
The Corps Instructions

of the

Royal Australian Electrical and Mechanical Engineers



Corps Instruction Seventeen

“The RAEME Corps Port”

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Corps Instruction Number Seventeen – The RAEME Corps Port

Introduction

1. The RAEME Corps Port is a long standing tradition within the corps. It provides an opportunity to RAEME units and elements to profile their particular equipment and attributes across the greater Corps community.

Aim

2. The aim of this instruction is to outline and detail the selection process of the unit, the theme, costing and distribution of the RAEME Corps Port.

Unit Selection

3. RAEME Units/elements wishing to be selected to produce the annual RAEME Corps Port are to have their name into the Secretary of the Corps Committee NLT 1st July in the preceding year.

4. The Corps Committee will select a unit from those nominations put forward to the Secretary. If no unit nominations are received the Corps Committee will select the most appropriate unit for that year at the Annual Corps Committee Meeting.

Theme for the Corps Port

5. The Corps Committee is entrusted by this instruction to select an appropriate theme for the Corps Port during the Annual Corps Committee Meeting. Units nominating to produce the Corps Port may also nominate a theme for consideration by the Corps Committee.

Costing

6. To enable all members of the Corps to purchase the port the cost is to be kept at an affordable level. The unit nominated to produce the Corps Port is entitled by this instruction to 25% of the profit made through sales of the port.

Distribution

7. Once the Corps Port is selected and the label design is finalised, advertising through the RAEME Newsletter, RAEME Craftsman, RAEME Association Newsletters and Facebook is considered appropriate. The Corps Port should be ready for distribution by the 1st of June each year and sales finalised by 1st November that year.

Books of Accounts

8. Books of expenditure and receipts are to be kept and forwarded to the Secretary of the RAEME Corps Committee on completion of sales NLT 30 November for auditing each year. A detailed folder on the selection of the port, the label and distribution is to be kept and forwarded along with the book of accounts to the Secretary of the Corps Committee. A post activity report is to be produced and sent to the SO2 Corps Heritage. The unit nominated to produce the Corps Port is to contact the Secretary of the RAEME Corps Committee to acquire the above books.

Funding

9. A limited loan for initial funding may be granted on request through the Corps funds by contacting SO2 Corps Heritage or the Corps RSM.

Suggested Check List

10. A suggested check list is in Annex A.

Display Bottle

11. Six bottles of the Corps Port are to be donated to the Corps Heritage Collection Corps each year for historical and display purposes, in the Army Logistic Officers Mess, and Army Logistic Sergeants Mess. The six display bottles are to be sent to the RAEME HOC Cell, Latchford Barracks, attention SO2 Corps Heritage.

Arte et Marte**Annex:**

A. RAEME Corps Port Checklist

**ANNEX A TO
RAEME CORPS INSTRUCTION NO 17**

RAEME CORPS PORT CHECKLIST

Action	Remarks
Unit nomination to Secretary of Corps committee by 1 Jul.	
Request Unit/Regional Port Rep from all units.	Units to RO nominated rep
Request to SO2 Corps for initial grant if required.	
Acquire Books of Accounts and Folder	Through Secretary Corps Committee
Design Label	Appropriate to theme
Select Winery who is prepared to do the following: <ul style="list-style-type: none"> • Provide all artwork and preparation costs. • Provide and Print Labels/Neckties for bottles. • Provide freight and cartage to any designated military unit in Australia. • Insurance for the cover of non-arrival or damage to stock. • Provide port in a timely manner. • Provide second/third batch orders as required. • Accept payment on delivery. • Provide a quality port. 	All design work to be approved by HOC
Advertise through: <ul style="list-style-type: none"> • RAEME Newsletter • RAEME Craftsman • RAEME Associations • Social Media 	
Consider method of ordering and payment	Online systems that combine ordering and payment will vastly reduce the administrative overhead
Request units order in dozen lots with unit port rep contact name.	Allow smaller EME elements to order less than a dozen.