



305SQNA AFC JI 06/18

JOINING INSTRUCTION FOR RECRUIT TRAINING WEEKEND (C1#45883)

ACTIVITY TITLE	Recruit Training Weekend 1/18
ACTIVITY LOCATION/ DETACHMENT ADDRESS	RAAF Base Richmond Percival Street, Richmond NSW 2753
ACTIVITY COMMENCEMENT	0700 h 17 Mar 18 Dee Why MUD
ACTIVITY CONCLUSION	1700 h 18 Mar 18 Dee Why MUD
TRAVEL REQUIREMENTS	305 SQN will provide transport to and from activity location
UNIFORM REQUIREMENTS	Neat Civilian Attire
ACTIVITY OFFICER-IN-CHARGE (OIC)	FLGOFF(AAFC) A Gibney co.305sqn@airforcecadets.gov.au 0412 345 678
ACTIVITY COORDINATOR/ EMERGENCY CONTACTS (In order of preference)	CFSGT H Hagans hedy.hagans@airforcecadets.gov.au 0477 429 351
ATTENDANCE REQUIREMENTS	Attendance for this activity is Compulsory for 305 SQN Recruits

INTRODUCTION

1. This instruction has been issued to assist you in your preparation to attend the Training Weekend. The Squadron will be conducting the two day activity in order to run a series of activities to complete objectives for Recruit Training. For the duration of the activity you will be under the command of the Activity OIC
2. This Joining Instruction is an authoritative document; you are to read and comply with its contents. Speak to senior cadets at your Squadron who have attended activities like this in the past. They will prove an invaluable source of information regarding what to expect.

ADMINISTRATIVE DETAILS

3. **Forms and documentation.** You must ensure that you bring your Australian Air Force Cadets Identification (AAFC ID) Card

4. You must complete TWO copies of the TR66 'Consent Form - AAFC Activity' stating clearly your MEDICARE NUMBER and the EXPIRY date. **It must be signed and initialled in Sections 3 & 4 by your parent or legal guardian.** Please also ensure that the Witness signs and dates on the same day as your parent or legal guardian. If you are over 18 you may sign it yourself, but you still need to complete all the information areas. Have this document to present to staff, for checking, on arrival. Once checked the second copy is to be kept in your front right hand pants/shorts pocket at all times. Section 1 must include all known medical conditions, allergies etc. even if temporary. **This must be the correct version 4.5 dated Jun 16.** This form can be sourced via 'My Activities' in CadetOne (C1), which will also populate many of the required fields for you.

5. Should you be unable to access C1 then the correct version can be sourced via the 305SQN website by clicking on the link below.

http://305sqn.aafc.org.au/e107_files/downloads/parental_consent_jun16_tr66_v4.5.pdf

6. The completed TR66 Consent Forms are to be brought on the day of the activity, one TR66 is to be handed into the Duty Sergeant and one TR66 is to be kept on your person.

7. **Medical conditions, allergies and dietary requirements.** It is important that you inform the First Aid Officer or staff of 305SQN AAFC as soon as possible if you have any medical conditions, allergies or special dietary requirements, as well as stating them clearly on your TR66 'Consent Form - AAFC Activity'. This will ensure that your needs are taken into account when attending the activity. **Cadets should also arrive on the activity with copies of any required medical management plan.**

8. The Australian Defence Force (ADF) is unable to provide a severe food allergy free environment (such as from peanuts) in relation to the consumption of food during cadet activities. Such a risk may be life threatening for people who suffer from a severe food allergy. Parents may consider it is in their child's best interest not to allow participation of their child in the proposed activity. In the event that the child is allowed to attend a catered cadet activity, the parents may choose to provide, at their own expense, sufficient food to cover the duration of the activity.

9. If you or your parents have any concerns on these matters, you should speak with your SQN staff.

10. **Activity related costs.** This activity is included in Term Contributions. However there will be an opportunity to watch a movie during the activity. Therefore it is recommended to bring \$10 - \$20 to cover additional costs.

11. **Contact information.** During the activity, the OIC or activity coordinator may be contact in the case of an emergency. Please note, only contact the OIC in the case of an emergency, cadets will have access to mobile phones during stand-down in order to contact home.

12. **Nominal roll.** The nominal roll for this activity is contained in C1 and will be locked off when the activity commences.

13. **Withdrawal from activity.** Should you wish withdraw from the activity **prior to the close of nominations in C1**, cancel your nomination on C1.

14. Should you wish to withdraw from the activity **after the close of nominations in C1**, you are required to contact the Activity Coordinator and your Commanding Officer.

15. **Leave.** Leave during the activity will not normally be granted. However, any requests should be made to the Activity Coordinator.

ADDITIONAL ACTIVITY REQUIREMENTS

16. You must adhere to the equipment listing, there are additional activities that will require these items and if you are not prepared, you may miss out.

17. If you have any specific dietary requirements such as allergies or food preferences, you must notify the staff immediately.

TRAVEL, ACCOMMODATION AND MESSING

18. **Travel.** Travel to and from this activity will be by own means. A map, indicating the location of the venue and specific meeting point is included in Annex A. Cadets are to contact the Activity Coordinator by phone if they are running late. Cadets travelling via public transport are to wear civilian attire and bring their uniform in a bag (preferably concealed) to change into upon arrival at the activity.

19. Cadets are to meet at **Dee Why MUD**, 40 South Creek Rd, Dee Why NSW 2099, NLT **0700 hours** on Saturday 17 Mar 2018. Cadets will be available for collection from **Dee Why MUD**, 40 South Creek Rd, Dee Why NSW 2099, at **1700 hours** on Sunday 18 Mar 2018.

20. **Driver Authority Forms.** If you intend to self-drive or carpool you must adhere to 305SQN SI(ADMIN) 2-1. Detail can be found [HERE](#).

21. **Accommodation.** Accommodation will be provided at RAAF Base Richmond.

22. **Messing.** Meals will be provided at RAAF Base Richmond Airmen's Mess

23. **Food handling requirement.** The following AAFC Staff members hold safe food handling qualifications – I'M ALERT Food Safety (or SITXFSA001A Implement Food Safety Procedures and SITXOH002A Follow Workplace Hygiene Procedures):

- A. WGCDR(AAFC) L. Soemijadi
- B. CPL(AAFC) A Marshall

UNIFORM AND EQUIPMENT

24. Dress for this activity will be Neat Civilian Attire.

25. All uniforms are to be worn, and personal appearance is to be, IAW AAFC Manual of Dress.

26. You are to ensure that you have a regulation haircut prior to your arrival at the activity. Males of shaving age are to ensure they have shaved prior to arrival at the activity.

27. **Personal equipment.** A detailed list of personal equipment that you will require is contained in Annex B.

28. Lack of foot care and correct preparation of the feet is the most common cause of medical problems on cadet activities. Some detailed information regarding foot care is contained [HERE](#).

29. ALL items brought to the activity are the responsibility of the owner of the item. The AAFC will accept no responsibility for any loss or damage to items brought on the activity. All personal items (including clothing) are to be clearly labelled with the OWNER'S NAME and CADET NUMBER.

30. **Prohibited items.** The following items are prohibited on this activity:

- a. weapons, including pocket, sheath or flick knives or similar items;
- b. fireworks, ammunition or pyrotechnics of any description;
- c. smoking material of any description, including matches and lighters;
- d. alcohol or drugs in any form (authorised medications are to be logged with activity staff upon arrival);
- e. electronic entertainment devices; and
- f. pornography or any offensive material.

CONDUCT AND BEHAVIOUR

31. **Discipline.** Any breaches of discipline will be dealt with immediately. Any serious breach is grounds for sending a cadet home.

32. Breaches of personal or general hygiene will not be tolerated. The activity area will be regularly inspected to ensure the maintenance of appropriate standards in this regard.

33. **Equity & diversity and inappropriate behaviour.** The OIC will conduct a briefing on these matters when you arrive at this activity. However, all members are reminded of the instructions on unacceptable sexual behaviour as outlined in Volume 2, Part 1, Chapter 10 of the AAFC Manual of Management and the AAFC Code of Conduct, and are required to observe the standards outlined. Members are also reminded that any investigation into allegations of sexual harassment, equity & diversity breaches or fraternisation will be thorough. Involvement in such matters may result in your removal from camp, potentially at the expense of your parent or guardian.

34. **Mobile phones.** Mobile phones may be carried by cadets on the condition that they remain switched off during the activity. Mobile phone communication (voice calls, SMS, MMS etc.) will only be permitted during the stand down periods (personal time). During stand down periods, cadets may access social media for the purpose of viewing content and may use apps such as messenger to communicate with family and friends outside of the activity. At no time are cadets to make public posts or comment on other posts.

35. Parents/guardians who need to contact their child in the case of an emergency should use the phone numbers provided at the head of this Joining Instruction.

36. **Photography.** Photography of Cadets during this activity may only occur with their consent and as recorded on the Cadet's TR66 'Consent Form - AAFC Activity'. Photography and videography on ADF Establishments is strictly controlled and is prohibited by cadets, including during stand-down in cadet accommodation. Any photography by cadets will be considered as a security breach and will result in disciplinary action, possibly including removal from the Detachment. Authorised photographs will be provided by Detachment Staff. It is your responsibility to ensure the security of personal equipment including cameras and associated equipment.

SECURITY

37. Any unwarranted conduct or approaches by members of the public are to be ignored and reported up the chain of command as soon as practicable.

38. Cadets are reminded that they must have their AAFC Identification (ID) Card on them at all times. Cadets will not be allowed to attend this activity if they do not adhere to this requirement.

39. As a result of the increased SAFEBASE level at all Defence establishments members are reminded that a valid ID must be visible and above the waist when on Defence premises. AAFC ID Cards **must not** be displayed outside of Defence premises.

QUESTIONS

40. Any questions relating to this activity should be directed to the Activity Coordinator in the first instance.



H Hagans
Cadet Flight Sergeant
Activity Coordinator

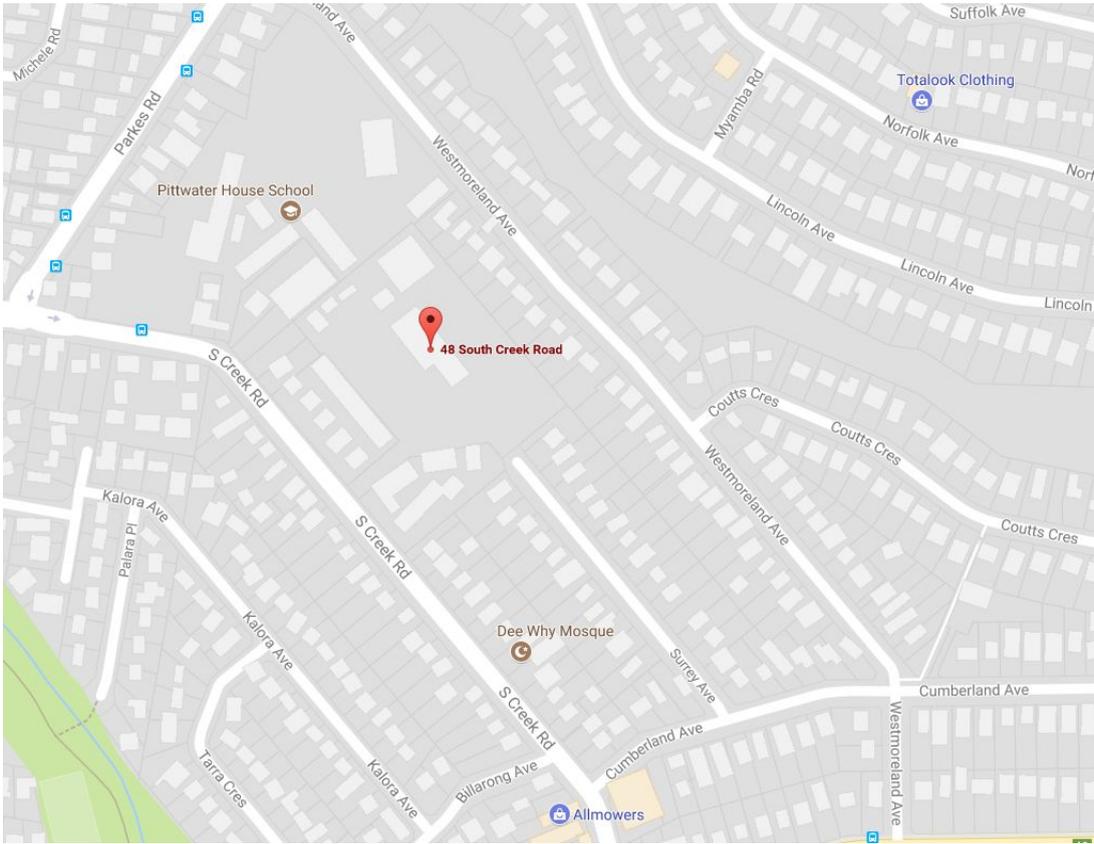
0477 429 351
hedy.hagans@airforcecadets.gov.au

19 Feb 18

Annexes:

- A. Location Information
- B. Equipment List
- C. Training Program

**ANNEX A TO
305SQNA AFC JI 06/18
FEB 18**



Drop off / Pick up location.

Training Location at RAAF Base Richmond



EQUIPMENT LIST

UNIFORM

Neat Civilian Attire

Underwear

T-Shirts &/or Collared Shirts (Civilian collared shirt, preferably SQN Social Shirt, is compulsory for Mess)

Pair of enclosed shoes (Casual)

Trousers &/or Shorts

Socks

Pair of Thongs

SQN Cap

Civilian Clothes should be suitable for varied conditions and the length of the camp. In accordance with the AAFC Manual of Dress **No** clothing with offensive imagery or language may be worn. To ensure you comply with this SQN shirts or plain shirts are recommended

TOILETRIES & HYGIENE

Shaving equipment (If needed)

Deodorant

Towel

Toothbrush & Toothpaste

Soap

Hair Equipment as required

OTHER

Water

Notebook and pens

Sunscreen

Medication (if required)

Money for Movie (\$10 - \$20)

All recruits should bring their SQN Recruit Pack

ID Card

2 x TR66 'Consent Form - AAFC Activity'

Any required medication (clearly labelled)

ALL ITEMS MUST BE CLEARLY IDENTIFIED

AAFC will accept no responsibility for any lost/stolen item.

TRAINING PROGRAM

17 Mar 18

TIME	ACTIVITY
0700	Cadets Arrive at Dee Why MUD
0720 - 0930	Depart to RAAF Richmond
0915 - 0955	Safety Briefing
1000 - 1120	Uniform Issue
1120 - 1220	Lunch
1220 - 1710	Recruit Training
1715 - 1815	Dinner
1815 - 1840	Change into Civilian Attire
1900 - 2100	Movie
2100 - 2230	Stand Down
2300	Lights Out

18 Mar 18

Time	Activity
0730	Reville
0815 - 0915	Breakfast
0915 - 0930	March to Training Facilities
0930 - 1115	Recruit Training
1115 - 1210	Lunch
1210 - 1530	Recruit Training
1530	Depart RAAF Richmond
1700	Dismissal from Dee Why MUD