



Australian
Air League

ABN: 56 805 308 832

NEW SOUTH WALES GROUP



CEREMONIAL PARADE

SUNDAY 28TH MAY 2023

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Australian
Air League

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Group Field Circular 03 (G-FC-03-23) **5th May 2023**

2023 Annual Ceremonial Parade

1.0 Intention

- 1.1 The New South Wales Group Annual Ceremonial Parade will be conducted on Sunday, 28th May 2023 in the City of Sydney.
- 1.2 All Squadrons are directed to take part in the Parade.
- 1.3 Every member of the New South Wales Group are requested to convey to as many parents and friends as possible an invitation to attend on this day.

2.0 Dress

- 2.1 All members are required to wear full AAL uniform as laid down in Section 18 of the Australian Air League Manual.
- 2.2 Officers are to wear winter uniform.
- 2.3 A decision will be made by the Parade OC on the day as to whether AAL jumpers can be worn during the afternoon Parade.
- 2.4 All members must carry their membership and rank authority cards on the day.
- 2.5 All medals and decorations **MUST** be worn. Name badges are **NOT** to be worn.
- 2.6 **Officers not in full and correct uniform will not be allowed to march.** All Wing and Squadron OCs are expected to strictly enforce this directive.
- 2.7 As part of this directive, Hair and Jewellery requirements are to be enforced.
- 2.8 Members are also reminded that when travelling to and from the Ceremonial Parade that their uniforms must be full and correct.

3.0 Duty Squad

- 3.1 The Duty squad is **Robey Wing**.
- 3.2 The Wing OC is to ensure all members of their Wing are available and present for duty when rostered. The Duty Wing is to assist in setting up and packing up at end of Final Ceremonies. Members are also required to assist with unpacking at Group Headquarters.

4.0 Ceremonial Parade

- 4.1 The Ceremonial Parade will commence at Martin Place. With the head of the parade facing Pitt St. After a wreath laying ceremony at the cenotaph, the parade will proceed through the City CBD towards Pyrmont Bridge, the parade will then cross Pyrmont Bridge and march to Metcalfe Park at Darling Harbour.
- 4.2 Please note NSW Police Force will confirm the exact route of the march at a later date.

The Parade Statement will be completed when collecting the arm bands.

- 4.3 The timetable for the Ceremonial Parade is as follows:
 - 4.3.1 1210 hrs Wing & Squadron OC's to commence obtaining armbands from the Parade Assistant Adjutant at the assembly point and handing in parade statements (as attached).
 - 4.3.2 1210 hrs All members fall-in at Martin Place, in two columns either side of the amphitheatre with the head of the Parade on Pitt Street.
 - 4.3.3 1220 hrs Flag Party Sergeants and Drum Major Briefing.
 - 4.3.4 1230 hrs Officer's Briefing.
 - 4.3.5 **1250 hrs Parade moves off in two columns.**
 - 4.3.6 1300 hrs Parade arrives on both sides of the Cenotaph, in Martin Place.
 - 4.3.7 1300 hrs Wreath Laying, playing of Last Post and Reveille.
 - 4.3.8 1310 hrs Parade leaves Martin Place.
 - 4.3.9 1345 hrs Parade arrives at Metcalfe Park, Darling Harbour.

5.0 Ceremonial Parade Order

5.1 Parade will assemble and march in the following order.

Left side of amphitheatre, facing Pitt St

Right side of amphitheatre, facing Castlereagh St

	NSW Group Staff	E	Sadler Wing
	NSW Group Flag Party	F	Ilma Nicholson Wing
A	Keith Smith Wing	G	Lawrence Hargrave Wing
B	Hinkler / Ulm Wing	H	Kerr Wing
C	Robey Wing	I	Southern Cross Wing
D	Kingsford Smith Wing	J	Ross Smith Wing

6.0 Ceremonial Parade Procedure

6.1 Units are to commence to assemble in column of route in Martin Place at 1210 hrs in the order as determined in paragraph 5.1 of this Circular. The Parade moves off at 1250 hrs.

6.2 Units are to form up with the Left Side (when facing Pitt St) will be facing Pitt Street, Units on the Right side will form up in reverse order facing away from Pitt Street, so that they will follow the left side when the parade moves off

6.3 ***Parade Commencement***

6.3.1 At the order, PARADE, QUICK MARCH the Parade marches off to the left side of the Cenotaph in Martin Place. As each Unit passes the Cenotaph a General Salute, Eyes Right is given. All Officers salute, Squadron, Wing & Group Flags, ONLY salute. Bands do not play until entering Pitt Street. Please note, your Unit may not pass the Cenotaph for Eyes Right until after the Wreath Laying Ceremony.

6.3.2 Upon entering the Cenotaph area, the Parade forms two columns, with the head of the Parade looping back up the right side of the Cenotaph to be facing Pitt St.

6.3.3 At the order, PARADE, HALT, all units halt.

6.3.4 At the order, PARADE, LEFT AND RIGHT TURN, the left hand column facing Pitt Street turns right and the right hand column turns left.

6.4 ***Wreath Laying Ceremony***

6.4.1 The Wreath-Laying Party places the wreaths on the Cenotaph.

6.4.2 **Last Post is sounded.**

All Officers salute, Squadron, Wing, & Group Flags ONLY perform a General Salute. At the end of Last Post, Officers complete their salute, Flags remain saluted.

6.4.3 **One Minute Silence** is observed to honour those members of the Armed Services who paid the Supreme Sacrifice.

6.4.4 **Reveille is sounded.**

Flags are slowly brought back to the carry position.
OFFICERS DO NOT SALUTE.

6.5 ***Parade to Melcalfe Park***

6.5.1 At the order PARADE, LEFT AND RIGHT TURN, the left hand column facing Pitt Street turns left and the right hand column turns right.

6.5.2 At the order PARADE, QUICK MARCH, the right hand column facing Pitt Street moves off first, followed by the right hand column. Units not able to march off immediately mark time.

- 6.5.3 The parade right wheels into Pitt Street, the parade will then take a left wheel into King Street, the parade then right wheels into Castlereagh street, the parade then continues to Market Street where it makes a right wheel.
- 6.5.4 The parade will proceed along Pymont Bridge, Bands are required to stop playing and continue with a **Single** tap while marching down the stairs onto Pymont Bay Bridge. Bands will resume playing once they have past the escalators on Pymont Bridge.
- 6.5.5 The Parade will then turn right at the end of Pymont Bridge and march along the footpath to Metcalfe Park.
- 6.5.6 **Please note the above parade route will be confirmed by NSW Police Force at a later date**
- 6.5.7 While next to Pymont Bay Park the Parade is halted and under the direction of the Group Band Officer all Air League Bands quickly and smartly mass at the head of the parade.
- 6.5.8 Once the massed band is in position and the invited guests have arrived, the Parade OC orders the parade to march off and the parade proceeds onto Metcalfe Park.
- 6.6 ***Metcalfe Park Ceremonies***
- 6.6.1 **March On**
The parade marches onto to Melcalfe Park and then forms up as directed by the Parade Staff. Note there is no salute as the parade marches on.
- 6.6.2 Once all units are in position, the Parade OC gives the order for all units to turn into line and face the dais.
- 6.6.3 **Parade Hand Over**
The Parade is then handed over to the Group Executive Commissioner. The Group Executive Commissioner will then direct units to order flags and stand at ease.
- 6.6.4 **Parade Inspection**
The Group Executive Commissioner will give an address of welcome, after which an invitation will be extended to the Reviewing Officer to inspect the parade with the Parade OC and Parade Adjutant.
- 6.6.5 For the inspection, the parade is ordered to stand to attention.
- 6.6.6 After the inspection, the parade is ordered to stand at ease. Speeches and presentations follow.
- 6.7 ***March Off***
- 6.7.1 **Parade Hand Over**
At the conclusion of the ceremonies at Metcalfe Park, the Group Executive Commissioner orders the Parade to attention and hands the Parade back to the Parade OC.
- 6.7.2 At the order, PARADE, CARRY FLAGS, all flags are returned to the carry.
- 6.7.3 At the order, PARADE, MOVE TO THE RIGHT, RIGHT TURN, the parade turns to the right.
- 6.7.4 **March Off**
At the order, PARADE, QUICK MARCH, the parade marches off and passes the podium.
- 6.7.5 **Eyes Right, General Salute**
At the order, PARADE, IN SUCCESSION OF UNITS GENERAL SALUTE, EYES RIGHT, units perform an Eyes Right/General Salute as they pass the podium. Each unit OC must give the order for their unit to perform the General Salute, Eyes Right. All Officers salute (unless in a flag party) and Squadron, Wing, Group & State Flags ONLY salute.
- 6.7.6 The massed AAL band is the last unit to move and will not be playing at this point.
- 6.7.7 After passing the podium, the Parade forms an arc around the perimeter of the parade ground and re-forms as directed by the Parade Staff. The massed AAL band assembles in front of the parade facing the podium and halts.
- 6.8 ***Final Ceremonies***

- 6.8.1 **Australian National Anthem**
The visiting band plays the Australian National Anthem. ALL Officers salute and flags perform a General Salute.
- 6.8.2 **Group Flags March Off**
The Group Flag Parties are marched off the parade ground. A General Salute is given. Officers salute, and Squadron and Wing flags ONLY salute as the Group Flag Parties pass their immediate front.
- 6.8.3 **Lowering of Australian National Flag**
The Parade OC then gives the command to lower the Australian National Flag. ALL Officers salute and flags perform a General Salute whilst the Australian National Flag is lowered. The visiting band plays Sunset. At the conclusion of the Australian National Flag being lowered, all flags are returned to the carry.
- 6.8.4 **Order Flags**
At the order, PARADE, ORDER FLAGS, all flags move to the order.
- 6.8.5 **Dismissal**
All OCs are then called to report to the Parade OC for de-briefing and return of armbands. When all OCs are dismissed they return to their units and immediately dismiss their units.

7.0 Ceremonial Parade Staff

- 7.1 Officer Commanding Parade - Group Commissioner B. Fox
Parade Adjutant - TBA
Parade Band Officer - Group Lieutenant C. Bailey DSA MSA

8.0 Competition Entries

- 8.1 Wing and Squadrons will be judged in competitions on the march according to their eligibility.
- 8.2 Armbands MUST be collected by 1230 hrs.
- 8.3 Armbands will be issued when the Parade Adjutant has been notified by the OC of the unit of numbers marching on the day within his/her unit.
- 8.4 Officers Commanding Wings and Squadrons only will wear an armband on their left arm, which will be worn halfway between the shoulder and elbow.
- 8.5 Competitions will be judged on the march as the Parade moves along the Parade route and will include the following:
- 8.6 **BEST GROUP ON THE MARCH**
- 8.7 **BEST WING ON THE MARCH**
- 8.7.1 **Qualifications:** Members at least 30
Squadrons at least 2 marching separately
- 8.8 **BEST SQUADRON ON THE MARCH**
- 8.8.1 **Qualifications:**
Total Members At least 16 comprising of:
Officers At least 1
Flag Party Fully constituted (ie 3 flags, 3 escorts and 1 NCO in charge)
Flight At least 8 members plus NCO in charge. One point shall be deducted from every Flight for each member less than 19, including the NCO.
- 8.9 **BEST SMALL SQUADRON ON THE MARCH**
- 8.9.1 **Qualifications:**

Roll strength Only Squadrons with a total roll strength of 15 or less (as at 30 April 2018) are eligible for this competition, regardless of the number of members attending on the day. Squadrons over this number compete in Best Squadron on the March.

Total Members At least 9 and no more than 15 comprising of:

Officers At least 1

Flag Party Fully constituted (ie 3 flags, 3 escorts and 1 NCO in charge)

OR

1 Squadron Flag, 2 escorts and an NCO in charge.

Flight Not more than 9 members plus an NCO in charge.

8.10 **BEST FLIGHT ON THE MARCH**

8.10.1 **Qualifications:**

Total Members At least 10 and no more than 19 comprising of:

NCO in Charge 1

Other Ranks At least 9 and no more than 18 other ranks. One point shall be deducted for each member less than the full number of 19 (including NCO in charge).

If the number in the flight is less than 13 (including NCO in charge) then the flight is deemed to be non-competitive.

8.11 **BEST FLAG PARTY ON THE MARCH**

8.11.1 **Qualifications:** Must be fully constituted (ie 3 flags, 3 escorts and 1 NCO in charge) as per section 13 of the Australian Air League Manual. Any flag parties with less than this are non-competitive.

8.12 **BEST BAND ON THE MARCH**

8.12.1 **Qualifications:** Must consist of not less 9 members, plus 1 Drum Major. One point will be awarded for every member more than 9 in the band.

8.13 **DRUM MAJOR**

8.13.1 **Qualifications:** Must be a cadet or NCO.

9.0 **Trophy Return**

9.1 Wings, Squadrons and individuals holding perpetual trophies from last year's Ceremonial Parade competitions must ensure that they are returned in good repair, cleaned and appropriately engraved, to G H Q. on or by 20th May 2023.

9.2 Any unit or individual not complying with the provisions of paragraph 10.1 of this Circular will not be permitted to take part in the competition(s).

10.0 **Duty of Care to Members**

10.1 It is the responsibility of all Squadron OCs to ensure that the members of their Squadron are fit and well throughout the day. Members who are feeling ill are not to take part in the parade.

10.2 Squadron OCs are to ensure members are provided with adequate refreshments and sun protection throughout the day.

10.3 Any injured or ill members are to be immediately referred to the designated First Aid Officer. The designated First Aid Officer will be announced on the day.

10.4 Wing OCs will ensure Squadron OCs within their Wing follow these directives.

11.0 Non-Smoking Event

- 11.1 As per the Australian Air League's policy on smoking (AAL Manual Section 1, Para 5.0) the New South Wales Ceremonial Parade is a non-smoking event. All personnel are to strictly follow this directive.

12.0 Further Information

- 12.1 Parents are not allowed to be on the Road taking photos of members in the parade. This must be done from the footpath. This has been requested by NSW Police Force for the safety of the members.
- 12.2 Parents are not allowed to be taking any photos near the stage area in Metcalfe Park. Squadron OC's are to ensure all parents are aware. Any parent found taking photos in an area they are not allowed to (as deemed by the parade OC) will be asked to move.
- 12.3 Should any further information be required regarding the Ceremonial Parade, please contact one of the following:
- Group Field Comm: Group Commissioner Brendan Fox
Phone: 0405 365 213
Email: field.nsw@airleague.com.au
- 12.4 In the event of inclement weather, a decision will be made concerning the Ceremonial Parade.



Group Commissioner Brendan Fox
Group Field Commissioner
New South Wales Group
5th May 2023



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NSW Group Field Department
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**2023 New South Wales Group
Ceremonial Parade
28th May 2028**

Appendix A

TIMETABLE

Ceremonial Parade

- 1210 Wing & Squadron OC's to commence obtaining armbands from the Parade Assistant Adjutant at the assembly point.
- 1210 All members fall-in at Martin Place, in two columns either side of the amphitheatre with the head of the Parade on Pitt Street.
- 1220 Flag Party Sergeants and Drum Major Briefing.
- 1230 Officer's Briefing.
- 1250 Parade moves off in two columns.**
- 1300 Parade arrives on both sides of the Cenotaph, in Martin Place.
- 1300 Wreath- Laying, playing of Last Post and Reveille.**
- 1310 Parade leaves Martin Place.
- 1345 Parade arrives at Metcalf Park, Darling Harbour.**



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2023 New South Wales Group Ceremonial Parade 28th May 2023

Appendix B

PARADE MAP

