The Declaration of Service is to be signed at this time by the Cadet in the presence of an NZCF Officer.

16.34 The book is then normally issued to the Cadet during or after the ceremony at which he or she has made the verbal Declaration.

16.35 The Cadet is to take the book home and have the primary caregiver complete the declaration in the presence of a witness.

16.36 A photograph is to be attached to Page two. This will either be provided by the Cadet or Cadet Unit, depending on Cadet Unit policy.

16.37 The Cadet is responsible for keeping the remainder of this book up to date. CUCDRs are to inspect the Book periodically. Where necessary entries are to be signed by the CUCDR or his or her deputy.

16.38 Cadets are to carry this book at all times while on Cadet activities and it is to be produced on demand by any Service authority. Cadets must also produce the book when attending any NZCF camps or courses.

16.39 **Service Record Card.** The Service Record Card is to be raised and held for each Cadet when they are formally enrolled into the Cadet Unit. The relevant entries on the face of the card are to be entered from information supplied on the application form. Items that may change are to be entered in pencil. The Ship's Office/Orderly Room is responsible for keeping the remainder of the Service Record Cards up to date and filing relevant reports and information on individual Cadets on their cards. CUCDRs are to inspect the cards periodically.

16.40 As the Record of Service Cards contains personal information on individual Cadets they are to be treated as Staff-In-Confidence and the information confined to those who need to know. Information from the Service Record Cards is not to be passed or disclosed to anyone for anything other than Cadet Unit or NZCF use that relates specifically to the Cadet. Breaches to this will be dealt with severely under the Privacy Act 1993. The Service Record Cards are to be stored in a locked cabinet when not in use and individual Cadets may view and correct the information contained on their card if they so desire.

16.41 When a Cadet transfers to another Cadet Unit the CUCDR, on receipt of a request from the Cadet's new CUCDR, is to forward the Record of Service Card to the Cadet's new Cadet Unit.

16.42 When the Cadet is released or discharged from the NZCF, the card must be destroyed, and must not be archived at Cadet Unit level. However, a record of the cadets' full name, rank, and period of service may be kept for historical purposes.

## Handling of Correspondence

16.43 The efficiency of a Cadet Unit depends to a large extent upon the correct and efficient handling of correspondence by staff at all levels. An effective system of dealing with the receipt, recording, circulation, custody and dispatch of correspondence is essential. The following procedures are to be followed in handling correspondence:

a. **Inward Correspondence.**

- (1) Where possible the Cadet Unit should have a Post Office Box address.
- (2) An NZCF Officer is to be responsible for clearing the PO Box at least once a week, just prior to the Cadet Unit parade.
- (3) The correspondence is to be stamped with a date stamp, allotted a file number, and entered in the Inwards Mail Register.
- (4) The inward mail is then placed in a folder and passed to the CUCDR for their perusal.
- (5) On the return of the mail folder from the CUCDR, the correspondence is then placed on the appropriate file and the file passed to the appropriate officer(s), together with any annotated instruction from the CUCDR, for action.
- (6) Letters containing official business which have been addressed to individual personnel are to be handed to the appropriate NZCF Officer for action and filing.
- (7) All mail must be handled expeditiously. Mail marked Staff-In-Confidence is to be opened by the CUCDR only.

- b. **Outward Correspondence.** All outwards mail must be authorised by the CUCDR. The CUCDR may authorise an NZCF Officer (usually the Adjutant) to write and sign for the CUCDR when writing on routine matters. Cadets, including UOs, may not sign any outwards correspondence for the CUCDR. They may however prepare/draft correspondence for signature.

16.44 NZCF Officers are not to write to persons or organisations outside the Cadet Unit about Cadet Unit affairs without:

- a. the CUCDR's knowledge and approval; and
- b. forwarding the mail through the Cadet Unit Orderly Room for recording and filing of the duplicate.

16.45 Normal routine for handling outward mail is:

- a. original and duplicate received by the NZCF Officer responsible;
- b. taken to the CUCDR for signature or approval;

- c. entered in outwards mail register;
- d. duplicate filed; and
- e. original posted.

### **Officer Personal Files (P/F)**

16.46 CUCDRs are to maintain individual P/Fs on each NZCF Officer in their Cadet Unit. The files are to be treated as Staff-In-Confidence and the information restricted to the CUCDR only. Information from the P/F is not to be passed or disclosed to anyone for anything other than Cadet Unit or NZCF use, and only when it relates specifically to the NZCF Officer concerned. Much of the information contained in P/Fs will be personal information for the purposes of the Privacy Act 1993. As such any breach of this order may lead to an action under that Act.

16.47 The P/Fs are to be stored in a locked cabinet and individual NZCF Officers may view and correct the information contained on their P/F if they so desire.

16.48 On receipt of a written request, NZCF Officers may also ask for copies of information held on their P/F.

16.49 When an NZCF Officer transfers to another Cadet Unit, the CUCDR, on receipt of the letter from HQNZCF approving the transfer, is to forward the NZCF Officer's P/F to his/her new CUCDR.

### **Cadet Unit File System**

16.50 Cadet Units are to maintain a filing system for the custody of Cadet Unit correspondence. The filing system is to correspond with the NZCF filing system available through CFTSUs.

### **Ship's Log**

16.51 SCC Units are to maintain a Ship's Log. The aim of the log is to maintain a record of events during Cadet Unit parades/activities and also during boating activities to record weather and water conditions. The recording of details in the log is the duty of the CDT Quartermaster and its correct compilation is the responsibility of the Officer of the Day. The log is to be completed in pencil and record:

- a. the date of the parade or activity;
- b. the time of arrival of the CUCDR;
- c. any visitors to the Cadet Unit, salutes and ceremonies;
- d. any occurrence of significance which is not covered by Daily Orders;
- e. fire drills and exercises; and
- f. wind, weather, visibility and water state and when any marked change occurs.

16.52 Reserved

16.53 Reserved

16.54 Reserved

16.55 Reserved

16.56 Reserved

16.57 Reserved

## SECTION 2 - NZCF Forms

### Introduction

16.58 NZCF uses a combination of NZDF, NZCF and other organisation's forms to streamline its administration.

### Release of Amendments

16.59 Amendments to forms will be released from time to time reflecting changes in best business practice. Amendments will only be released once tested by NZCF and Area staff.

16.60 Each NZCF form will have its form identifier, e.g., NZCF 1, and its revision number at the top. The revision date takes the form of 'revised Nov 06'.

16.61 On receipt of new forms or when advised that new forms are available on the NZCF website, Cadet Unit administration staff are to ensure all superseded forms are disposed of immediately. Area staff, when conducting Cadet Unit inspections, are to ensure such procedures are being adhered to.

16.62 **Requests for modifications.** Cadet Units are encouraged to submit proposals for modification/amendment to NZCF forms to HQ NZCF through their CFTSUs. Proposals must explain the changes and include a rationale to support the request. If possible such proposals should include a template reflecting changes.

| NZCF No. | Description  |
|----------|--|
| 1        | Application for Enlistment as an Officer in the NZCF |
| 1A       | NZCF 1 Application Request (Template Minute)         |
| 2        | Cadet Enrolment Form                                 |
| 2A       | Cadet Terms and Conditions of Membership             |
| 3        | Removed from use                                     |
| 4        | NZCF Officers Occurrence Form                        |
| 5A       | Under Officer Occurrence Form                        |
| 6        | Cadet Officer Privacy Information Statement          |
| 7        | Staff Assistance Security Clearance                  |
| 8        | Course Nomination and Medical History                |
| 9        | Declaration of Service                               |
| 9A       | Declaration of Service NZCF Officers                 |
| 10       | Clothing Request                                     |
| 11       | Cadet Unit Activity Intention                        |
| 11A      | Notification to Conduct Unit Activity                |
| 12       | Risk Management Plan (RAMs Form)                     |

| NZCF No. | Description  |
|----------|--|
| 13       | Unit Routine Visit Report  |
| 13A      | Random Checks  |
| 15       | Personal File Cover Sheet (Officer)                                |
| 16       | Record of Service Card (Cadet)                                     |
| 17       | Base/Camp Visit Request by Cadet Force Units                       |
| 18       | Under Officer Transfer Form  |
| 18A      | Under Officer Request to Promote (Template Minute)                 |
| 19       | Permission to use Norinco Ceremonial Rifle (Template Minute)       |
| 19A      | Approval to use Norinco Ceremonial Rifle                           |
| 20       | Cadet Unit Monthly Return  |
| 20A      | Area Support Officer – Monthly Return                              |
| 21       | Record of Service Cadets (SCC)                                     |
| 22       | Record of Service Cadets (NCC)                                     |
| 3822     | Record of Service Cadets (ATC)                                     |
| 24       | Removed from use   |
| 25       | NZCF Pay Document  |
| 25A      | Change of Particulars  |
| 26       | RNZAF Flying Scholarship & National Aviation Course (Power Flying) |
| 26A      | RNZAF Flying Scholarship Medical Questionnaire                     |
| 26B      | National Gliding Application                                       |
| 27       | National Efficiency Form   |
| 28       | Removed from use   |
| 29       | Receipt of Commissioning Parchment                                 |
| 30       | Course Statistics Return & Nominal Roll                            |
| 31       | Receipt of Cadet Forces Medal or Clasps                            |
| 33       | General Range Instruction  |
| 34       | Unit Ammunition Request Form                                       |
| 35       | Firearms Transfer and Defects Form                                 |
| 36       | Unit Ammunition Register   |
| 37       | Unit Arms Register   |
| 38       | Cadet Weekly Firearms Check  |
| 39       | Bi-annual Firearms Security Check                                  |

| NZCF No. | Description  |
|----------|--|
| 40       | Range Safety Officers Certificate (Issued by HQ NZCF only) |
| 41       | Microlight Flying Consent Form and Medical Declaration     |
| 42       | Officer Clothing Issues Card                               |
| 43       | Cadet Clothing Issues Card                                 |
| 44       | Summary Record Code of Conduct Breach                      |
| 45       | William Robert Friar Memorial Prize Nomination Form (NZCC) |
| 47       | Under Officer & Cadet Discharge Form                       |
| 49       | NZCF Cadet Unit Boat Inspection Sheet                      |
| 50       | NZCF Vehicle Log Form                                      |
| 51       | Authority to use NIAD                                      |
| 163A     | NZCF Injury and Illness Report                             |
| 163B     | NZCF Injury and Illness Investigation Form                 |
| 201      | Firing Point Register                                      |
| 204      | NZCF Identity Card Issue Record Card                       |
| 509      | NZCF Identity Card Issue and Receipt Form                  |
| 601      | NZCF Charge Sheet  |

Table 1 - Current NZCF Forms

## ANNEX A - Specimen Layout: Cadet Unit Daily/Routine Orders

---

File Ref)  
(Date)  
Serial No .....

### CADET UNIT ROUTINE ORDERS

by

RANK, INITIALS, SURNAME, NZCF  
CADET UNIT COMMANDER  
CADET UNIT NAME

#### ORDERS

ORDER NO 1 : (subject)

1. \_\_\_\_\_

2. \_\_\_\_\_

ORDER NO 2 : (subject)

1. \_\_\_\_\_

2. \_\_\_\_\_

#### NOTICES

1. \_\_\_\_\_

2. \_\_\_\_\_

INITIALS/SURNAME  
Rank  
Cadet Unit Commander

**ANNEX B - Specimen Layout:  
Cadet Unit Standing Orders Title Page**

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Copy No: -----

(Name of Unit)

**CADET UNIT STANDING ORDERS**

Published under the authority of the New Zealand Cadet Forces Policy and Administration Manual, Chapter 4, Annex D, paragraph 2d.

(Date)

INITIALS, SURNAME  
Rank, NZCF  
Cadet Unit Commander  
Cadet Unit name

## **ANNEX C - Specimen Layout: Cadet Unit Standing Orders**

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### LIST OF SUGGESTED HEADINGS

#### **Part 1: Introduction**

1. Definitions
2. Acquaintance with Orders

#### **Part 2: Organisation**

3. Cadet Unit Organisation
4. Parade Routine/Times
5. Address and Telephone
6. Security
7. Keys
8. Duties (NZCF Officer and CDT NCO)
9. Accidents
10. Requestments (SCC Units)

#### **Part 3: Discipline**

11. Bounds
12. Leave
13. Dress and Bearing
14. Paying Compliments
15. Smoking
16. Conduct in Public
17. Cadet Unit Routine Orders
18. Alcohol
19. Drug/Solvent Abuse
20. Submitting Complaints/Requesting Interviews
21. Service Property/Cadet Unit Property
22. Firearms
23. Fire Orders
24. Boating Orders (SCC units)

#### **Annexes**

- A. Orderly/Duty/Officer of the Day Duties
- B. Duty/Orderly NCO Duties
- C. Staff Directives
- D. Quartermaster Duties (SCC units)

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## **CHAPTER 17 - Accounting for Clothing and Stores**

### **Property of the New Zealand Government**

17.1 All stores, equipment and books of reference issued or loaned to Cadet Units by CFTSUs remain the property of the NZDF/NZ Govt. It is the responsibility of the CUCDR to account for these items, in accordance with the instructions and relevant NZDF manuals about stores accounting procedures.

17.2 All clothing/uniform items issued to Cadet Units or purchased through the annual uniform replacement allowance also remain the property of the NZDF. It is the responsibility of the CUCDR to institute appropriate accounting procedures for the management of these.

17.3 Instructions to be followed in regards to clothing and stores when a Cadet Unit is placed in recess are contained in Chapter 21 of this Manual.

17.4 AC CFTSUs will be able to advise on the recording systems best suited to account for the acquisition, loan, transfer and disposal of clothing and stores. Existing systems used by the RNZN, NZ Army and RNZAF should be adopted for Cadet Unit clothing and stores handling. Standard forms are available from the Area CFTSU on request.

### **Custody of Stores**

17.5 Adequate facilities are to be provided for storing clothing and stores so as to:

- a. prevent losses by theft, deterioration due to exposure to weather, damage by fire or accident through improper stowage; and
- b. permit ease of handling.

17.6 Special attention should be paid to the following:

- a. Valuable and attractive stores are to be kept under separate lock and key. Where items bear serial numbers, these are to be shown on the back of the appropriate ledger pages.
- b. Explosives, highly flammable and dangerous goods are to be stored adequately to minimise the possibility of fire. The provisions of the Acts dealing with explosives and dangerous goods and the regulations are to be observed.
- c. Reasonable precautions including, where appropriate, the provision of fire-fighting apparatus, must be taken against the possibility of fire.

17.7 Keys to the stores premises, lockers etc, are to be held by the CUCDR or an NZCF Officer delegated by him/her.

17.8 Access to the stores is to be permitted to personnel authorised by the CUCDR only.

## **Insurance**

17.9 The NZDF policy relating to insurance is detailed in chapter 7 of this Manual.

## **Thefts**

17.10 Loss of stores by theft or suspected theft is to be reported immediately to the local NZ Police and the AC CFTSU. When the NZ Police are informed verbally in the first instance, a written confirmation is to follow without delay and the NZ Police requested to acknowledge its receipt.

17.11 Where the value of the stores is under \$100 the NZ Police need not be notified unless any of the following conditions exist:

- a. There is some indication as to the identity of the offender or reasonable hope of establishing identification;
- b. The identifiable or unusual nature of the stores indicates a reasonable chance of tracing them and establishing the identity of the offender;
- c. Systematic thefts are occurring; and
- d. The theft involves dangerous stores.

17.12 An interim report is to be forwarded to the AC CFTSU, with a copy to the USC or School Authority, immediately after a theft is suspected or discovered. On completion of investigations, a report is to be forwarded to the AC CFTSU, giving full particulars of the articles lost and precise information of the following points:

- a. the circumstances in which the articles were stolen or believed to have been stolen, together with the date of the loss and their value;
- b. in whose custody the articles were at the time of the actual or suspected theft;
- c. whether an inquiry was held and its results;
- d. whether the articles were recovered and, if not, what steps have been taken to recover them;
- e. what steps were taken to inform the Police, and with what results. The original NZ Police statement is to be forwarded;
- f. the names of any persons considered to have been negligent, or the reasons why no one is considered to have been negligent;
- g. full details of any disciplinary action taken or proposed;
- h. particulars of any monetary charges made or proposed; and
- i. any action taken to prevent a recurrence.

17.13 The report of any case in which a prosecution has taken place should be accompanied by an extract from the local newspaper, if the case has been reported, giving full particulars of the proceedings.

17.14 If there is no direct evidence of theft, but the circumstances preclude any other explanation of the loss, the case is to be dealt with as if a loss by theft.

### **Loan Items**

17.15 All items issued on permanent or temporary loan are to be recorded on a suitable sheet, book or card and the borrower's signature obtained. On return, each item is to be struck off the record and the signature of the person receiving the item inserted.

17.16 Articles on loan are to be deducted from the total stock held, to keep a balance of items held in the store.

### **Requesting Clothing**

17.17 **Initial Clothing Issues.** The CUCDR of a newly formed Cadet Unit which has been accorded recognition by the Minister of Defence may request from the AC CFTSU sufficient scaled items of clothing, embellishments, etc to outfit the Cadet Unit's strength of NZCF Officers and Cadets, up to the approved establishment for the Cadet Unit's grade.

17.18 Additionally, the CUCDR may request up to five extra sets of scaled cadet clothing to provide for a variation of sizes and additional recruits. The total cost of the initial clothing issue, as detailed in this paragraph, is to be a charge against the Single Service budget.

17.19 **Initial Clothing Issues to NZCF Officers.** The scales of clothing for NZCF Officers are detailed in the annexes to Chapter 14 of this Manual.

17.20 The items listed are the authorised scale of NZCF Officers and, apart from those items which are only available as an option for NZCF Officers to purchase, are to be issued to all newly commissioned NZCF Officers from the NZDF via SRM, HQ NZCF or directly to vendors on approval of HQ NZDF.

17.21 All clothing which is issued to NZCF Officers is to be a charge against the NZCF budget.

17.22 Used Serviceable clothing is not to be issued to NZCF Officers.

17.23 All issued uniform items, except items purchased at the individual's expense, remain the property of the NZDF and are to be returned on release. Failure to return items will likely result in NZDF cost recovery action in accordance with DFO.5.

17.24 **Replacement Issues - Officers.** Scale issue items of uniform which, through fair wear and tear, become unserviceable may be replaced on a one for one basis when written off. Replacements may be requested through the AC CFTSU and are to be a charge against the NZCF budget.

17.25 Replacement of the officer's 'optional to purchase items' may be purchased directly by the individual officer or by the cadet unit.

17.26 **Annual Uniform Replacement Allowance.** An annual uniform replacement allowance is granted annually to assist in the replacement of cadet uniform items which become unserviceable through fair wear and tear. The allowance payable is based on a Cadet Units average parading strength calculated from the preceding

years (1 Jul to 30 Jun the following year) parade figures as recorded on NZCF 20s over that period.

17.27 The allowance is based on a set dollar amount per average parading cadet. The set amount may vary from year to year as it is discretionary and dependant on the NZCF budget. The final allowance will be set annually by the COMDT NZCF.

17.28 Any NZCF 20s received post 20 Jul will disqualify for inclusion in the calculation for the allowance.

17.29 **Additional Purchase of Cadet Clothing.** CUCDRs who wish to obtain additional items of scaled clothing over and above their Unit's annual uniform replacement allowance, may request authority to make cash purchases from their AC CFTSU.

17.30 Cadet Clothing Approval to make such cash purchases may depend on any Service clothing purchase conditions/restrictions which might apply at the time and the current availability of the items required.

17.31 **Unit Re-grading: Clothing Issues.** When a Cadet Unit is re-graded to a higher grade there is no commitment on the NZDF to issue any extra scaled clothing as a charge against the NZCF budget. The Cadet Unit's entitlement to the annual clothing replacement allowance will, however, be increased to that which applies to the Cadet Unit's new grade based on the increased average parading Cadets.

17.32 When a Cadet Unit is re-graded to a lower grade, the annual clothing replacement allowance for the Cadet Unit will apply at the rate for the lower grade, again based on average parading figures.

### **Requesting Stores**

17.33 When requesting stores items the request is to be made in writing to their AC CFTSU.

### **Repayment for Clothing and Stores Lost or Damaged**

17.34 In all cases of loss or damage to stores and clothing which involve personal responsibility, the value of the items concerned shall be recovered from the person or persons responsible. A receipt for the money recovered is to be given.

17.35 The money recovered in respect of loss or damage to clothing or stores on issue or loan from the NZDF is to be paid into the Public Account at any receiver of the nearest Service establishment and a receipt for the payment obtained on the appropriate form.

17.36 The money recovered in respect of loss or damage to cadet unit clothing or stores is to be paid into the USC account and a receipt for the payment obtained from the Treasurer of the USC.

17.37 The clothing and stores may be removed from inventory once action at paragraph 17.35 or 17.36 has been completed.

17.38 The value of any clothing or stores on loan or issued by the NZDF may be obtained from the AC CFTSU who will obtain such from the Stores Officer at the appropriate Service establishment.

### **Transfer of Charge Between Cadet Unit Commanders**

17.39 On transfer of charge from one CUCDR to another, the incoming NZCF Officer is to verify, or cause to be verified by an NZCF Officer delegated by them, the stock of valuable or attractive stores.

17.40 It is not necessary to verify articles on permanent loan for which receipts are held. A certificate is to be appended to the account as shown at Annex A.

17.41 The NZCF Officer will be required to furnish full explanations of any important differences disclosed at stocktaking or transfer, and will be liable for deficiencies due to misconduct or negligence.

17.42 A copy of the certificate is to be forwarded to the AC CFTSU, with a copy to the USC or School Authority.

17.43 The responsibility of the NZCF Officer giving up charge ceases when the certificate has been signed by the NZCF Officer taking charge.

17.44 In all cases where the appointed CUCDR is not available to accept custody from their predecessor, the next senior NZCF Officer is to assume responsibility as temporary custodian of the stores. A similar course, with regards stocktaking, is to be followed by an NZCF Officer taking temporary charge of stores.

### **Issues to NZCF Personnel by NZDF Establishments**

17.45 Items of clothing, bedding, etc issued by NZDF Establishments to cadet officers and cadets undergoing training are to be withdrawn before cadets return to their Cadet Units.

17.46 The non-return of any item is to be dealt with by the ship or establishment concerned IAW current regulations.

### **Stores Accounting**

17.47 **Defence Stores.** A record of all receipts, returns and write-offs of NZDF stores is to be kept in a suitable register. All used registers and accounting documents are to be retained, pending inspection, when they will be removed by an Inspecting Officer.

17.48 **Consumable Stores.** No record need be kept of consumable items, but sufficient control is to be exercised to prevent any excessive expenditure or unauthorised use. All supply and receipt notes for consumable stores are to be retained pending inspection.

17.49 **Unit Stores.** All stores/property owned by a Cadet Unit and/or USC whether purchased, donated etc should be recorded in a Unit Property Register of which there should be two copies. One copy should be kept on the premises as the master copy and the other copy kept off the premises as an up-to-date duplicate copy to provide a register of property for insurance and replacement purposes should the Cadet Unit master copy be destroyed or lost.

### **Inspection of Accounts**

17.50 The accounting procedures maintained for stores will be subject to periodic examination by NZDF auditors or other authorised personnel. For this purpose all accounting papers are to be retained until the inspection has been carried out.

### **Manuals and Books of Reference**

17.51 An initial issue or electronic copy of NZDF and NZCF Manuals, as authorised, will be supplied without having to be requested.

17.52 New manuals, revised editions of existing books and amendment lists will also be supplied without having to be requested.

17.53 Publications required may be requested through the AC CFTSU.

### **Fire Extinguishers**

17.54 Cadet Units in Defence establishments will have their fire extinguishers serviced and maintained by the appropriate agency engaged for such purposes by the establishment.

17.55 Fire extinguishers in Cadet Units not in Defence establishments are to be serviced regularly. This is to be arranged through the USC or School Authority.

17.56 Reserved

17.57 Reserved

17.58 Reserved

17.59 Reserved

17.60 Reserved

17.61 Reserved

## ANNEX A - Sample Transfer Charge Certificate

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Unit -----

Date -----

1. I certify that I have mustered the stock of valuable and attractive articles and that the stock is correct. (In the event of differences add: ('except as shown on the form attached'))

2. Having regard to the results of this muster and from my personal observation, I am satisfied with the general state of the account and certify that I have taken over charge from:

\*----- as from \*\*-----

Name -----

Rank -----

\* Insert name and rank of outgoing CUCDR.

\*\* Insert date of appointment.

**Note.** When an NZCF Officer taking over charge is not satisfied in all respects they are to specify in the certificate the aspect of the account which they consider to be unsatisfactory.

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# **CHAPTER 18 - Identity Cards, Security, Radio Matters, Political Activities, Publicity and Recruiting**

## **SECTION 1 - Identity Cards**

### **Issue of the NZDF Identity Card (Cadet Forces)**

18.1 The NZDF Identity Card (Cadet Forces) (MD58) is issued to NZCF Officers as an aid to quick and easy identification and confirmation that the holder is an NZCF Officer. This is particularly important when NZCF duties require an NZCF Officer to have access on to an NZDF Establishment or Defence Area. NZCF Cadets and UOs are not to be issued with an NZDF ID Card (Cadet Forces) and are to carry their Cadet Record of Service booklet as identification when attending all NZCF activities, visiting NZDF Establishments and travelling in Service transport.

18.2 The overall control of the NZDF Identity Card (Cadet Forces) is vested in the COMDT NZCF who is to comply with the provisions of DFO 3, Part 14, Chapter 1.

### **Use of the NZDF Identity Card (Cadet Forces)**

18.3 The NZDF ID Card (Cadet Forces) issued to NZCF Officers:

- a. does not give the bearer right of entry into any Restricted Areas of any Defence Area;
- b. is to be kept secure at all times; and
- c. is issued to facilitate access to Defence Areas but does not automatically entitle access to a Defence Area.

### **Security**

18.4 The NZDF ID Card (Cadet Forces) is a numbered document. They are to be treated as confidential documents in the blank or incomplete state and are to be transmitted as confidential material. Losses of blank cards are to be reported and dealt with as for the loss of confidential material. Blank cards, if sent through the NZ Post are to be sent by registered mail.

### **Application for an NZDF Identity Card (Cadet Forces)**

18.5 HQNZCF will on receipt of a NZCF Officers' Commissioning Course nominal roll initiate ID card action.

18.6 A proforma (NZCF 509) acknowledging receipt and acceptance of the rules associated with the issue of an NZDF ID Card (Cadet Forces) is to be signed by the recipient at the time of issue and held on P/F by their CFTSU and HQNZCF.

### **Issue, Withdrawal or Replacement of Identity Cards**

18.7 **Occasions.** NZDF ID Cards (Cadet Forces) are to be issued or replaced on:

- a. enlistment;
- b. change in rank;

- c. change of name;
- d. change of appearance, if the photograph is no longer a true likeness of the holder;
- e. loss;
- f. mutilation; or
- g. five years from date of issue.

### **Recording**

18.8 The issue, cancellation and withdrawal of the NZDF ID Card (Cadet Forces) is to be recorded on the SO ADMIN Database, ID Card Table.

18.9 At least one month before an ID Card is due to expire HQNZCF will take action to initiate the issue of a new NZDF ID Card (Cadet Forces).

### **Carriage of ID Cards**

18.10 NZCF Officers are to carry their NZDF ID Card (Cadet Forces) at all times when in uniform or on NZCF activities, except when attending Physical Training or participating in activities that make it impractical to do so. When on an NZDF establishment the ID Card is to be carried at all times.

18.11 NZCF Officers are to produce the ID Card on demand when on NZDF Establishments, or at other times when requested to do so by other members of the Armed Forces, or members of the New Zealand Police.

18.12 NZCF Officers are not to surrender their ID Card to merchants in lieu of cash, or as a security.

18.13 NZCF Officers are not to allow their ID Card to be copied; including photocopied, or allow the details of the ID Card to be recorded as part of a data base, other than authorised NZDF systems.

### **Care and Custody of NZCF Identity Cards**

18.14 An NZCF Officer is responsible for:

- a. ensuring that his/her card does not fall into the hands of any unauthorised person through loss, neglect or misuse;
- b. keeping his/her card in a reasonable condition; and
- c. reporting the loss or damage of his/her card to his/her AC CFTSU without delay.

18.15 Every loss of, misuse or damage to an ID Card:

- a. is to be investigated by the AC CFTSU who is to forward a report to the COMDT NZCF setting out the following details:
  - (1) rank and name of holder.

- (2) serial number of lost card.
  - (3) circumstances of the loss, including any other property lost at the same time.
  - (4) action taken to effect recovery and results.
  - (5) recommendations, including measures needed to prevent a recurrence and the issue of a replacement card.
- b. may be treated as an act of misuse or negligence unbecoming of an NZCF member and may be subject to disciplinary action under the Code of Conduct.

### **Cancellation and Withdrawal of NZDF ID Cards (Cadet Forces)**

18.16 The NZD ID Card (Cadet Forces) is to be withdrawn or cancelled on the occasions listed in paragraph 18.7 b. to g. and in addition:

- a. on suspension, retirement or release from the Cadet Forces; and
- b. on death during service.

18.17 **Withdrawal.** Identity cards are to be withdrawn from a Service member as he or she completes his or her final clearance procedures prior to discharge.

18.18 **Cancellation.** All identity documents are to be cancelled when withdrawn by cutting off the corner of the document that features the crest. All cancelled identity documents are to be forwarded to HQNZCF (SO ADMIN) and if not accompanied by a NZCF 204 showing replacement action, are to be annotated with the reason for cancellation. Identity documents that are spoiled during processing are to be similarly treated.

### **Loss/Mutilation of Identity Cards**

18.19 An NZCF Officer who loses his or her identity card or whose identity card is mutilated is to report the matter to his or her CUCDR in writing. The report is to contain details of the document, circumstances of the loss or mutilation and action taken to effect recovery. All such reports are to be investigated and COMDT NZCF advised via AC CFTSU. Withdrawn cards are to be forwarded to the COMDT NZCF for cancellation.

### **Retention, Storage and Disposal of Information**

18.20 NZCF Officers from whom information, including photographs, is obtained in order to produce and issue their NZDF ID Card (cadet Forces) are to be advised that the information so obtained will be held in confidence for administrative and security purposes in accordance with the Privacy Act 1993.

18.21 NZCF Officers are also to be advised that the information, apart from signature blocks, may be used to produce or supplement official documents, including, but not limited to:

- a. press releases and public announcements relating to the individual;

- b. annual or special performance reports, appraisals or personal submissions; and
- c. other identification purposes.

18.22 The NZDF ID Card (Cadet Forces) information supplied by NZCF Service members forms part of their official NZCF Personal records and is to be retained by the NZDF after the NZCF Officer's release or discharge in accordance with the Archives, Culture and Heritage Reform Act 2000.

18.23 Information retained on the ID Card register is part of the NZDF's official records and is to be retained and or disposed of, in accordance with the Public Records Act 2005. The information is only to be used for official purposes.

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## SECTION 2 - Security Matters

### Security of Information

18.30 Members of the Armed Forces who are conducting Authorised Activities may make official Defence information available to members of the NZCF on a 'need to know' basis, sufficient for NZCF training needs only.

18.31 Any information about matters of Defence is not to be communicated by any NZCF Officer to anyone other than for official purposes.

### Security of Material

18.32 It is the responsibility of all NZCF Officers to be conscious of the need for the proper and secure handling of stores. All NZCF Officers are responsible to their CUCDR for taking immediate action to prevent the likely misuse, loss or damage to stores and equipment and to report the matter at the earliest opportunity.

18.33 All CUCDRs are responsible for the custody and care of the stores and equipment on issue to the Cadet Unit. Chapter 17 refers to custody of stores and details the action to be taken in cases of loss and theft of stores.

18.34 During courses and camps the custody and care of stores and equipment being used whether NZCF or NZDF items, is the responsibility of the NZCF OIC. It is the responsibility of all NZCF Officers attending the activity for taking action to prevent any likelihood of misuse, losses or damage occurring and for reporting matters to the NZCF OIC.

18.35 All firearms which have been rendered unserviceable and are for drill purposes only or have been issued for firing purposes, are to be secured in approved firearms storage rooms or security containers which are secured against removal. Detailed information on the security of firearms is contained in Chapter 13, Section 2.

### Protection of Personal Particulars (Privacy Act)

18.36 As the Privacy Act 1993 applies to voluntary organisations, the provisions of The Act apply to all personal information obtained and held regarding members of the NZCF. Personal information is defined as information about any identifiable individual.

18.37 CUCDRs are responsible for ensuring that the following conditions are followed in regards to personal information collected, stored, and used by their Cadet Unit:

a. **Collection:**

- (1) Personal information may only be collected by a Cadet Unit if it is collected for a lawful purpose connected with the functioning/activities of the Cadet Unit and is necessary for that purpose.
- (2) Personal information must be collected from the individual concerned, or from the public domain.

- (3) When personal information is collected from an individual they are to be made aware of:
  - (a) the fact that the information is being collected;
  - (b) the purpose for which the information is being collected;
  - (c) the intended recipients of the information;
  - (d) the name and address of the agency collecting and holding the information;
  - (e) the consequences of not providing the information; and
  - (f) the rights of access to and correction of the information.

b. **Storage and Security:**

- (1) Cadet Units must take reasonable security safeguards against unauthorised use or disclosure of the information.
- (2) Personal information must be stored so that it can only be accessed by personnel authorised to do so.
- (3) Personal information is only to be kept for as long as it is required for the purposes for which it may lawfully be used.

c. **Use and Disclosure:**

- (1) Individuals have a right to access information held about themselves and ask to have it corrected if it is wrong.
- (2) Before information is used Cadet Units are to take reasonable steps to ensure that the information is accurate, up to date, complete, relevant and not misleading.
- (3) Information collected for one purpose may not be used for any other purpose without the prior authorisation of the individual concerned.
- (4) Information must not be disclosed to anyone for purposes other than for which it was collected, unless the prior authorisation of the individual concerned is gained.

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## SECTION 3 - Radio Matters

### General

18.44 Members of the NZCF during Recognised Activities may have cause to use radios for both training and safety purposes.

18.45 Radios may be owned by Cadet Unit Support Committees and must be licensed in accordance with any Government regulations. NZDF Units and other organisations may also loan radios to Cadet Units for specific activities. In such cases CUCDRs are responsible for ensuring that only the frequencies allocated by the loaning agency are used.

### Radio Procedure and Discipline

18.46 At all times when NZCF personnel are using radios, correct radio procedure and discipline is to be followed and only personnel who have completed training in radio procedure are permitted to operate radios.

18.47 During a radio transmission, any radio operator who is a member of the NZCF is prohibited from making any reference to any military activities, nor to any subject of military interest, such as the composition of any force or unit, the nature of its work, its equipment or its role in operations or exercises.

### Amateur Radio Transmitting Stations within the Cadet Forces

18.48 The installation and use of amateur radio transmitting apparatus by Cadet Units on NZDF property in New Zealand is subject to the following conditions of use:

- a. approval is obtained from the Service CO of the Unit, Base, Camp from which it is intended to operate the apparatus;
- b. the installation conforms with recognised safety standards and does not interfere with authorised electronic transmissions;
- c. the NZDF accepts no responsibility for any loss, damage or injury arising from the use of the apparatus; and
- d. the apparatus is correctly licensed in accordance with Government regulations.

18.49 Whether or not an amateur radio transmitting apparatus is located on NZDF property, any operator who is a member of the NZCF is to observe the following security precautions. Furthermore the following notice is to be displayed at any such apparatus:

*'An operator is not to make any reference to any military activities nor to any subject of military interest such as the composition of any force or unit, the nature of its work, its equipment or its role in operations or exercises, during a radio transmission or in subsequent correspondence with a radio contact.'*

18.50 Any operator who is a member of the NZCF is advised to observe the following guidelines:

- a. an operator is to notify their CUCDR immediately of any written communication, including Quebec Sign Language (QSL) cards, which they receive as a result of a radio contact with an operator in any non-aligned country, so that an assessment may be made of any security significance such communication may have. If an operator is in any doubt about any communication from any country they are to report this to the AC CFTSU through their CUCDR.
- b. an operator is similarly to notify the CUCDR immediately of any written communication, including QSL cards they receive which includes comments or questions tending to show an interest in military or political affairs.
- c. the above guidelines also apply to those Cadet Units which only operate communications receivers but who may correspond by letter or QSL card with other amateur radio operators.

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## SECTION 4 - Political Activities: Members of the Cadet Forces

### General

18.57 The definition of terms used in this instruction is as in the Defence Act 1990, Section 2.

18.58 Members of the Armed Forces and the NZCF hold the same basic rights as other citizens. They may vote, join political parties, hold political views and seek election to Parliament. Members of the Armed Forces however, as military servants of the Crown and liable for service on operational tasks or for duties in aid of the civil authorities, accept certain constraints on their political activities. In the Armed Forces:

- a. members of the Regular Force are not to assume a public role in support of any political party while they remain active members of the Armed Forces; and
- b. members of the Reserve Forces are not to assume a public role in support of any political party while they are on duty and/or wearing uniform. At other times members of the Reserve Forces are expected to exercise discretion in overt political activities.

18.59 It is therefore similarly expected that NZCF personnel follow the same lines of disassociation from political activities.

### Purpose

18.60 The purpose of this section is to:

- a. set out the guidelines which members of the NZCF are to follow in regard to participation in political activities; and
- b. acquaint the USCs and recognised civilian support organisations with this matter. It is expected that those organisations will accordingly assist the Cadet Units in the observance of the guidelines given in paragraphs 18.57 - 18.68.

### Guidelines for Members of the NZCF

18.61 The following guidelines are advised so that:

- a. CUCDRs, where necessary, can take appropriate action: and
- b. NZCF Officers may conduct themselves with propriety.

18.62 **Posting of Political Notices.** There is no objection to the posting of notices on Cadet Unit notice boards giving notice of the holding of electioneering meetings; but the posting of such notices on Cadet Unit notice boards on Defence Areas must have the permission of the OIC of that Area. Indiscriminate posting of notices or posters advertising electioneering meetings is not permitted. All other forms of political notices which may be received are not to be displayed on Cadet Unit notice boards.

18.63 **Canvassing.** Members of the NZCF are not to participate in canvassing activities while in uniform.

18.64 **Other Political Activities.** It is not permitted for members of the NZDF and NZCF to carry out other political activities within the limits of a military establishment.

18.65 **Wearing of Emblems.** The wearing of party emblems or ribbons, or other political badges on uniforms is not permitted.

18.66 **Candidates for Parliament.** A member of the NZCF on becoming aware that he/she is to be nominated as a candidate for a seat in the House of Representatives, is to be granted LOA by his/her CUCDR. The period of leave is to be on and from the day appointed in the writ as the last day for the nomination of candidates (Nomination Day) until the first working day following the seventh day after polling. If this period is to exceed three months an application for transfer to the Supernumerary List is to be made.

18.67 **Withdrawal.** A candidate for election to Parliament is entitled to withdraw a nomination up to noon on nomination day. If the member of the NZCF does so withdraw, they may resume duty on the next working day after the nomination is withdrawn. As withdrawal is not permitted after noon on nomination day, a member of the NZCF who, after this time signifies that they will not contest the election for which they have been nominated as a candidate, may not resume duty until the first working day after the seventh day after polling day, or the first working day following the declaration of the official results, whichever is the later.

18.68 **Election to Parliament.** If a member of the NZCF is elected as a Member of Parliament that member is to resign or be released from the NZCF.

18.69 **Unsuccessful Candidates.** If a member of the NZCF standing for election to Parliament is not elected, they may resume duty on the first working day following the seventh day after polling day or on the day on which the result of the poll is known.

18.70 **Wearing of Uniform.** A member of the NZCF, to whom leave has been granted to enable them to stand for election to Parliament, is not permitted to wear uniform whilst pursuing their political activities, nor are members of the NZCF permitted to wear uniform whilst attending political meetings in any capacity of active support for the party or parties concerned.

18.71 **Candidates for Local Body Elections.** Local bodies require varying degrees of commitment from their elected members. Members of the NZCF standing for election to local bodies must in all cases inform their CUCDR. Where there is a full time commitment the same general procedures as for a candidate in a Parliamentary election are to be followed. In all cases where there is a conflict between the elected position and NZCF duties the member is either to resign from the local body concerned or resign from the NZCF.

18.72 **Visits to Defence Areas.** Subject to the exigencies of the Service, OICs of Defence Areas normally accede to requests by Members of Parliament to visit establishments within their electorates for the purpose of familiarisation with the function of the establishment and living and working conditions of members of the NZDF on the establishment. Requests to visit made by Members of Parliament for other electorates are, however, to be referred for decision to HQNZDF. Therefore:

- a. those CUCDRs whose Cadet Unit is accommodated within a military establishment may accept an invitation from Members of Parliament to visit their Cadet Unit, but must inform the Commanding Officer of that establishment without delay.
- b. all CUCDRs, whether the Cadet Unit is accommodated in a military establishment or not, are to advise their AC CFTSU of any arrangements for visits to Cadet Units by Members of Parliament.
- c. prior to a general election and up to election day, official candidates for election to Parliament are to be accorded the same entitlements to visit military or Cadet Unit establishments within the electorate for which they are standing, as are normally given to the local Member of Parliament for that electorate.

18.73 **School Units.** School Units of the NZCF are outside the provisions of the above paragraphs, except when they are conducting activities within a military establishment. During the conduct of the School Unit activities in or near the school environs any participation in political activities is to be conducted under the direction and control of the school authorities.

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## **SECTION 5 - Publicity and Recruiting**

### **Publicity**

18.80 The publicising of NZCF activities and achievements will be arranged by the CUCDR assisted by his/her USC.

18.81 A copy of any printed publicity is to be forwarded to HQNZCF, through their AC CFTSU, for information and historical record. The copy should have annotated on it the date and source from which the material was obtained.

### **Media Enquiries**

18.82 NZCF Officers need to be aware of the dangers of answering simple factual media questions on NZCF activities and then being drawn into discussions which could move to other aspects of NZCF or NZDF policy and issues. Accordingly, when a media enquiry shifts from a purely local Cadet Unit matter the reporter is to be referred to HQNZCF.

### **Recruiting**

18.83 It is the responsibility of the community, represented by the CUCDR and the USC, to provide sufficient Cadets to meet the establishment of a Cadet Unit. This entails not only the annual recruiting drive for probationary Cadets, but also the provision of an interesting annual training/activity programme which is designed to promote the retention of existing enrolled Cadets.

18.84 While the assistance of NZCF Area Advisors in Cadet Unit recruiting drives may be available from time to time (as their duties permit), the NZDF accepts no responsibility or commitment in regard to maintaining the Cadet numbers of any particular Cadet Unit. Nevertheless, the Area staff of the NZCF are able to provide advice to CUCDRs on recruiting matters.

18.85 The formulation of recruiting policies and the provision of recruiting material (including media campaigns, advertising etc) are the responsibility of the recognised civilian support organisations.

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## CHAPTER 19 - Ceremonial

### Ceremonial Precedence

19.1 Cadet Units of the NZCF will march behind all the Armed Forces in the following order of march:

- a. Sea Cadet Corps;
- b. New Zealand Cadet Corps; then
- c. Air Training Corps.

### Sea Cadet Corps Colour

19.2 The Colour of the SCC is the Union Jack, fringed and tasselled in gold and defaced in the centre by the Sea Cadet Corps crest, i.e., fowl anchor surrounded by a garter which is inscribed Sea Cadet Corps over a scroll with the motto 'Ready Aye, Ready', the whole device surmounted by the Naval Crown. The dimensions of the Colour are two metres by one metre without fringe. The proper head for the Colour Staff is the Naval Crown in gilt.

### Principles Governing Presentation of the Colour

19.3 A Cadet Unit may receive a Sea Cadet Corps Colour only if the Cadet Unit has the ability to parade the Colour with the ceremony and dignity such an emblem requires. The minimum Cadet Unit parading strength of four NZCF Officers and 35 Cadets is required for the Guard, Colour Party, Gangway Staff and Platoon.

19.4 The Cadet Unit is to have attained a high standard of all round efficiency.

### Approving Authority for Presentation of the Colour

19.5 The SCANZ National President, in consultation with the COMDT NZCF, will confirm that the principles laid down in paragraphs 19.3 and 19.4 can be complied with and will approve the presentation, at Cadet Unit expense, of a Sea Cadet Corps Colour.

19.6 Detailed instructions regarding the honours to be paid to the Colour and the ceremonial to be observed are at Annex A.

### New Zealand Cadet Corps Flag

19.7 The NZCC Flag is two metres by one metre, divided horizontally into two equal panels, the upper red and the lower black. The Corps Badge is positioned in the Canton, or place of Honour:

- a. for those School Units or Cadet Units with a shield or similarly suitable crest, the crest or shield will be positioned centrally on the Flag, or
- b. alternatively, the name of the school or Cadet Unit will be placed in the upper panel with the word 'Cadets' in the lower panel, both in white.

19.8 The cost of such a Flag is to be at the expense of the school or Cadet Unit concerned.

19.9 Detailed instructions regarding the honours to be paid to the Flag and the ceremonial to be observed are at Annex B.

### **Air Training Corps Standard**

19.10 The ATC Standard is two metres by one metre, sky blue in colour with the Union Jack in the Canton, or place of honour. The ATC crest is positioned in the middle of the 2nd and 4th quarters.

### **Procedure for Borrowing the Standard**

19.11 An ATC Standard is retained at each CFTSU. Applications to borrow the Standard are to be made to the AC CFTSU stating:

- a. date of function;
- b. function for which the Standard is required; and
- c. the name and appointment of any visiting or officiating VIP.

19.12 The Standard is usually available for collection three days before the function and is to be returned the first working day following the function.

19.13 The CUCDR will be held responsible for the Standard while it is in his/her possession. If the Standard is damaged whilst on loan, it is to be returned to the AC CFTSU without delay with a report of the circumstances.

19.14 As the pike is jointed and a bag provided, the Standard can be carried or placed in a car. A Standard Belt is supplied.

19.15 Instructions on Standard Drill are at Annex C.

### **Inspecting or Reviewing Officers for End of Year Parade and/or Prize Giving Ceremonies**

19.16 The following criteria are to be adopted when inviting a dignitary as the Inspecting Officer to attend either End of Year Parades and/or Prize Giving Ceremonies:

- a. if a National award is being presented then the Inspecting Officer may be of Brigadier (E) rank or above (if still serving); and
- b. on all other occasions, the Mayor or local Member of Parliament or Senior NZDF officer, i.e. Major to Colonel (E), may be invited.

19.17 CUCDRs are to ensure that whenever their Unit Support Committee is considering extending an invitation to a VIP to attend or review an NZCF activity, the invitation is forwarded through the COMDT NZCF to allow it to be processed through HQ NZDF.

19.18 Para 19.17 applies when invitations are proposed for dignitaries such as the Governor General, Prime Minister, Cabinet Ministers, and Members of Parliament. This requirement does not apply when invitations are extended to local dignitaries such as the Mayor, or single Service chiefs, however, in these circumstances HQ NZCF is a required Information Addressee.

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## **ANNEX A - Parading the Sea Cadet Corps Colour**

1. The SCC Colour is dedicated, but not consecrated, and does not rank as a full military Colour, Guidon or Standard. It will not, therefore, be 'trooped' in the ceremonial sense.
2. The SCC Colour is to be treated with 'due ceremony'. Within the NZCF this means:
  - a. it is to be given the respect accorded to a Colour except that:
    - (1) it is not to be received on Parade with a 'Present Arms', but only a 'Shoulder Arms'.
    - (2) it is not to be saluted by persons or formed bodies passing it.
  - b. when the SCC Colour passes persons or formed bodies they are to stand to attention: and
  - c. when on parade, with the exception of Church parades, it is to be escorted.
3. The rules in paragraph 2 apply only to members of the NZCF. Others, (e.g., members of the RF or Reserve Forces) will recognise it to the extent of paying it due respect by standing to attention when it comes on parade. This they will do even if only members of an audience, or as spectators at a parade at which the Colour is carried.

### **Occasions for Parading the Sea Cadet Corps Colour**

4. The SC Colour is to be paraded on the following occasions only and requires the prior permission of the AC CFTSU:
  - a. by a Guard of Honour mounted for Her Majesty the Queen or for a member of the Royal Family;
  - b. on the anniversary of Her Majesty's Birthday; and
  - c. on such important occasions as may from time to time be authorised by the AC CFTSU on application from CUCDRs.
5. The Colour, when carried uncased, is to be received with the highest respect.

### **Composition of Colour Party and Guard of Honour (or Escort Company)**

6. When the Colour is paraded a Colour Party and a Guard of Honour (or Escort Company) are required. These are to consist of:
  - a. **Colour Party:**
    - (1) a SLT or LT should carry the Colour, but if an NZCF Officer is not available, an UO may do so with the concurrence of their AC CFTSU;

- (2) in the event of an NZCF Officer carrying the Colour the remainder of the Colour Party should consist of one CDTW/O and two POCDTs each carrying ceremonial weapons, refer to chapter 13.
  - (3) when the Colour is carried by an UO the remainder of the Colour Party should comprise one CDTW/O and two LCDTs all carrying ceremonial weapons, refer to Chapter 13.
  - (4) if POCDTs or LCDTs cannot be provided in (2) and (3) above selected ABCDTs may take their place.
- b. **Guard of Honour** (or Escort Company). The Guard is **not** to be less than 10 Cadets strong excluding Colour Party.

## Definitions

7. The various positions used in carrying the Colour are defined as:
- a. **`Order'**. - The Colour Staff will be held with the right hand at that part where the lowest corner of the Colour reaches. The Staff will be perpendicular with the bottom resting on the ground in line with and against the right toe, the elbow close to the body. The Colour will not be stretched down the Staff but will be allowed to hang naturally.
  - b. **`Stand at Ease'**. – The Colour remains perpendicular, the left hand remains at the side and the left foot is carried out.
  - c. **`Carry'**. - Raise the Colour to a perpendicular position in front of the body, guiding the base of the Staff into the socket of the belt with the left hand. The right hand will be in the centre of and in line with the mouth, with the back of the hand to the front and the elbow close to the body.
  - d. **`Slope'**. - Raise the Colour just clear of the socket, and then lower the Colour sharply on to the right shoulder. The angle of the slope should be the same as the slope of the rifle, the elbow close to the side. The Colour should hang over and drape the right shoulder and arm. The staff should not show between hand and shoulder.
  - e. **`Let Fly'**. - Release the Colour with the right hand and seize the Staff immediately.
  - f. **`Catch the Colour'**. - Seize the Colour with the right hand and resume the position of `Carry'.

*Care must be taken to look straight to the front when dipping the Colour and not follow it with the eyes;*

*If the ground is muddy the Colour is held in the hand to prevent it becoming soiled.*

*Should the wind be blowing from the right of the Guard the Colour is spread on the ground on the left of the Staff.*

8. **Rules to be Observed.** On all Ceremonial Parades the following rules as to the carrying of the Colour are to be observed:

- a. when at the Halt, the Colour will never be sloped. It will be at the 'Carry' or the 'Order' according to whether arms are at the Slope or Order, but during an Inspection when arms are at the Order, the Colour will be at the 'Carry'; and
- b. when on the March the Colour will always be carried at the 'Slope', except when on the Review Ground when it will be at the 'Carry'.

9. The Salute by dipping the Colour is reserved for Her Majesty the Queen, members of the Royal Family, Foreign Sovereigns, Presidents of Republican States and members of Foreign Reigning Royal Families. Other Reviewing Officers are saluted by 'letting fly' the Colour.

*Care must be taken to look straight to the front when dipping the Colour and not follow it with the eyes;*

*If the ground is muddy the Colour is held in the hand to prevent it becoming soiled.*

*Should the wind be blowing from the right of the Guard the Colour is spread on the ground on the left of the Staff.*

10. On the caution '**Royal Salute**' the Flag is to be let 'fly' as follows:
- a. **1st Movement.** Raise the Flag just clear of the socket of the belt at the same time dropping the right forearm onto the pike.
  - b. **2nd Movement.** Lower the Flag.
11. CUCDRs are to consult their Area Advisors re reference BR 1834 should more detailed Flag Ceremonial Drills be required.

## ANNEX B - Parading the New Zealand Cadet Corps Flag

1. The Flag is dedicated, but not consecrated, and does not rank as a Colour or Guidon. It will not, therefore, be 'trooped' in the ceremonial sense.
2. The Flag is to be treated with 'due ceremony'. Within the NZCF this means:
  - a. it is to be given the respect accorded to a Colour except that:
    - (1) it is not to be received on Parade with a 'Present Arms', but only a 'Shoulder Arms'.
    - (2) it is not to be saluted by persons or formed bodies passing it.
  - b. when the Flag passes persons or formed bodies they are to stand to attention; and
  - c. when on parade with the exception of Church parades, it is to be escorted.
3. The rules in paragraph 2 apply only to members of the NZCF. Others, (e.g., members of the RF or Reserve Forces) will recognise it to the extent of paying it due respect by standing to attention when it comes on parade. This they will do even if only members of an audience, or as spectators at a parade on which the Flag is carried.

### Flag Drill

4. The movements of Flag drill are to be carried out at 40 movements to the minute. When there are only two movements with the Flag and three with the rifle, the Flag is to be moved with the first and third movements of the rifle.
5. The Flag belt is only worn over the left shoulder.

### Flag Party

6. The Flag is to be carried by a NZCC Junior Officer or UO and the remainder of the Flag Party should consist of one CDTW/O and two CDTSSGT, or, one CDTSSGT and two CDTSGTs. The two escorts may carry the Norinco Ceremonial rifles, refer to Chapter 14.

### Definitions

7. **'Order'**. The Flag pike will be held with the right hand outstretched down the pike. The pike will be perpendicular, the bottom of the pike resting on the ground in line with, and against, the right toe, the elbow close to the body.
8. The Flag will be allowed to hang naturally.
9. **'Stand at Ease'**. The movements will be normal except that the left hand will remain at the side and the Flag will be kept vertical at the right side (A Flag party should not Stand Easy).
10. **'Carry'** - from the **'Order'**:

- a. **First Movement.** Raise the Flag sharply to a vertical position in front of the body, keeping the right forearm along the pike for control. At the same time bring the left hand to the base of the pike, and guide it into the socket of the Flag belt, keeping the left elbow into the body; and
- b. **Second Movement.** Cut the left hand smartly to the side, at the same time raise the right forearm to a horizontal position.

**Notes:**

1. Pike to be vertical.
2. Centre of the right hand opposite the mouth, back of the hand to the front.
3. Wrist and forearm are kept at right angles to the pike.

11. **'Order'** - from the **'Carry'**:

- a. **1st Movement** - Raise the Flag until the pike is clear of the socket of the Flag belt controlling the base of the pike with the left hand and dropping the right forearm on to the pike as in the first movement of the carry;
- b. **2nd Movement** - Lower the Flag to the position of the order, catching the pike with the left hand, left forearm being horizontal; and
- c. **3rd Movement** - Cut the left hand to the side.

12. The **Slope** from the **Carry** – on the order **“QUICK MARCH”**:

- a. **First Movement** - Lower the right forearm along the pike and raise the Flag just clear of the socket of the Flag belt controlling the base of the pike with the left hand; and
- b. **Second Movement** - Lower the Flag sharply on to the right shoulder and, at the same time cut the left hand to the side. The angle of the Flag pike should be approximately 45 degrees, right elbow into the right side and the forearm horizontal. The Flag should hang over and cover the right shoulder and arm and fall across the pike as far down as the right hand.

**Note:** Each movement is carried out on successive paces of the left foot.

13. The **Carry** from the **Slope** – on the order **“HALT”**:

- a. **First Movement** - Raise the Flag sharply to the vertical position in front of the body, keeping the right forearm along the pike for control. At the same time bring the left hand to the base of the pike and guide it into the socket of the Flag belt, keeping the left elbow into the body; and
- b. **Second Movement** - Cut the left hand smartly to the side at the same time raise the forearm to the horizontal position.

14. To let the Flag Fly – When at the Carry only - Release the Flag with the right hand and seize the pike again immediately by sliding the right hand down then back up the pike.

15. To Catch the Flag - With the left hand grasp the pike directly under the right hand, back of the hand to the front, and the left forearm along the pike. At the same time drop the right forearm along the pike. Release the right hand and grasp the Flag. Return the right hand to the pike as in the first movement of the Carry. Cut the left arm to the side and at the same time raise the right forearm to the second position of the Carry.

**Notes:**

1. If the Flag is flying to the left remove the left hand and catch the Flag as detailed above.
2. If the wind is very strong and the Flag cannot be caught then the Flag Bearer is to lower the Flag to the Order when at the halt, catch the Flag, and resume the Carry position.
3. These movements are to be carried out in successive beats of the left foot, on the march.

16. **Compliments with the Flag.** The salute by dipping the Flag is reserved for Her Majesty the Queen, members of the Royal Family, Foreign Sovereigns, Presidents of Republican states and members of Foreign Reigning Royal Families. Other Reviewing Officers are saluted by 'letting fly' the standard.

17. On the caution '**Royal Salute**' the Flag is to be let 'fly' as follows:

- a. **1st Movement** - Raise the Flag just clear of the socket of the belt at the same time dropping the right forearm onto the pike; and
- b. **2nd Movement** - Lower the Flag.

**Notes:**

1. Carry the Flag well to the right and lower it with a sweeping motion to a position in front of and in line with, the right toe, the head of the pike just clear of the ground, the Flag being spread on the ground and to the right of the pike.
2. The pike should be held under the right armpit, the back of the hand towards the ground, and the right elbow close to the body.
3. Care must be taken to look straight to the front when lowering the Standard and not to follow it with the eyes.
4. The Flag is not to be lowered onto muddy ground. If the ground is muddy or wet the pike is to be held horizontally in front of the right shoulder, Flag clear of the ground.

18. '**Carry**'- from 'Lowering the Flag'. Raise the Flag to the position of the Carry.

**Notes:**

1. The Flag should be raised with the right hand and pressure of the pike under the armpit. The left hand may be used to guide the pike into the socket. Care must be taken that the body is not moved to assist raising the flag.
  2. **Position of Flag during an Inspection.** During an inspection, when the cadets are at the Order, the Flag will be at the Carry but the movements of the escort will conform with those of other cadets on parade.
19. **Compliments on the March.** The Flag is to remain flying and the Flag Bearer and Escort are to continue to look to their front.
20. Marching the Flag on and off Parade:
- a. the Flag and Escort are to be formed at a convenient place, just off the Parade Ground. The Parade will be brought to the 'Shoulder' and the Parade Commander is to order 'March on the Flag'. The Flag and Escort are then to march on parade and halt in their posted position under the Command of the Flag Bearer;
  - b. Marching off parade - The Parade Commander will order the parade to 'Shoulder Arms', followed by the Command 'March off the Flag'; and
  - c. when the Flag and Escort is clear of the Parade Ground, the cadets may be dismissed.
21. CUCDRs are to consult their Area Advisors re reference NZP6(A) should more detailed Flag Ceremonial Drills be required.

## ANNEX C - Parading the Air Training Corps Standard

1. The ATC Standard is dedicated, but not consecrated, and does not rank as a full military Colour, Standard or Guidon. It will not, therefore, be 'trooped' in the ceremonial sense.
2. The ATC Standard is to be treated with 'due ceremony'. Within the NZCF this means:
  - a. it is to be given the respect accorded to a Colour/Standard except that:
    - (1) it is not to be received on Parade with a 'Present Arms', but only a 'Shoulder Arms'.
    - (2) it is not to be saluted by persons or formed bodies passing it.
  - b. when the ATC Standard passes persons or formed bodies they are to stand to attention; and
  - c. when on parade, with the exception of Church parades, it is to be escorted.
3. The rules in paragraph 2 apply only to members of the NZCF. Others, (e.g., members of the RF or Reserve Forces) will recognise it to the extent of paying it due respect by standing to attention when it comes on parade. This they will do even if only members of an audience, or as spectators at a parade at which the Standard is carried.

### Standard Drill

4. The movements of Standard drill are to be performed in the same time as arms drill.
5. The Standard belt is only worn over the left shoulder.

### Standard Party

6. The Standard is to be normally carried by an ATC junior officer or UO and the remainder of the Standard Party should consist of one CDTW/O and two CDTF/Ss or, one CDTF/S and two CDTSGTs. The two escorts may carry ceremonial weapon, refer to Chapter 13.

### Definitions

7. **'Order'**. The Standard pike will be held with the right hand outstretched down the pike. The pike will be perpendicular, the bottom of the pike resting on the ground in line with and against the right toe with the elbow close to the body.
8. The Standard will be allowed to hang naturally.
9. **'Stand at Ease' and 'Stand Easy'**. The movements will be normal except that the left hand will remain at the side and the Standard will be held perpendicular to the right side.

10. **'Carry'- from the 'Order'**. Raise the Standard to a perpendicular position in front of the body guiding the base of the pike into the socket of the Standard belt with the left hand and keeping the right forearm on the pike for control. Cut the left hand smartly to the side and at the same time raise the right forearm to a horizontal position. The right hand will be opposite the centre of the mouth, back of the hand to the front, wrist and forearm horizontal, i.e., at right angles to the pike which will be held in the perpendicular position.

11. **'Order' - from the 'Carry':**

- a. **1st Motion** - Raise the Standard just clear of the socket of the Standard belt controlling the base of the pike with the left hand and dropping the right forearm on to the pike;
- b. **2nd Motion** - Lower the Standard to the position of the order, catching the pike with the left hand; and
- c. **3rd Motion** - Cut the left hand to the side.

12. **Compliments with the Standard.** The salute by dipping the Standard is reserved for Her Majesty the Queen, members of the Royal Family, Foreign Sovereigns, Presidents of Republican states and members of Foreign Reigning Royal Families. Other Reviewing Officers are saluted by 'letting fly' the Standard.

13. On the caution **'Royal Salute':**

- a. **1st Motion** - Raise the Standard just clear of the socket of the belt and
- b. **2nd Motion** - Lower the pike.

**Notes:**

1. Carry the Standard well to the right and lower it with a sweeping motion to a position in front of and in line with, the right toe, the head of the pike just clear of the ground, the Standard being spread on the ground and to the right of the pike.
2. The pike should be held under the right armpit, the back of the hand towards the ground and the right elbow close to the body.
3. Care must be taken to look straight to the front when lowering the Standard and not to follow it with the eyes.
4. The Standard is not to be lowered on to muddy ground.

14. **'Carry'- from 'Lowering the Standard'**. Raise the Standard to the position of the Carry.

**Note:** The Standard should be raised with the right hand and pressure of the pike under the armpit. The left hand may be used to guide the pike into the socket. Care must be taken that the body is not moved to assist raising the Standard.

15. **Position of Standard during an Inspection.** During an inspection, when the Cadets are at the Order, the Standard will be at the Carry but the movements of the escort will conform with those of other cadets on parade.

16. **Compliments on the March.** The Standard is to remain flying and the Standard Bearer and Escort are to continue to look to their front.

17. **Marching the Standard on and off Parade:**

- a. the Standard and Escort are to be formed at a convenient place, just off the Parade Ground. The Parade will be brought to the 'Shoulder' and the Parade Commander is to order 'March on the Standard'. The Standard and Escort are then to march on parade and halt in their posted position under the Command of the Standard Bearer.
- b. Marching off Parade:
  - (1) The Parade Commander will order the parade to 'Shoulder Arms', followed by the Command 'March off the Standard'.
  - (2) When the Standard and Escort are clear of the Parade Ground, the cadets may be dismissed.

18. CUCDRs are to consult their Area Advisors re reference NZAP818 should more detailed Standard Ceremonial Drills be required.

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## **CHAPTER 20 - Honorary Chaplains and Supplementary Staff**

### **Honorary Chaplains**

20.1 CUCDRs, with the concurrence of the school authority or the USC as appropriate, may engage Honorary Chaplains. Such Honorary Chaplains will not be appointed as NZCF Officers or granted NZCF commissions. Honorary Chaplains may only wear uniform if already entitled through their connections with the Services. In all other respects such Honorary Chaplains are entirely the responsibility of the CUCDR and the USC or school authority.

### **Supplementary Staff**

20.2 CUCDRs, with the concurrence of the school authority or the USC may engage Supplementary Staff whose particular professional or trade skills meet a training or Cadet Unit requirement which otherwise could not be fulfilled because of a lack of suitable expertise amongst a Cadet Units NZCF Officer staff. Supplementary Staff may be engaged in support or instructional roles.

20.3 Supplementary Staff includes civilians, retired members of the Armed Forces and current members of the Armed Forces who volunteer their services to a Cadet Unit. Supplementary Staff do not include individuals who are invited to attend a Cadet Unit or an occasional irregular basis as visiting/guest instructors.

20.4 CUCDRs are to ensure that Supplementary Staff engaged for duty with their Cadet Unit are suitable not only professionally, but are also persons of integrity and good character.

20.5 The procedure for engaging Supplementary Staff is as follows:

- a. NZCF 7 to the AC CFTSU for recommendation;
- b. then the completed NZCF 7 is forwarded to HQNZCF for approval;
- c. NZCF 7 is forwarded to DSyD for Police clearance; and
- d. once cleared by DSyD, the COMDT considers the application for an appointment as a Supplementary Staff Member.

20.6 Supplementary Staff:

- a. are not to wear NZDF uniform items or insignia unless:
  - (1) entitled to do so as current serving members of the Armed Forces; or
  - (2) authorised by the relevant Single Service Chief for retired members of the Armed Forces.
- b. are not to wear any NZCF uniform items or insignia;

- c. as part of the engagement procedure are to sign an agreement with the CUCDR and USC that they will observe and follow the instructions of the CUCDR and comply with the NZCF Code of Conduct;
- d. **are not permitted to be in sole supervision of any NZCF activity conducted by a Cadet Unit;**
- e. may not attend Authorised Activities;
- f. are not entitled to remuneration from the NZCF budget; and
- g. are the responsibility of the CUCDR, or USC/School authority.

20.7 Costs incurred by Supplementary Staff participating in any Cadet activity will not be met by the NZCF budget.

20.8 Reserved

20.9 Reserved

20.10 Reserved

20.11 Reserved

20.12 Reserved

20.13 Reserved

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## CHAPTER 21 - Procedures For Cadet Units Being Placed in Recess and Disbandment

### Definitions

21.1 The following definitions apply:

- a. **Recess.** A Cadet Unit placed in recess remains part of the Crown and can be reactivated should the community and the COMDT NZCF both agree to do so. When in recess the Cadet Unit closes and the NZCF Officers and cadets are required to serve with another Cadet Unit. The USC ceases to function. Cadet Unit assets are either placed in trust or held in the care of the NZCF until the Cadet Unit is reactivated or disbanded.
- b. **Disbandment.** When a Cadet Unit disbands it ceases to exist. A Cadet Unit can only be disbanded by the Minister of Defence on recommendation by the CAC. All Cadet Unit assets are to be disposed of. Should the community wish to reactivate a Cadet Unit which has been disbanded, the complete NZCF procedures for the establishment of a new Cadet Unit are to be followed.

### General

21.2 The placing of Cadet Units in recess or disbandment is a measure of last resort by the COMDT NZCF and will only be contemplated after all other avenues to keep a Cadet Unit active have been exhausted. However, in the event that a Cadet Unit has to be placed in recess or is disbanded the following instructions apply.

21.3 All NZCF Units belong to the Crown. A Cadet Unit may be placed in recess in order to prepare it for closure or to allow a Cadet Unit to reconstitute following a decline. Reasons for a decline include:

- a. lack of support from the community;
- b. no NZCF Officer to run the Cadet Unit;
- c. no Cadets or extremely low number of cadets regularly parading; and/or
- d. no USC.

### Process

21.4 A recommendation for a Cadet Unit to be placed in recess or to be disbanded may be made to the COMDT NZCF by the:

- a. CUCDR;
- b. Chairperson of the USC;
- c. AC CFTSU; and /or
- d. ACOMDT.

21.5 The COMDT NZCF is the approving authority for a Cadet Unit to be placed in recess. Once recess is approved the following personnel are to be informed officially that recess action has been initiated:

- a. Minister of Defence;
- b. Chief of Defence Force;
- c. Director General Reserve Forces and Youth Development;
- d. National President of SCANZ, CCANZ or ATCANZ as appropriate;
- e. CUCDR; and
- f. Chairperson of the USC.

21.6 The AC CFTSU is to write and forward a Recess/Disbandment Instruction to the Cadet Unit in accordance with the format at Annex A. The CUCDR is to formally acknowledge receipt of the Recess/Disbandment Instruction within seven days.

21.7 The Recess/Disbandment Instruction is to detail how long the Cadet Unit is to be placed in recess. Depending on the Cadet Unit circumstances and community intentions this would normally be six or 12 months.

### **Disposal of Property**

21.8 Property which belongs to the Cadet Unit, i.e. the Crown, must be disposed of as directed by the COMDT NZCF or the AC CFTSU.

21.9 Property belonging to another organisation (such as an incorporated society or trust) must be disposed of as required by the rules of that organisation.

21.10 Property (including funds) belonging to a National Supporting Organisation (ATCANZ / SCANZ / CCANZ) is to be disposed of in accordance with the rules and regulations of the National Supporting Organisation.

### **Cadets and NZCF Officers**

21.11 **Cadets.** Active serving Cadets from a Cadet Unit being placed in recess may transfer to the nearest Corps affiliated Cadet Unit or if that is not possible, the nearest Cadet Unit. Until the Cadet Unit in recess is formally disbanded the Cadets may continue to wear the uniform of their particular Corps if parading with an out of Corps Cadet Unit. Once a Cadet Unit is formally disbanded Cadets must select a new Cadet Unit and if there is no alternative may necessitate a Corps change should they wish to continue with the NZCF.

21.12 **NZCF Officers.** It is desirable for NZCF Officers to follow their Cadets on transfer. Subsequently, The COMDT NZCF will approve the overbearing of authorised NZCF Officer numbers in a Cadet Unit under these circumstances, if required. Alternatively NZCF Officers have three months in which to find another NZCF Cadet Unit in accordance with existing NZCF regulations.

## **Disbandment**

21.13 At the conclusion of the recess period, the COMDT NZCF will determine whether the Cadet Unit has the potential to reconstitute and be subsequently taken out of recess, or recommend to the Cadet Advisory Council the disbandment of the Cadet Unit.

21.14 Reserved

21.15 Reserved

21.16 Reserved

21.17 Reserved

21.18 Reserved

21.19 Reserved

## **ANNEX A - NZCF Cadet Unit Recess Procedures**

### **Recess / Disbandment Instructions**

1. The AC CFTSU is responsible for writing a Recess Instruction to the Cadet Unit being placed in recess/disbandment once approval has been granted by the COMDT NZCF. As a guide the following should be included in the Recess / Disbandment Instruction.
  - a. The CUCDR and Cadet USC are to be advised in writing of the Cadet Unit recess/disbandment date.
  - b. Cadet Unit keys are to be handed back to the owner of the building(s) occupied by the Cadet Unit.
  - c. Advisors are to be detailed to recover all NZDF firearms, clothing and assets in the presence of the CUCDR/Unit Officers/USC (if necessary) and document accordingly.
  - d. Non-NZDF assets are to be reclaimed by individuals, upon proof of ownership, or in the event that ownership is not, or cannot be identified, are to be held by the AC CFTSU awaiting a decision from the COMDT NZCF on disposal.
  - e. A statement of Cadet Unit, non-incorporated, funds held by the Cadet Unit is to be obtained. Funds are to be paid into the COMDT NZCF's Trust Account where they will be held in the event that the Cadet Unit reconstitutes or is formally disbanded when they will be transferred to the parent association (ATCANZ/SCANZ/CCANZ) for reallocation to Cadet Units. Disposal of incorporated funds is to be in accordance with paragraphs 21.9 and 21.10
  - f. The issue/disposal of the Cadet Unit premises (if not a Defence building) is to be with the CUCDR, USC chairperson and the National Supporting organisation where applicable. Direction from the AC CFTSU is to cover ownership, termination of lease and outstanding accounts such as rates, insurance, phone, power etc.
  - g. Cadets wishing to continue their NZCF involvement are to be encouraged to join a nearby Cadet Unit (if feasible). The AC CFTSU is to write to neighbouring Cadet Unit(s) informing the CUCDR and USC of the transfer of Cadets. Cadets being transferred are to retain their rank. Transfer documentation, including uniform loan card and Cadet record of service documentation is also to be transferred to the new Cadet Unit. If this is not an option then the cadets' uniforms are to be recovered.

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