

THE AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)

ATTACHMENTS LISTED IN THE MINUTES OF THE NATIONAL COUNCIL MEETING HELD AT RNZAF BASE OHAKEA ON SATURDAY 21 MAY 2016

Attachments: This document incorporates the following documents which are listed in the 2016 AGM minutes.

- President's Report
- Message from the Minister of Youth
- Message from the Minister of Defence
- Address by Commandant
- A copy of the 2015 Minutes
- Financial Statement
- Budget
- List of nominations for office
- Report on National Aviation Course
- IACE Report
- 17 Squadron Report

THE AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND INCORPORATED
PRESIDENT'S REPORT : 2016

I thought our National Council meeting held in May last year at Ohakea was the most successful and productive in my experience. We certainly had the best attendance on record, the best of facilities and the most generous of hospitality. The opportunity for delegates to fly in the Iroquois helicopters just before they went out of service and to tour the impressive new facilities constructed for the replacement NH90 and A109s was a real treat and greatly appreciated. We are most grateful to the then Chief of Air Force, Air Vice-Marshal Mike Yardley, who made the original offer to host us and to all those in the RNZAF and the Cadet Forces whose generous support made the event such a success. There can be no doubt that the privilege of holding our meeting on an active Air Force base encourages attendance and I am sure that the forthcoming meeting will be equally useful and interesting.

The 2015 International Air Cadet Exchange programme of visits made for another very successful round of visits. Our exchange partners were UK, USA, Canada and Turkey. Although our cadets went to Turkey as planned, unfortunately our Turkish visitors were unable to obtain the necessary visas to come here. While we did our best to assist with the paperwork and were prepared to accept them part way through the itinerary, the inbound New Zealand tour had to go ahead without them. It still went well. In the words of the US escort officer:

New Zealand is a beautiful country with a solid IACE Program. The escort officer, support staff, host families, cadet units visited and activities provided are truly first class. It was an opportunity which will not be forgotten.

Our cadets in Canada were based in Alberta, visited CFB Cold Lake, flew in helicopters and had time at Banff and Lake Louise. The party in Turkey made a separate pilgrimage to Gallipoli. Those who went to UK helped at the Royal International Air Tattoo before the tour proper and the USA party was hosted in Washington and Florida. In the words of that escort officer:

If I were asked to choose just one word to describe our 2015 IACE tour to the United States of America, it would probably have to be: AWESOME!!! But even this does not do it justice. It is difficult to put in writing what a truly fantastic trip we have had. One thing is for sure though - we are all in unanimous agreement that the Exchange was an absolutely amazing experience that we will treasure for a lifetime.

The standard of applications for the 2016 International Air Cadet Exchange programme was probably higher than ever before and this made the selection task a very difficult one. I would like to think that recent initiatives in publicising the exchange and emphasising that it is not beyond the reach of any cadet may have had some success. This year we will exchange with UK, USA, Canada and the Netherlands. Those cadets visiting the UK and the Netherlands are to spend an additional week in the UK so they can take part in the ATC 75th anniversary celebrations. There is to be a royal review and our New Zealand standard will be paraded. The weather at Woodbourne this year was kind to the National Aviation Course and a better than average number of solo flights were achieved – together with the attendant ceremonies. Once again, all those in attendance at the awards ceremony could not fail to be impressed with the bearing, the enthusiasm and the pride of accomplishment so evident in the cadet body. In the words of one parent:

'.... had an amazing time and came back so inspired and motivated. We were thrilled about her achievements so whomever needs to hear "thanks" we cannot say it enough.'

The course enjoys a good level of financial support and awards from a number of very generous sponsors for which we are most grateful. As a result, the cost to cadets is about a quarter of that charged at the Walsh Memorial Flying School at Matamata. This course, under

the aegis of Scouting New Zealand, provides for about twice as many students as we do and it is worthy of mention here that the winner of the trophy for the best all round ab-initio student in flying, exams and leadership at Matamata was an ATC cadet. This year we were able to obtain additional sponsorship for the navigation flying which brought the cost to cadets down to a very reasonable level. The National Aviation Course is now a well established and most successful feature of our annual calendar but it still requires a lot of organisation and administration to mount. We are particularly grateful to the RNZAF, to the Cadet Forces and to the instructors for all their support, without which we simply could not manage.

The gliding camp which was to have been held in April had to be postponed because of difficulties in obtaining the services of suitably qualified instructors and took place in December. I have previously reported concerns that this course has become expensive and that prospective applicants may have been deterred by the \$850 entry fee. We were therefore glad to obtain additional sponsorship for the event which means we can now bring the price down to a level commensurate with that of the power flying course at Woodbourne. Gliding has now become a more affordable activity and within the reach of more cadets. The camp itself ran smoothly and a total of some 60 gliding hours were flown. We are looking at a proposal to allow suitable NZCF officers also to attend the course.

We were pleasantly surprised last year to be advised by the Public Trust that we were beneficiaries of a substantial legacy which will yield a very useful annuity. Interestingly, our benefactor, Roy Sainsbury, was completely unknown to us or to the RNZAF but enquiries have revealed he was an ATC cadet in England who went on to RAF service in World War Two and who came to New Zealand shortly afterwards. We are now considering ways in which his generosity may be best applied and recognised. Perhaps a competition for a significant award for a unit activity. This is an agenda item for the Council meeting and I look forward to the discussion.

We have spent a lot of time advising support committees of their responsibilities in meeting the new reporting requirements of the Charities Services. This year's report must now account for all constituent support committees, whether or not they are separately incorporated societies. Quite certainly many committees are properly prepared to comply but, equally certainly, there will be others that face difficulties. Failure by just one to meet the requirements will place our charitable status in serious jeopardy. We are looking at the acquisition of suitable accounting software packages which should help but which are not cheap. We may be able to seek assistance from a grant making body. Our General Secretary has been assiduous in spreading the word by newsletter and email, pointing out the way to seminars and offering his own assistance.

I have represented the Association at regular meetings of the Cadet Advisory Council Standing Committee and at the annual meeting of the Council itself. The Council is chaired by the Chief of Defence Force and members are the single Service Chiefs and presidents of the recognised support organisations. I continue to be impressed by the keen interest in and ready support for the cadet movement which is clearly demonstrated by the Defence Force leaders.

Finally, I must place on record our real appreciation of all the willing and invaluable support we have received from Commander Glen Stokes and his Cadet Forces staff during his term of

office. We welcome Lieutenant Colonel Morris to the appointment and look forward to working together in the best interests of the Air Training Corps.

A handwritten signature in cursive script, appearing to read "P. Adamson".

P R ADAMSON
President

Office of Hon Gerry Brownlee

MP for Ilam

Leader of the House

Minister Responsible for the Earthquake Commission

Minister of Defence

Minister supporting Greater Christchurch Regeneration

Air Vice-Marshal PR Adamson (Rtd.), CB, OBE
President
The Air Training Corps Association of New Zealand Inc.
PO Box 6198
Marion Square
WELLINGTON 6141

Dear Air Vice-Marshal

Thank you for again inviting me to join you for your Annual General Meeting. I regret that I must ask you to accept my apologies for not being able to be with you.

I am only able, therefore, to demonstrate my interest in the affairs of the National Council of the Air Training Corps Association by letter.

Since becoming the Minister of Defence, I have remained interested in the fortunes of the cadet forces. I have noted the range of activities with which the cadet forces are involved and it is encouraging that, in its 75th year, the Air Training Corps has continued to flourish, now representing half of all cadet forces units.

Having cadet officers and cadets actively participating in challenging and even absorbing activities enables these young men and women to develop and begin to find their places in the world. This simply would not occur to anything like the same degree without ATCANZ's support and involvement.

It is not only the cadet forces that find themselves in good heart, but also their more senior counterparts in the Defence Force. New Zealand currently have 175 Defence Force personnel deployed on 14 peace support missions in 10 countries. At any time, there are also many other Defence Force personnel on a range of overseas activities and exercises. A recent example of the breadth of that range is the New Zealand response to the devastation caused by Cyclone Winston in Fiji.

To maintain and even increase this country's ability to respond constructively to emergencies, the Defence Force is soon to institute a number of changes.

The Government has already invested in new and upgraded capabilities and implemented important organisational changes. The Defence Force now adheres to a joint approach to all operations. There is also a continuing shift towards a narrower, but more focused, range of military capabilities for all three Services.

For the Air Force in particular, the rate of change in recent times has been high. The Hercules and Boeing aircraft have been upgraded to provide new and significantly uprated capabilities. Both fleets have been equipped with state of the art electronics that have transformed

operations for air and ground crews. The NH90 and Augusta 109 fleets provide exciting new capabilities. The Orions will eventually be retired, although choosing a replacement for that highly capable aircraft is going to be difficult. And, of course, the Air Force has just introduced the advanced T-6C Texan trainers. So the Royal New Zealand Air Force continues to offer an exciting and challenging career for young people who are enthusiastic about aviation.

I request that you convey my deep and sincere appreciation of the outstanding efforts of all ATCANZ members, but particularly those who sustain the local branches.

I also applaud the Corps' collective effort to sustain the organisation and operation of the annual national power flying, gliding and navigation courses for Corps cadets. One measure of your success is the increase in the number of Air Training Corps Squadrons. The other, even more important result, is how you are encouraging so many young New Zealanders to be resourceful, self-reliant, motivated and very possibly, prominent among our future leaders.

Yours sincerely

Hon Gerry Brownlee
Minister of Defence

Office of Hon Nikki Kaye
MP for Auckland Central

Minister for ACC

Associate Minister of Education

Minister for Civil Defence

Minister for Youth

Air Vice-Marshal PR Adamson CB OBE
President
The Air Training Corps Association of New Zealand Inc. PO Box 6198
Marion Square
Te Aro
WELLINGTON 6141

Dear Air Vice-Marshal Adamson

Thank you for your invitation to attend the National Council meeting of the Air Training Corps Association on 21 May 2016. I am sorry that I am unable to attend. However, I wanted to write to you to indicate my interest in, and support of, the work that the Air Training Corps does.

As Minister for Youth, I am passionate about young people, and having opportunities and programmes in place to help them realise their potential. I want to thank the Officers and staff who volunteer their time in the Air Training Corps, and who give so much to the cadets through youth development.

I note that your meeting is taking place again this year during Youth Week 2016. The theme of Youth Week is 'Giving Back is Giving Forward/Aroha Atu. Aroha Mai.'

It captures our priorities for youth development, including leadership and mentoring, whether it's the way young people support their family, their friends or their community, whether it's the volunteer work youth do, the help they give to their neighbours or the way they create space for others who are different, and whether it's about sharing their opinions, voice, stories or casting their vote.

Thank you for your invite, and for your work in supporting young New Zealanders.

All the best for another successful year.

Yours sincerely

Hon Nikki Nikki Kaye Minister for Youth

**COMMANDANT'S REPORT TO THE
AIR TRAINING CORPS ASSOCIATION OF NZ
ANNUAL GENERAL MEETING
21 MAY 2016**

Introduction

1. It is my pleasure to offer my first report to an ATCANZ Annual General Meeting. I do apologise for not being able to present it in person, however the graduation of our newly commissioned NZCF officers must take my priority. I'm sure SQNLDR Parker will do a sterling job on my behalf.

2. I have now been in the position for a little over two months and am thoroughly enjoying the challenges and opportunities the role brings. I have found that the New Zealand Cadet Forces continue to enjoy a high level of commitment and support from the Chief of Defence Force and Single Service Chiefs, who all speak highly of how the organisation is progressing and the positive comments that have been passed to them on many occasions.

Personnel

3. There are currently 204 ATC Officers and approximately 1500 cadets, which appears to be a slight decrease since this time last year. I am not overly concerned with the decrease as returns on numbers attending this year have been slow to come through. Of that cadet total, almost 60 are Under Officers who will continue to feed into the officer corps.

4. The gender balance sits currently with 32% female officers and 27% female cadets.

Organisation

5. There are currently 48 ATC units; 20 in the Northern Area, 14 in Central, and 14 in Southern.

6. I am also pleased to report that a potential 49th ATC unit, No.88 (Rangiora) SQN, ATC has progressed well since it started parading in April 2015. It has three current NZCF officers acting as the CUCDR and Unit Officers, with two SNCOs from other units assisting and 25 prospective cadets. They have a very strong support committee along with a commitment from the Mayor and local business. They parade at the Rangiora Airfield, using very good facilities provided by the local Aero Club. They have a sound financial base, and are exploring options for buying their own building to supplement those already available. I received nothing but positive reports from my staff and so sought official sanction for the unit to be formally recognised as an ATC unit of the NZCF. Recognition of NoV88 (Rangiora) SQN, ATC was approved last week by the Minister of Defence and they are now busy planning a ceremony to occur later in the year to officially 'launch' the squadron.

Training

7. The completion of the officer and cadet courses at Woodbourne, Dip Flat and Whangaparoa in January sets up many to apply their new skills and experiences to this year's activities. We are nearly at the end of the 2015/16 training year with nearly 41 authorised activities involving the ATC completed on the 15/16 Annual Training Plan (ATP). Next

year's ATP, which begins in July, will see an increase in activities as I look to incorporate some more competitive opportunities for cadets and continuation training for cadet officers. Of note, the annual RNZAF Flying Scholarship was removed from the current ATP because of the introduction into service of the new T-6 Texan aircraft, but I remain hopeful of the scholarship being renewed for the next training year.

General

8. The following issues will also be of interest to the ATCANZ membership:
 - a. **Ceremonial Events.** ATC cadets from around the country again paraded on Anzac Day this year. In many communities the NZCF were the face of the NZDF on that day and I've had many, many good reports back on how well the cadets performed. The NZCF has also been invited to select three cadets and one officer to accompany the NZDF contingent to the Somme in France for the 100 year Commemoration Ceremonies in September this year. Selection for those positions will begin shortly.
 - b. Personnel changes. A new Director Reserve Forces and Youth Development (DRFYD), COL James Kaio, was appointed at the start of this year and I took up the Commandant's appointment on 7 March. My predecessor, CDR Glen Stokes, is now the Director of the NZDF Recruiting Office. The current Executive Officer, SQNLDR Stu Parker, will be moving into the Northern Area Coordinator position later this month and a replacement has not yet been identified. The creation of a Command Warrant Officer position for the NZCF has also begun.
 - c. **Competitions.**
 - i. The 2015 National Air League Efficiency Award for the top ATC unit was awarded to No 7 (City of Hamilton) SON, ATC.
 - ii. The 2015 Area Efficiency Awards for the ATC were awarded to No 7 (City of Hamilton) SON, ATC for the Northern Area, No 8 (City of New Plymouth) SON, ATC for the Central Area, and No 17 (City of Christchurch) SON, ATC for the Southern Area.
 - iii. The 2015 McPhearson Trophy for Endeavour was awarded to No 8 (City of New Plymouth) SON, ATC.
 - iv. RNZRSA Community Services Trophy for 2015, which is for all three NZCF Corps, was awarded to No 32 (Borough of Fielding) SON, ATC.
 - v. The 2015 Wallingford Cup for the top ATC Squadron in the National Shooting Competition was awarded to No 3 (Auckland City) SON, ATC.
 - vi. The 2016 Davy Memorial Trophy Drill Competition has yet to be held. This year the finalists from each region will be brought together to a central location to compete against each other. This concentration of teams will better reflect the importance and mana of a national competition and is also an opportunity for the competitors to have a fun weekend away. The finalists for 2016 are No 19 (Auckland) SON, ATC, No 10 (City of

Palmerston North) SON, ATC, and No 17 (City of Christchurch) SON, ATC.

- vii. Later this year will also see the inaugural Cadet of the Year Competition (COTY). The COTY competition will see the best cadets selected from each NZCF Corps coming together to compete for the title of Cadet of the Year. The event will be held in Wellington in conjunction with the NZDF Reservist of the Year Competition. More details will follow as planning progresses.
- d. ATC 75th Anniversary/RNZAF 80th Anniversary Air Tattoo. Activities to acknowledge the formation of the ATC 75 years ago are being organised on a local or area basis to start later this year. There is no national activity planned to mark this significant event, but it is hoped that as many ATC Cadets as possible will be able to take part in the RNZAF's 80th Anniversary Air Tattoo at Ohakea in February 2017 as a culmination of both anniversaries.
- e. Uniform. A number of ATC officers have asked for consideration that long-sleeved shirts with tie could be worn by selected cadets when parading at specified formal occasions e.g. catafalque guards. The current policy is for cadets of the ATO to be issued only short-sleeved shirts. The Chief of Air Force has agreed in principle that cadets can wear long sleeved shirts so my staff are working out how to enable that now.
- f. **Health and Safety at Work Act 2016.** New legislation was introduced in April that affects the way organisations must approach health and safety, in terms of both accountability and hazard prevention. The Act works to focus effort on what matters, based on risk, control and size. I have sought advice from the NZDF and interrogated the new Act to establish to what extent it may impact the way we currently conduct our business.

With some relief I can report that, as it stands, our NZCF policies, systems, processes and procedures more than meet the legislative requirements. Our robust risk assessment and management regime and safety culture already in place for all authorised and recognised activities, and our training of those responsible for others, over-delivers on what is required by the new Act. That said, to improve on our ability to keep everyone safe, I am in negotiations with HO NZDF to see how we can better 'fit' within the NZDF safety policy framework and whether we can utilise the NZDF online Safety Event Management Tools to make the job easier.

NZCF Future Direction.

- 9. In order to meet the recommendations of various Courts of Inquiry last year and to take the organisation forward, early in my tenure I issued direction for adoption of a four year strategy which will apply to the organisation as a whole (i.e. RE and NZCF). The strategy is known as Operation TAUIRA. Taurira' translates into meaning military cadet.
- 10. The overall aim of Op TAUIRA is to better align the organisation with NZDF and volunteer organisations' best practice, improve linkages to NZDF recruiting objectives and

better enable achievement of the NZCF mission. Some significant tasks already identified include:

- a. Further acknowledgement of the NZCF as a multi-cultural organisation;
- b. As a priority, embedding recent legislative changes (e.g. Health & Safety at Work Act, Vulnerable Children Act, Harmful Digital Media Act etc) into the culture and processes of the organisation;
- c. Re-evaluating the Vision, Mission, Values and Ethos of NZCF for currency in today's world and clearer alignment with NZDF;
- d. Embedding a leadership development framework, drawn from the NZDF model, into the training regime;
- e. Moving NZCF business to a digital, internet-based system;
- f. Identifying better assurance systems for assessing the NZCF's organisational fitness;
- g. Leveraging off NZCF's alignment with NZDF to provide better mutually-beneficial outcomes for both organisations; and
- h. Cadet2020. a combined, joint field training exercise along the lines of CADET150.

In Closing

11. Whilst my time in the position has been short. I have already been impressed by the enthusiasm for the organisation shown by all involved with it. I have few concerns with the ATC and I note that success is well represented by the officers and cadets in blue.

J. MORRIS, JP, RNZALR
Lieutenant Colonel
Commandant New Zealand Cadet Forces

May 2016

THE AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)

MINUTES OF THE NATIONAL COUNCIL MEETING HELD AT RNZAF BASE OHAKEA ON SATURDAY 23 MAY 2015

Present:

President	Air Vice-Marshal P R Adamson, CB, OBE
Vice President North Island	Mr K Hamlin
Vice President South Island	Mr B E Roberts QSM
General Secretary	Mr P Nalder
Management Committee	Mr K Williamson QSM O.StJ
	Mr N Wech
Commandant NZCF	Commander G Stokes - RNZN
Air Training Corps Representative	Squadron Leader R Foley - NZCF
Delegates and Observers	John McNeil – Chair Eastern Region 17 Branch Delegates and 10 Observers

Visitors	Mr Barry Clark - RNZRSA Air Vice-Marshal M Yardley DSD – Chief of Air Force WGCDR Bruce Sinclair RNZAF Natala Faith – Public liaison Ministry of Defence Shane Parker – Defence Health and Safety Ash Lock - Defence Health and Safety FLTLT Raewyn Scoles – Unit Commander 34 Sqn SQNLDR Heidi Paignton - Unit Commander 75 Sqn
----------	---

1. OPENING AND WELCOME TO DELEGATES

The President declared the meeting open at 0830 hours and offered everyone a very warm welcome.

2. APOLOGIES

The following apologies were accepted:

Minister of Defence	Hon Gerry Brownlie
Minister of Youth Affairs	Hon Nikki Kaye
President CCANZ	Major General L. Gardiner, ONZM
Auditor	Mr C Cleland, QSM
Districts and Branches	Gary Jenkins – Bay of Plenty Fiona Redshaw – 32 Squadron Branch

3. PRESIDENTS REPORT

The President's report had been circulated prior to the meeting.

The President's report was accepted as presented; a copy is attached to these minutes.

4. MESSAGE FROM THE MINISTER OF YOUTH

The President read through a message from Youth Minister Hon Nikki Kaye who was not able to attend the meeting. A copy is attached to these minutes.

5. MESSAGE FROM THE MINISTER OF DEFENCE

The President read through a message from Defence Minister Hon Gerry Brownlie who was not able to attend the meeting. A copy is attached to these minutes.

6. MESSAGES FROM SCANZ AND CCANZ BY COMMANDANT

Commandant explained why it was not possible for representatives from SCANZ AND CCANZ to be present at the meeting. He then outlined the current state of activities of these two organisations.

7. ADDRESS BY MR BARRY CLARK OF ROYAL NEW ZEALAND RETURNED AND SERVICES ASSOCIATION (RSA)

The President welcomed Mr Barry Clark and thanked him for taking the time and trouble to present, noting that the relationship between ATCANZ and the R&SA is a very close one at all levels.

Barry gave a detailed presentation of the current activities of the R&SA

8. ADDRESS BY COMMANDER GLEN STOKES, COMMANDANT NZCF

Commander Stokes gave a comprehensive briefing on changes recently made to the Cadet Forces support structure. He also provided a detailed report on the past year's activities of the New Zealand Cadet Forces with particular reference to the ATC.

A copy of his report is attached to these Minutes.

9. CONFIRMATION OF MINUTES

The minutes of the National Council Meeting held on Saturday 24 May 2014, having been well circulated, were confirmed as a true and accurate record.

Moved: Mr Brian Roberts
Seconded: SQNLDR Rob

Foley

Carried

A copy of the 2014 Minutes is attached to these Minutes.

10. MATTERS ARISING

There were no matters arising from the 2014 Minutes.

11. FINANCIAL STATEMENT AND ANNUAL ACCOUNTS

General Secretary provided a briefing on the accounts under control of the Management Committee noting that this year these had not been audited in advance of the meeting. As in 2014 there is an excess of income and the Association is solvent.

It was agreed that the Management Committee should arrange for the accounts to be audited.

The financial report as presented was accepted.

Moved: Mr P Nalder
Seconded: Neil Wech
Carried

A copy of the financial report is attached to these Minutes.

12. BUDGET

The President noted that copies of the budget had been circulated in advance. This year the documents were more extensive than in previous years. General Secretary noted that in future years it would be necessary for the budget to be inclusive of all Branches.

Moved that the budget as present be approved.

Moved: Mr N Wech
Seconded: Mr A Drummand
Carried

A copy of the budget is attached to these Minutes.

13. ELECTION OF ATCANZ OFFICERS AND MANAGEMENT COMMITTEE MEMBERS

Moved that nominations received by the 20th of April 2015 and the additional nominations of Mr A Drummand and G Davies be accepted.

Moved: Mr B Crabbe
Seconded: Ms V Crene
Carried

A list of these nominations is attached to these Minutes.

Moved that the Management Committee appoint an auditor.

Moved: Mr B Crabbe
Seconded: Mr K Hamlin
Carried

14. PUBLICITY BRIEFING – NATALA FAITH

Natala gave a very informative briefing on her publicity role and provided information on how to make the best use of the Defence publicity organisation.

15. HEALTH AND SAFETY BRIEFING - SHANE PARKER

Shane provided an update on the upcoming changes to Health and Safety legislation and an insight into how these changes may affect ATCANZ.

16. ADDRESS BY AIR VICE-MARSHAL M YARDLEY DSD – CHIEF OF AIR FORCE

The President opened the afternoon session introducing Air Vice-Marshal Mike Yardley the Chief of Air Force.

Air Vice-Marshal Mike Yardley gave a very informative aircraft by aircraft presentation on the current and short term future states of the RNZAF.

The President thanked the CAF for his address, noting that it was the highlight of the day.

17. NATIONAL AVIATION COURSE/ NATIONAL GLIDING COURSE

A report on the National Aviation Course was not available at the meeting. A report received after the meeting is attached to these Minutes.

South Island Vice President Brian Roberts gave a verbal report on the Aviation Course.

Due to a shortage of instructors the National Gliding Course has been postponed to later in 2015.

18. INTERNATIONAL AIR CADET EXCHANGE (IACE)

Squadron Leader Foley gave a brief description of the programme. There are no issues so far this year.

A report on the programme is attached to these Minutes.

19. DISTRICT and SQUADRON REPORTS

District reports were received from:

Peter Burch – Auckland

Ken Williamson – Waikato/Thames Valley

Murray Bath – Nelson/Marlborough/West Coast

Squadron reports were received from:

No 17 (City of Christchurch) Sqn

20. REMITS

No remits were received

21. ATCANZ RULE CHANGE

President drew attention to the ATCANZ Discussion Document dealing with consideration of changes to the ATCANZ Constitution needed to ensure the organisation is able to comply with the new Charities reporting requirements. President noted that Clause 10.6 of the Constitution is deficient as it does not require an audit or review but simply the existence of a person able to carry out this task.

Moved Mr P Adamson and Seconded Mr K Hamlin that Clause 10.6 of the Constitution be deleted and replaced with the following:

“10.6 The accounts of the organisation shall be maintained in a manner that enables annual reports to be prepared to the standards specified by the External Reporting Board. The accounts shall be reviewed before the first day of May each year, by a Chartered Accountant in public practice, who shall be appointed each year by the National Council. The remuneration for this review shall be determined by the Management Committee.”

There followed considerable discussion centred around the merits of a Review and/or an Audit. This resulted in an amendment to the Motion.

Moved Mr R Cox and Seconded Mr P Burch that the Motion above be amended by adding the words “*audited* or ” before the word “*reviewed*” in the second sentence. The amendment was passed by a clear majority and thus became the Motion.

The motion to amend the Constitution was passed by a show of hands exceeding 75% of those present and entitled to vote.

22. GENERAL BUSINESS

There were no general business items.

23. GENERAL DISCUSSION TOPICS

Prior to setting the date for the next Management Committee meeting the President hosted a free ranging general discussion forum. In opening this the President drew attention to the recently circulated discussion document and noted references to the Constitution - Branches must notify the Management Committee when there are changes in personnel and must also provide the Management Committee with copies of their annual accounts. President noted that these requirements had not been well honoured in the past and asked that more attention to these requirements be paid in the future.

Other topics covered during the discussion were:

- Clarification of rule that ATCANZ funds not be returned to members when the organisation is wound up,
- Branch budgets and financial performance reporting,
- Requirement to report to Charities using the accrual accounting method,
- The uses to which the revenue stream, resulting from a newly advised bequest, should be put,
- The possibility of establishing a communication forum for Branch Support Committees,
- Better understanding of the fundraising processes and opportunities.

24. DATE FOR NEXT MANAGEMENT COMMITTEE MEETING

The next Management Committee meeting will be held on Wednesday the 22nd of July at the offices of the Ministry of Health at 1700hrs subject to confirmation of venue availability.

25. CLOSURE

There being no further business, the President acknowledged that it had been a good meeting with some important decisions made. He thanked everyone for their attendance, wished them well for the coming year and declared the meeting closed at 1700 hours.

THE AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)

**NATIONAL COUNCIL MEETING
RNZAF BASE OHAKEA
SATURDAY 21 MAY 2016**

**NOMINATIONS RECEIVED FOR OFFICERS OF
NATIONAL COUNCIL AND MANAGEMENT COMMITTEE OF
THE AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)**

Clause 8.1.5 of the Association's constitution requires that "The General Secretary shall notify all District Council and Branch Chairpersons and members of the National Council by the twentieth day of April each year, details of nominations received pursuant to Clause 8.1.4 and the time, date and place of the Annual General Meeting of the National Council determined pursuant to Clause 8.1.1".

Nominations received pursuant to Clause 8.1.4:

	NOMINEE	PROPOSER	SECONDER
President	Peter Adamson	Peter Nalder	Alan Drummond
North Island Vice-President	Ken Hamlin	Peter Nalder	Peter Adamson
South Island Vice-President	Brian Roberts	Peter Nalder	Peter Adamson
General Secretary	Peter Nalder	Peter Adamson	Alan Drummond
Members of the Management Committee	Peter Burch	Peter Nalder	Peter Adamson
	Kenneth Williamson	Peter Nalder	Peter Adamson
	Neil Wech	Annette Pugh	Neville Warshaw
	Alan Drummond	Peter Nalder	Peter Adamson
	Gareth Davies	Peter Nalder	Peter Adamson
	Gary Jenkins	Rob Foley	Peter Nalder

Additional details relating to this meeting have been sent by email to known email addresses. Information will also be posted on the Cadet Forces website at <http://cadetforces.mil.nz/community/default.htm>

Peter J Nalder
General Secretary
ATCANZ (Inc)

Air Training Corps Association of New Zealand Incorporated

Financial Statement and Annual Accounts

For the Year ended 31 December 2015

AVIATION ACTIVITIES ACCOUNT

National Aviation Camp	2015	2014
	\$	\$
Income		
Air New Zealand Ltd	5,000	5,000
ATC Golden Jubilee Trust	750	700
Brevet Club	1,200	1,200
Civil Aviation Authority	1,000	1,000
Mount Cook Airlines Ltd	1,500	1,500
NZ Aeronautical Trust	4,250	4,250
NZ Returned Services Association	2,700	2,700
NZ Airwomans Association	600	650
RNZAF	10,000	11,000
Safe Air Ltd	500	500
Stan Quill Memorial Trust (RNZAFA)	650	650
Cadet Flying Fees	30,377	31,350
Refund of Flying Fees	(6,712)	(9,492)
Total Income	<u>51,815</u>	<u>51,008</u>
Expenses		
Aircraft Hire	44,247	40,373
ATCANZ Expenses	826	731
Administration Expenses	66	200
Awards & Scholarships	2,550	2,550
Fuel	2,747	2,599
(Surplus) Deficit on Log Books	(38)	365
Insurance	975	225
Total Expenses	<u>51,373</u>	<u>47,043</u>
Net Surplus (Deficit) on National Aviation Camp	442	3,965
Other Aviation Activities		
Gliding Grants Received	8,200	-
Cadet Flying Fees	8,800	-
Gliding Camp Costs	(12,764)	(1,500)
Gliding New Zealand Affiliation	(550)	(550)
Net Surplus (Deficit) of Other Activities	3,686	(2,050)
NET SURPLUS FROM AVIATION ACTIVITIES	<u><u>4,128</u></u>	<u><u>1,915</u></u>

NOTE: This Statement is to be read in conjunction with the Notes to the Financial Statements,

INCOME AND EXPENDITURE ACCOUNT

	2015	2014
	\$	\$
Income		
Donations	50	-
National Levies	10,523	10,406
Grants Received	6,000 (1)	50,000
Interest – 3 and 19 Sqns	(2)	233
Interest - Glider Fund	(3)	775
Interest - Carr Memorial Trust	(5)	115
Interest - General Fund	6,307	4,476
Interest – Serious Saver Account	-	937
Surplus (Deficit) on IACE Inbound	-	948
Surplus (Deficit) on IACE Outbound	-	1,329
IACE Inbound	10,000	11,582
IACE Outbound	47,230	39,879
Total Income	<u>80,110</u>	<u>118,403</u>
Expenses		
Audit Fees	1,000	966
Bank Charges	75	128
Depreciation on Equipment	-	253
General Expenses	806	192
Grants and Prizes	100(5)	100
IACE Subscription	342	-
IACE Inbound	7,259	10,634
IACE Outbound	47,008	38,550
Sundries	-	296
Cadet Forces Support	-	50,000
Printing, Stamps and Stationery	246	78
Post Office Box	85	85
Secretarial Services	8,387	8,587
Travel - Management Committee	1,750	1,170
Total Expenses	<u>67,058</u>	<u>111,039</u>
OPERATING SURPLUS	13,052	7,346
Surplus (Deficit) from Aviation Activities	4,128	1,915
NET SURPLUS FOR THE YEAR	<u><u>17,180</u></u>	<u><u>9,079</u></u>

NOTE: This Statement is to be read in conjunction with the Notes to the Financial Statements,

STATEMENT OF FINANCIAL POSITION

As at 31 December 2015

	2015	2014
	\$	\$
Current Assets		
ANZ Bank Current Account	48,810	7,788
ANZ EFTPOS Account	7,199	500
Payments in Advance	2,650	2,253
Accounts Receivable	505	-
Total Current Assets	<u>59,164</u>	<u>10,541</u>
Non-Current Assets		
Investments		
UDC Finance Ltd	5,000	38,811
ANZ Serious Saver Account	76,972	66,097
ANZ Bank Term Deposit	50,000	50,000
Total Non-Current Assets	<u>131,972</u>	<u>154,908</u>
Total Assets	191,136	165,449
Current Liabilities		
Accounts Payable	12,764	-
Payments received in Advance	26,246	30,503
Total Current Liabilities	<u>39,010</u>	<u>30,503</u>
Restricted Funds		
3 and 19 Squadrons Fund	- (2)	7,341
Glider Fund	- (3)	16,687
Gliding Camps Reserve	- (4)	2,006
Carr Memorial Fund	- (5)	2,422
Total Restricted Funds		<u>28,456</u>
Total Liabilities And Restricted Funds	<u>39,010</u>	<u>58,959</u>
Net Assets	<u>\$152,126</u>	<u>\$106,490</u>
Represented by;		
Accumulated Funds	<u>\$152,126</u>	<u>\$106,490</u>

President _____

Secretary _____

Statement is to be read in conjunction with the Notes to the Financial Statements,

STATEMENT OF ACCOUNTING POLICIES

AIR TRAINING CORPS ASSOCIATION OF NZ Inc is an incorporated society under the Incorporated Societies Act 1908. and a registered charity under the Charities Act These Financial Statements are general purpose financial statements.

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by the entity.

(a) Differential Reporting

AIR TRAINING CORPS ASSOCIATION OF NZ Inc qualifies for Differential Reporting as it is not publicly accountable and there is no separation between the owners and the governing body (or, is not large as defined under the Framework for differential reporting). All differential reporting exemptions have been applied.

(b) Fixed Assets

The entity has the following classes of fixed assets: Nil

(c) Goods & Services Tax

These financial statements have been prepared inclusive of GST as The Air Training Corps Association of NZ Inc is not registered for GST.

(d) Taxation

The entity is exempt from Income Tax

CONTINGENT LIABILITIES

At balance date there are no known contingent liabilities (2014:\$0). The Air Training Corps Association of NZ Inc has not granted any securities in respect of liabilities payable by any other party whatsoever.

SCOPE

These accounts are for funds under the control of the Management Committee. They do not include the accounts for the individual Squadron Support Branches.

SPECIAL PURPOSES

These items were previously classified as Restricted Funds.

- (1) Sainsbury Bequest \$6,000 (initial distribution)
- (2) 3 and 19 Squadrons Fund increased from \$7,341 to \$7,574 (interest added)
- (3) Glider Fund increased from \$16,687 to \$17,462 (interest added)
- (4) Gliding Camps Reserve increased from \$2,006 to \$5,692 (grants and fees not fully used)
- (5) Carr Memorial Fund increased from \$2,422 to \$2,489 (interest added, \$100 grant paid)

REVIEW OF ACCOUNTS

To the Members of the Air Training Corps Association of New Zealand Inc

I have reviewed the attached financial reports of the Association. The financial reports provide information about the past financial performance of the Association and the financial position as at 31 December 2015. This information is stated in accordance with the accounting policies set out with the accounts.

Association Responsibilities

The Association is responsible for the preparation of financial reports that give a true and fair view of their financial position as at 31 December 2015 and of the results of activities for the year ended on that date.

Reviewer's Responsibilities

It is my responsibility to express an independent opinion on the financial reports presented by the Association and report my opinion to you.

Basis of Opinion

A review includes examining, on a test basis, evidence relevant to the amounts and disclosures on the financial report. It also includes assessing:

- the significant estimates and judgements made by the Association in the preparation of the financial report, and
- whether the accounting policies are appropriate to the Association circumstances, consistently applied and adequately disclosed.

I conducted my review in accordance with generally accepted standards in New Zealand. I planned and performed my review so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial report.

Unqualified Opinion

I have obtained all the information and explanations I have required.

In my opinion, the financial reports comply with generally accepted accounting practice and give a true and fair view of the financial position of the Association as at 31 December 2015 and the results of its activities for the year ended on that date.

My review was completed on 14 May 2016 and my opinion is expressed as at that date.

A Mills B.Com
Accountant
Lower Hutt

AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)						
BUDGET: GENERAL ACCOUNT 2016						
			2017	2016	Actual 2015	Actual 2014
<u>INCOME</u>						
National Levy	(Unit Charge: \$63.35 / Cadet Charge: \$4.43)	:	\$ 10,600	\$ 10,600	\$ 10,400	\$ 10,406.48
Interest		:	\$ 6,000	\$ 6,000	\$ 6,307	\$ 5,598.51
Sainsbury Bequest			\$ 2,500	\$ 2,500	\$ 6,000	
Flying Support Grants			\$ 36,350	\$ 36,350	\$ 36,350	\$ 29,150.00
IACE Support Grants			\$ 30,000	\$ 30,000	\$ 30,000	\$ 26,939.45
IACE Outbound Fees			\$ 27,000	\$ 27,000	\$ 26,982	\$ 22,939.45
Flying Fees (Power and Navigation)			\$ 23,600	\$ 23,600	\$ 23,665	\$ 31,130.00
Flying Fees (Gliding)			\$ 8,800	\$ 8,800	\$ 8,800	
			TOTAL: \$ 144,850	\$ 144,850	\$ 148,504	\$ 126,163.89
<u>EXPENDITURE</u>						
Management Committee			\$ 16,573	\$ 16,573	\$ 11,918	\$ 10,681.50
Gliding Camp		:	\$ 12,250	\$ 12,250	\$ 12,764	\$ 1,500.00
Power Flying and Navigation Camp		:	\$ 58,608	\$ 58,608	\$ 52,449	\$ 60,280.00
IACE (Inbound and Outbound)			\$ 57,010	\$ 57,010	\$ 54,563	\$ 49,169.14
			TOTAL: \$ 144,441	\$ 144,441	\$ 131,694	\$ 121,630.64
	Surplus/(Deficit)	:	\$ 409	\$ 409	\$ 16,810	\$ 4,533.25

AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)							
PROPOSED BUDGET: POWER/NAVIGATION ACCOUNT 2016							
				2017	Actual 2016	Actual 2015	Actual 2014
<u>INCOME</u>							
	Sponsors (Grants)			\$ 32,000.00	\$ 31,991.00	\$ 28,150.00	\$29,150.00
	Course fees (Cadets)			\$ 30,000.00	\$ 30,000.00	\$ 30,377.00	\$31,130.00
	Refunds			\$(11,000.00)	\$(11,387.00)	\$ (6,712.00)	\$ (9,772.00)
			TOTAL:	\$ 51,000.00	\$ 50,604.00	\$ 51,815.00	\$ 50,508.00
<u>EXPENDITURE</u>							
Woodbourne Aviation Camp							
	Payments to Suppliers			\$ 45,700.00	\$ 45,784.00	\$ 46,994.00	\$44,081.90
	Prizes			\$ 2,800.00	\$ 2,800.00	\$ 2,550.00	\$ 2,550.00
	ATCANZ Administration			\$ 1,050.00	\$ 1,041.00	\$ 892.00	\$ 2,650.00
	Support for Gliding					\$ 1,000.00	\$ 1,000.00
	Logbooks Supplied					\$ 38.00	\$ 170.00
	Insurance			\$ 975.00	\$ 975.00	\$ 975.00	
			TOTAL:	\$ 50,525.00	\$ 50,600.00	\$ 52,449.00	\$ 50,451.90
		Surplus/(Deficit)	:	\$ 475.00	\$ 4.00	\$ (634.00)	\$ 56.10

AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)

BUDGET: MANAGEMENT COMMITTEE 2016

		2017	2016	Actual 2015	Actual 2014
<u>INCOME</u>					
National Levy	(Unit Charge: \$63.35 / Cadet Charge: \$4.43)	\$ 10,600.00	\$ 10,600.00	\$ 10,523.00	\$ 10,406.48
Interest	Combined	\$ 6,000.00	\$ 6,000.00	\$ 6,307.00	\$ 5,598.51
Administration Fees - NAC		\$ 1,060.00	\$ 1,060.00	\$ 1,060.00	\$ 1,020.00
	TOTAL:	\$ 17,660.00	\$ 17,660.00	\$ 17,890.00	\$ 17,024.99
<u>EXPENDITURE</u>					
Secretarial		\$ 12,500.00	\$ 12,500.00	\$ 8,387.00	\$ 8,386.00
Audit		\$ 1,065.00	\$ 1,065.00	\$ 1,075.00	\$ 966.00
RNZRSA	Affiliation Fee	\$ 58.00	\$ 58.00	\$ 58.00	\$ 57.50
Postage/Stationery/Tolls		\$ 450.00	\$ 450.00	\$ 400.00	\$ 318.00
General Expenses				\$ 248.00	
National Management Committee Meetings	Travel and Accommodation	\$ 2,500.00	\$ 2,500.00	\$ 1,750.00	\$ 954.00
Contingencies					
	TOTAL:	\$ 16,573.00	\$ 16,573.00	\$ 11,918.00	\$ 10,681.50
	Surplus/(Deficit)	\$ 1,087.00	\$ 1,087.00	\$ 5,972.00	\$ 6,343.49

ATC NATIONAL AVIATION COURSE 2016 REPORT OF THE CHIEF FLYING INSTRUCTOR

Distribution:

1 x President ATCANZ 1 x COMDT NZCF 1 x CAPT. A. Rankin RNZSig , Course
Commander 1 x SGT M. Inns, RNZAF, Course Manager 1 x SQNLDR P. McIntosh NZCF,
Course Director 1 x SQNLDR C.Piner NZCF, Navigation Flight Commander 8 x Flying
Instructors, National Aviation Officer

Contents

Introduction.....	3
.....	3
1. Organisation	3
.....	3
Power Flying Flight	3
.....	3
Navigation Flight	3
.....	3
Course	
Management.....	3

Power Flying Programme	4
2. Ground Course Programme	4
3. RNZAF Support	5
4. Statistics	5
5. Discipline, Accidents & Incidents	5
Course Discipline	5
Accidents	5
Incidents	5
6. Maintenance	5
7. Weather	6
8. Admin & Logistics	6
Admin	6
Logistics	6
9. Air Traffic Control	7
10. Course Chief Flying Instructor Role	7
11. Summary	7

Introduction

In accordance with NZCF Annual Training Programme 2015/16, Course No.'s 2/16 National Power Flying and 3/16 National Navigation were assembled at RNZAF Woodbourne as the National Aviation Course (NAC16) from Monday 11th January till dispersing on Friday 22nd January. A total of 53 air cadets from squadrons throughout NZ, received a high standard of air experience as per the course objectives, provided by 11 volunteer pilots in 10 generously civilian supplied aircraft, assisted by 6 NZCF ground staff and 2 SACFTSU management staff. This report relates primarily to the Power Flying Flight of NAC16.

1. Organisation

NAC16 was again structured with the traditional method of Power Flying Flight and Navigation Flight. Training for both flights began on Tues 12th Jan.

Power Flying Flight

The 35 students of Power Flying Flight were organised into 7 syndicates of 5 students each. Each syndicate was assigned a dedicated flight instructor and aircraft. Of the 35 students, 5 were returnees from previous NAC's. No syndicate changes were required during the course because of incompatible personalities or equipment.

NAC16 saw some change in training personnel with the major change being a new CFI. Richard Button was of great assistance, now an NAC veteran in his return as DCFI. Craig Riddell and Tom Hall returned this year and new to the line this year were Max Hanna, and Scott Cunningham, both ex NAC students and now budding C-Cat Instructors. Also were two newly minted C Cats Tayler Kennedy and Megan Laby, who performed well in their first training assignments. They all fitted well into the team and provided the students with a great learning experience. I will happily invite all the team to return next year.

2016 was slightly different in that an additional instructor was added to the flight line. This meant that there were 7 Aircraft and 8 Instructors, the extra to manage fatigue, sickness or any afterhours flying if required. The additional instructor was allocated two students from the CFI and DCFI's aircraft, and provided both senior instructors the opportunity to conduct progress checks on the students and mentor junior instructors. The value of this extra position was highlighted towards the end of the course when the senior instructors were carrying out first solo checks and allowed continuity for the remaining students. This role was made available due to spare accommodation by the fact the ground instructor was local and no additional accommodation was required, but I highly encourage to be officially added to the schedule for future camps.

5 NZCF ground staff were appointed to the Power Flying Flight incl. Course Director/Flight Commander, Adjutant, Timekeeper and Barrack Master. These staff members were well supported by Mr Brian Roberts, ATCANZ representative to the course

Navigation Flight

18 Students were selected for navigation training as part of the Navigation Flight of NAC16.. The students were organised into 6 syndicates of 3 students each, and assigned a Navigation Instructor Pilot and aircraft.

3 Volunteer pilots assisted by the Navigation Flight Commander made up the navigation training team. 1 new volunteer pilot was added to the team this year as well, one returnee and one who has returned following a few years break due work commitments All provided the cadets with a valuable learning experience, and learnt a few lessons of their own along the way.

Course Management

Course Management Overall, NAC16 was commanded by CAPT. A. Rankin RNZSig, Area Co-ordinator Southern Area Cadet Forces Training and Support Unit (AC(S)CFTSU), assisted by SGT Mike Inns, RNZAF, as course manager and SQNLDR Peter McIntosh, NZCF, as Course Director.

Power Flying Programme

The Power Flying Flight's daily programme was run as per previous years. Initial briefings on Day 1 from Aeronautical Training Squadron (ATS) Instructors for Aircraft marshalling and from Rescue Fire Section on fire fighting & safety were soon followed by the start of flight training operations. Each day began with an instructor brief where pertinent points to safer and more efficient flight operations were discussed. Shortly after, the students would be given their daily brief discussing mainly the expected weather and any flight safety points that were required. Flight Operations began at or soon after 0815hrs each day and were continuous till 1630hrs, except for lunch, when students were rotated to leave the flight line for the Airmans mess. Each instructor at their discretion had lunch on the flight line.

Aircraft were refuelled by Air BP at two regular intervals each day.

Each syndicate was formed by a distribution of gender, previous flight experience and geographical origin. Most syndicates had at least 1 student with previous formal instruction, for the most part though, most students were raw ab-initio's and each instructor assessed where the student should continue or start their training in accordance with the standard NZ CAA ab-initio flight training syllabus.

2. Ground Course Programme

The ground course was again conducted by Mr Ray Gauden-Ing. The ground school consisted of a minimum of 2 mass pre-flight briefings per day plus smaller intimate briefings for those students at more advanced and varying stages of their training. This year the FRT0 component was removed in favour of a more specific series of lessons toward the course.

There were still lessons on radio use and operations, but also lessons on checks, circuit procedures and the like.

The Power Flying ground school was again accommodated in No.27 (Blenheim) Sqn's HQ, and the Navigation Flight was accommodated in the excellent Ground Training Wing facility.

3. RNZAF Support

The RNZAF again demonstrated excellence in their desire to support and encourage the ATC cadets, who are potential employees. All requests for services, assistance & logistics were readily made available and much appreciated to allow a seamless course operation.

4. Statistics

NAC15 Power Flight achieved reasonable results with 11 first solo flights and 4 re-solos.

	2016	2015	2014	2013	2012
No. Of Students	35	35	35	35	35
Class 2 Medical Held	31	35	34	35	32
Non-eligible Students	4	0	1	0	2

First Solo's	11	10	14	17	14
Re-solo/consolidation	2	2	4	1	3
Training Flights	385	320	315	385	350
Total Flight hours	223	218	198	236	236

5. Discipline, Accidents & Incidents

Course Discipline Again the student body were well behaved this year with no reported disciplinary action required to either the group as a whole, or any individual. This was largely attributable to the high discipline & standards expectations, maintained by core staff that are well experienced with creating a positive but disciplined learning environment.

Accidents

There were no reportable accidents.

Incidents

There were no reportable incidents.

6. Maintenance

Maintenance was very good this year with no training time lost due engineering requirements. 1 aircraft required a nose oleo inflation, with no training time lost. Excellent preparation by the owners saw all aircraft arrive with sufficient hours to complete the course.

7. Weather

This year's weather was very good. Most days were favourable winds and hot temps saw plenty of flying. We lost one morning of flying due to low cloud and reducing visibility, but some flying was still able to be conducted. We were able carry out so much flying some students were closely monitoring their remaining hours in the latter stages of the course.

8. Admin and Logistics

Admin

Pre-course admin was managed by myself mainly via email and telephone to course instructors and aircraft owners/operators. All owner/operators were prompt with our requests for paperwork and all were again generous with the rates they leased the aircraft to us at. Most course admin was completed on Day 1. When all instructors and aircraft had arrived, a staff briefing was conducted to cover the course commanders briefing to staff, Standard Operating Procedures (SOP), Syndicate & Aircraft Allocations, Instructor directives and Air Traffic Control procedures.

The NAC SOP document largely remained the same but for a few minor amendments.

As in the past, all instructors were issued with Directives, outlining their responsibilities to myself and their students, including the NZCF Duty of Care.

Day to day administration was promptly and efficiently handled by the ground team comprising the Adjutant and Time Keeper assisted by Mr Brian Roberts. They monitored all departing and arriving aircraft and processed the daily flight times recorded by each instructor to which they furnished progressive summaries of each students flying account on a regular basis.

Logistics

10 aircraft, comprised of 5 Piper Tomahawk's, 2 Cessna 152', 2 Piper Cherokees, and 1 172 were sourced from various owners/operators throughout the country. Best efforts were done to try and get aircraft that were geographically close to RNZAF Woodbourne to reduce ferry costs. This year the majority of the fleet was sourced from Christchurch, which Canterbury Aero Club made up a large proportion of the fleet. Although the ferry costs were increased due to the geographic location these aircraft, the maintenance and reliability statistics speak for themselves as to the quality of the product supplied from these organisations. Also there

were 2 late minute changes to the fleet which CAC were promptly able to provide additional aircraft on request.

As per NAC15, the aircraft were hired “Wet” bar 1 for the Power Flying Flight. The newly procured ATCANZ BP Fuel card was used for 1 aircraft and a lot of reconciling fuel documents was avoided. The average cost of the aircraft to ATCANZ was \$150/hr and the cost to cadets was \$163.04 with the difference reflecting the cost of ferry flying and post course landing charges.

Instructors were well spread from Auckland, Hamilton, Christchurch, New Plymouth and Nelson. Air New Zealand were very generous in positioning instructors to aircraft locations and back again at no cost to the NAC/ATCANZ.

9. Air Traffic Control

Mr Brett Cunningham, Senior Air Traffic Controller, Woodbourne Tower, gave the usual instructors briefing on the Monday of arrival, revising procedures as outlined in the SOP document. As has been the case for many years, the NAC and Woodbourne Tower worked well together with no issues or conflicts apparent. The Airways team provided yet another professional & high level of service, during what they consider to be a mutual & valuable training exercise for Tower staff.

10. Course Chief Flying Instructor Role

2016 was my first time as CFI of the National Aviation Course. Having attended the course in 2002 as a Nav student, and attended every course until 2013 it was strange to have seen things go full circle, and end up as CFI. The role was not without its challenges, but would have been infinitely harder without the systems, procedures and traditions developed by my predecessors John Neal and Craig Walecki. Having a highly skilled and professional team behind me was of great benefit, and If the students have learnt as much as I have from the NAC16 course, it was a valuable experience for all involved.

11. Summary

The ATCANZ ATC National Aviation course was again successfully conducted to a high standard of safety and aviation instruction. 11 students achieved a life changing first solo flight and I’m confident all NAC students have benefitted hugely, not only on an aviation basis, but also on a personal level, from their attendance and involvement with ATC and the NAC.

My personal thanks go to my instructor team, who did an outstanding job in trying circumstances, Aircraft owners/operators for their generous rates and well maintained training aircraft, Course sponsors for their generous and absolutely required sponsorship funds and/or facilities and finally to ATCANZ, for conducting the course in the first instance, a course that allows young New Zealanders the opportunity to do and achieve something that they will remember for years to come, if not their lifetime.

Again, I am proud to be involved with the NAC and the people who make it possible, and I look forward, given the opportunity, to being involved with NAC17.

FGOFF Scott Corlett (NZCF)

Chief Flying Instructor ATC National Aviation Course

04 April 2016

Report on Proceedings

Air Training Corps

National Gliding Course
Matamata Airfield December 2015

M K Wills
Squadron Leader NZCF
Gliding Coordinator

The Air Training Corps National Gliding Course was held at Matamata Airfield from Sunday 13 December to Saturday 19 December 2015.

The Course was attended by 20 ATC Cadets and staffed by personnel from both the Royal New Zealand Air Force and the New Zealand Cadet Force. The RNZAF also provided logistical and messing support.

The object of the Course was to provide attendees with gliding experience both in theory and in practice as detailed by the New Zealand Gliding Association Manual of Approved Operations Appendix 2c A Certificate Training Syllabus.

3,582minutes of gliding time was achieved over the week. Five gliders were used, two from the Tauranga Gliding Club (ZK GEO and ZK GPZ), two from the Piako Gliding Club (ZK GPC and ZK GPK) and one from the Auckland Gliding Club (ZK GMW). Aero tows were provided by two aircraft from the Tauranga Gliding Club (ZK BKJ and ZK PNE) and ZK BZA from the Piako Gliding Club.

Four students were able to achieve their first “Solo” glider flight.

The twenty Cadets attending the Course paid a total cost of \$8,800.00 (\$440.00 each)

The writer would like to place on the record his thanks to the gliding instructors and tow plane pilots for voluntarily giving up their time and thus enabling the flying operations to be conducted both professionally and successfully.

On behalf of the attending cadets I would also like to thank the Tauranga, Piako Gliding and Auckland Gliding Clubs, who together with personnel from the RNZAF and NZCF all contributed towards the running of a very successful Course.

The Course prize giving was attended by the following guests;

Air Vice Marshall P Stockwell RNZAF (Ret) CTC Aviation

Group Captain J Mathewson RNZAF

Mr. J Mounce NZATL

Mr. W Jones RAS

Squadron Leader S Parker RNZAF Acting Commandant NZCF

Special mention needs to be made of the sponsorship provided by the following organizations:

Air New Zealand Ltd.

CTC Aviation Ltd.

NZ Aviation Trusts Ltd.

Hamilton Branch Royal Aeronautical Society

Air Training Corps Association of NZ

Given the difference between the overall course cost and the contribution from individual cadets it is apparent that the above organizations really did make a difference in enabling the Course to be the success it was.

MK Wills

M K Wills
Squadron Leader NZCF
Gliding Coordinator

Appendix One

STAFF

GLIDING COORDINATOR: SQNLDR M WILLS NZCF

CHIEF FLYING INSTRUCTOR: FGOFF Mr. R OWENS NZCF

COURSE MANAGER: SGT J GOODLAD RNZAF

COURSE DIRECTOR: SQNLDR R PEACOCK NZCF

STUDENTS:

Cadets;

Rajeev
King
Luisetti
Davies
Bailey
Reid
Lavernioux
Williams
Reid
Kern-Smith
Sabu
Walter
Trenberth
Brett
Adan
Claydon
Jones
Griffin
Ben-Shahar
Hill

IACE Planning Report

Outbound

Destinations:- USA, Canada, UK and Netherlands

All outbound arrangements are progressing well. Air fares have been booked and paid for and the assistance provided by our travel agent has been of its usual high standard, making my job a lot easier.

USA - no end destination advised as yet beyond Washington but this is usually advised about June

Canada – Destination is Halifax and the maritime side of Canada. Canada has requested we increase ours to Canada by one going forward; This of course is subject to funding at our end as all current funding is jiggled towards 8 Cadets and 4 Officers travelling off shore.

UK – Tour will be split in two again, this time visiting Wales and Scotland and crossing over mid tour. Cadets and Officers from UK and Netherlands will remain in London post tour to take part in the UK ATC 75th Anniversary parade along with the rest of the Commonwealth countries. Cost for this is being paid for by the UK ATC.

Next phase of planning is to ensure all visas are obtained for USA & Canada as well as Insurance for all via Defence Leisure Travel.

Planning the outbound has met with the usual challenges of cadets not replying in a timely manner and Passports not applied for in a timely fashion,

It has been concerning that in some cases Cadets are not getting onto fund raising promptly upon selection as requested.

Escort Officers have been good in assisting to accelerate information from their cadets.

Inbound

Planning for the Inbound tour is progressing well with Cadets and Escorts arriving from the above countries. As Canada don't send an Escort Officer to NZ they have requested they send an additional cadet for the inbound tour on an ongoing basis to NZ, this year we have capacity so have agreed to this request.

FLTLT Paul Harland and I will be escorting /hosting the NZ Inbound tour this year to enable us to make some enhancements to the Inbound Programme going forward and to validate or tweak changes already in place, as well as building our networks of supporters nationally.

This year, on top of showcasing NZ to offer our guests we are focussing on increased unit involvement throughout the country so our guests get to interact with New Zealand Cadets and training programmes. Suggestions from previous tours have been taken on board where practical and implemented; the feasibility of others will be weighed up.

Rotorua and Queenstown will have an additional night built in as we did in 2015, this was well received by our guests and locals alike.

Last year the Rotorua Mayor hosted a Mayoral Reception/ Civic Welcome for our guests, and as a consequence of a Local Government forum post IACE other local bodies are starting to request similar exceptions given the positive newsworthy publicity the tour is generating for their communities.

Inbound Escort interest is also seeing an upturn with Officers now indicating their interest for 2017 and beyond.

In closing I need to acknowledge the positive and enthusiastic support we receive for the Inbound tour from NZDF without which the tours would not be the success they are.

Rob Foley SQNLDR NZCF

International Liaison Officer

17 Squadron Unit Support Committee Report for ATCANZ AGM 2016

17 Squadron is in a good position with just over 75 cadets parading.

Successes

- Aug 2015 - Two Cadets complete IACE - one to Canada, one to UK
- Nov 2015 — Won Sparrowhawk; the South Island inter-unit competition hosted at Burnham
- Dec 2015 - 7 Cadets awarded their National Certificate in Cadet Forces (Foundation Skills)
- Jan 2016 - 6 Cadets successfully complete National Aviation and Navigation Course
- April 2016— Won 3 Squadron Southern Area Drill Competition
- April 2016— Participation in Rededication of Christchurch Bridge of Remembrance and various ANZAC Day ceremonies around Christchurch.

We maintain a good relationship with the Chch RSA via Ed Lord, our RSA liaison representative on USC.

As mentioned 17 Squadron had 7 cadets awarded their National Certificate in Cadet Forces (Foundation Skills); the highest number of any unit in the country. The unit continues to encourage cadets to sign up to this Level 2 qualification.

Our AGM in March was very successful with several new parents joining. We maintain a good mix of experience amongst the parents on the committee.

Financially we are in a god position. We have an ongoing contract to pick up rubbish at Addington Raceway on both Cup day and Show day. This is our major fundraiser for the year and raises \$12,000 for the unit. As well as parents and ex cadets, we have volunteers from the community helping out on the day.

We encourage Parent Liaison by speaking on recruitment nights, holding several parent information nights throughout the year and invitations to the Attestation Parade for new cadets held mid-year and Final Parade at the end of the year.

USC Initiatives

'The Magpie' - our support committee newsletter to keep parents better informed on unit happenings.

The USC Scholarship - 'Reach for the Skies Youth Development Fund'- in 2015 we awarded funds to help cover the cost of an Outward Bound course and also help fund a trip on 'Spirit of Adventure'. This will carry on throughout 2016.

The USC subsidised costs to IACE for two cadets in 2015 and fully funds both Duke of Ed and NZQA credits.

Flight Simulator has been installed and will soon be operational. Training Manuals and Operating Procedures are currently being compiled. This will be a fantastic asset to the unit and will assist with navigation and flight training for the cadets.

The Unit Support Committee continues to have a good working relationship with the Unit.

17 Squadron is coming up to its 75th Jubilee in 2017 and we are currently planning a weekend of celebrations to mark this occasion in March of next year.

Annette Pugh
Chairperson
17 Squadron (City of Christchurch)