



321SQNA AFC JI 7900/4/19

JOINING INSTRUCTION FOR ANZAC DAY 2019 PARADE & CEREMONY (7900)

ACTIVITY TITLE	ANZAC DAY 2019 Parade & Ceremony
ACTIVITY LOCATION/ DETACHMENT ADDRESS	Drop Off: Hunter St & Perkins St, Newcastle, NSW, 2300 Pick Up: Civic Park, King St & Auckland St, Newcastle, NSW, 2300
ACTIVITY COMMENCEMENT	Staff: 0800h 25 Apr 2019 Cadets: 0830h 25 Apr 2019
ACTIVITY CONCLUSION	Cadets: 1130h 25 Apr 2019 Staff: 1200h 25 Apr 2019
TRAVEL REQUIREMENTS	Own means
UNIFORM REQUIREMENTS	SD-AFB 1B (Long Sleeve Shirt and Tie, Hat Fur Felt)
ACTIVITY OFFICER-IN-CHARGE (OIC)	FLTLT(AAFC) Grant Mayler grant.mayler@airforcecadets.gov.au 0400 372 839
ACTIVITY COORDINATOR/ EMERGENCY CONTACTS (In order of preference)	CPL(AAFC) Matthew Whitelaw trgo.321sqn@airforcecadets.gov.au 0431 158 110
ATTENDANCE REQUIREMENTS	Attendance at this activity is compulsory for all cadets and staff.

INTRODUCTION

1. This instruction has been issued to assist you in your preparation to attend ANZAC DAY Commemorative Parade. This is a Ceremonial Parade involving a march from Hunter St to Civic Park Cenotaph (King St). For the duration of the activity you will be under the command of the Activity OIC, FLTLT(AAFC) Grant Mayler.
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. An 'Activity Notification and Consent Form' is to be downloaded from, correctly completed and reuploaded to the activity in CadetNet **ONE WEEK** prior to the commencement of the activity. **It must be signed by your parent or legal guardian if you are under 18 years of age.** The original should be brought with you on the activity. Have this document ready to present to staff on arrival.

5. Should you be unable to access CadetNet then the current version of the 'Activity Notification and Consent Form' can be sourced via the 3WGAAFC Portal within CadetNet: <https://members.cadetnet.gov.au/aafc/3WG/3WG%20Resource%20Centre/1.%20Forms%20and%20Templates>

6. **Medical conditions, allergies and dietary requirements.** It is important that 'Your Health Declaration' and all other medical and emergency contact details are up to date in CadetNet. You should inform the First Aid Officer or activity staff as soon as possible if you have any medical conditions, allergies or special dietary requirements. Any acute injury, illness or contagious/infectious diseases in the last 4 weeks require a doctor's certificate to be presented to the First Aid Officer or activity staff. 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 health management plan.**

7. 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.

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

9. A Food Allergy Management Plan (FAMP) for this activity can be downloaded from CadetNet.

10. **Activity related costs.** This activity has NO associated costs.

11. **Contact information.** During the activity, the OIC or activity coordinator may be contacted 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 CadetNet.

13. **Withdrawal from activity.** Should you wish withdraw from the activity **prior to the close of nominations**, withdraw your nomination on CadetNet. Should you wish to withdraw from the activity **after the close of nominations**, you are required to contact the Activity Coordinator and your Commanding Officer.

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

ADDITIONAL ACTIVITY REQUIREMENTS

15. No additional activity requirements.

TRAVEL, ACCOMMODATION AND MESSING

16. **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.

17. **Accommodation.** Accommodation is not required for this activity and therefore will NOT be provided.

18. **Messing.** 321SQNA AFC will not be providing meals.

19. **Food handling requirement.** There is no requirement for food handling qualifications for this activity.

UNIFORM AND EQUIPMENT

20. **Dress.** Dress for this activity will be SD-AFB 1B (Long Sleeve Shirt and Tie) with Hat Fur Felt

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

22. 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.

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

24. 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 at:

<https://members.cadetnet.gov.au/aafc/3WG/3WG%20Resource%20Centre/1.%20Forms%20and%20Templates>

25. 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 CADETNET ID.

26. **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 (excluding mobile phones, tablets and laptops)
- f. pornography or any offensive material.

CONDUCT AND BEHAVIOUR

27. **Discipline.** Any breaches of discipline will be dealt with immediately. Any serious breach is grounds for sending a cadet home.
28. 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.
29. **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 the activity, potentially at the expense of your parent or guardian.
30. **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 period (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.
31. 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.
32. **Photography.** Photography of Cadets during this activity may only occur with their consent. 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 activity. Authorised photographs will be provided by activity staff.

SECURITY

33. 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.
34. Cadets and staff are reminded that they must have their AAFC ID Card on them at all times. Cadets will not be allowed to attend this activity if they do not adhere to this requirement.
35. 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

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

M Whitelaw

Matthew Whitelaw
Corporal (AAFC)
Activity Coordinator

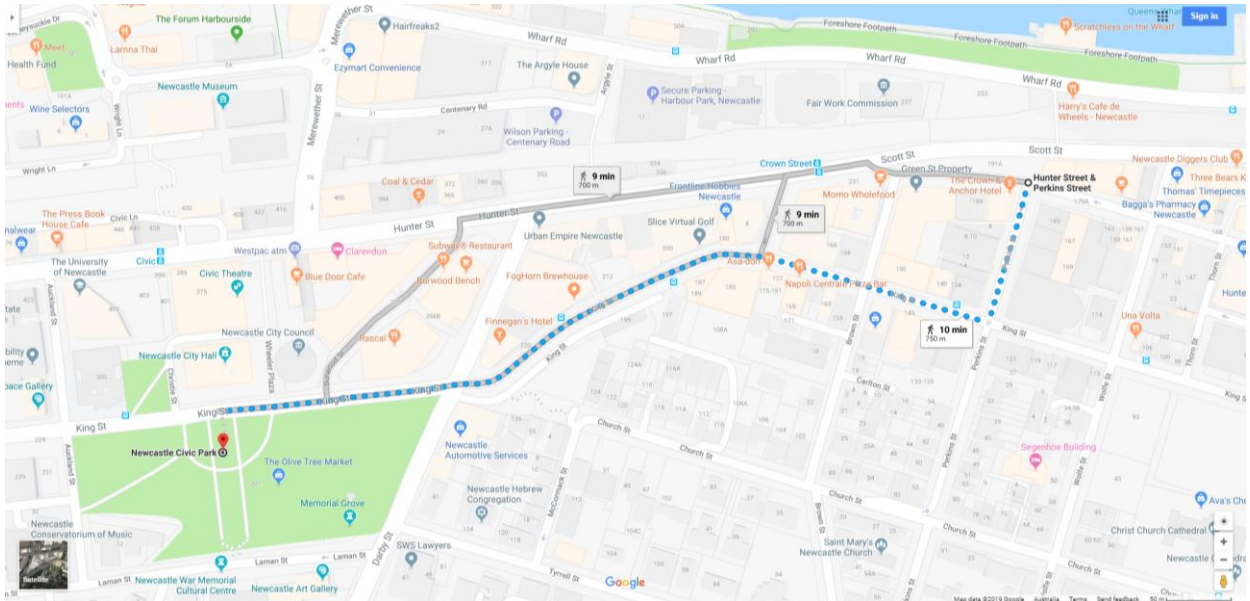
0431 158 110
trgo.321sqn@airforcecadets.gov.au

27 Mar 19

Annexes:

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

LOCATION INFORMATION



FROM 321SQNA AFC – Military Road, Adamstown, NSW to Civic Park, Newcastle			
Approximate time travel: 15 Minutes			
Serial	Direction	Description	Distance (m)
1	Right	Onto Brunker Road	
2	Right	At Glebe Road Traffic Light	
3	Straight	At Gordon Ave/City Rd, Traffic Lights	
4	Straight	At National Park Ave Traffic Lights	
5	Straight	At Lingard/Smith St Traffic Lights	
6	Straight	At Union St Traffic Lights	
7	Straight	At Watkins St Traffic Lights	
8	Left	At Glebe Rd & Darby St	
9	Straight	At Park Ave Roundabout	
10	Stop	Civic Park (Road will be closed from 0830h)	
11			
12			
13			
14			
15			

TRAINING PROGRAM

Time (h)	Description
0800	Staff Arrive at Meeting Point (Perkins & Hunter St Old Myer Building)
0830	Cadets Arrive/Drop Off at Meeting Point
0915	ANZAC March Commences
1000	United Commemorations Service, Civic Park
1100	Commemorations Service Concludes
1130	Cadets Depart/Pick Up Civic Park
1200	Staff Depart Civic Park

EQUIPMENT LIST

UNIFORM

Service Dress 1B / Ceremonial Dress 4B (long sleeve and tie):

Hat Fur Felt Khaki

SD long sleeve shirt

SD tie

SD rank slides (as per substantive rank)

SD trousers

SD belt

Black socks

Parade shoes or cadet boots

Gold name badge

SD jumper (optional)

OTHER

Activity Nomination and Consent Form

Any required Health Management Plan and/or doctor's certificate

Any required medication (clearly labelled)

ALL ITEMS MUST BE CLEARLY IDENTIFIED

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