



321SQNA AFC JI 07/19

JOINING INSTRUCTION FOR NEWCASTLE SERVICE OF REMEMBRANCE (566)

ACTIVITY TITLE	Newcastle Service of Remembrance
ACTIVITY LOCATION/ DETACHMENT ADDRESS	Christ Church Cathedral 52 Church St Newcastle, NSW, 2300
ACTIVITY COMMENCEMENT	0900h 24 Apr 19
ACTIVITY CONCLUSION	1130h 24 Apr 19
TRAVEL REQUIREMENTS	Own means
UNIFORM REQUIREMENTS	SD-AFB 1B (Long Shirt and Tie)
ACTIVITY OFFICER-IN-CHARGE (OIC)	SGT(AAFC) Kylie Dorsett kylie.dorsett@airforcecadets.gov.au 0439 426 401
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 optional

INTRODUCTION

1. This instruction has been issued to assist you in your preparation to attend the Newcastle Service of Remembrance. This is a Church Service involving cadets from Australian Army Cadets, Australian Navy Cadets and Australian Air Force Cadets participating in marching in service flags followed by a dedicated ANZAC Service of Remembrance. For the duration of the activity you will be under the command of the Activity OIC, SGT(AAFC) Kylie Dorsett.

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 is not required

10. **Activity related costs.** This activity has an ‘no’ associated cost.

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. Parents and family are welcome to attend this activity

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.** The AAFC 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

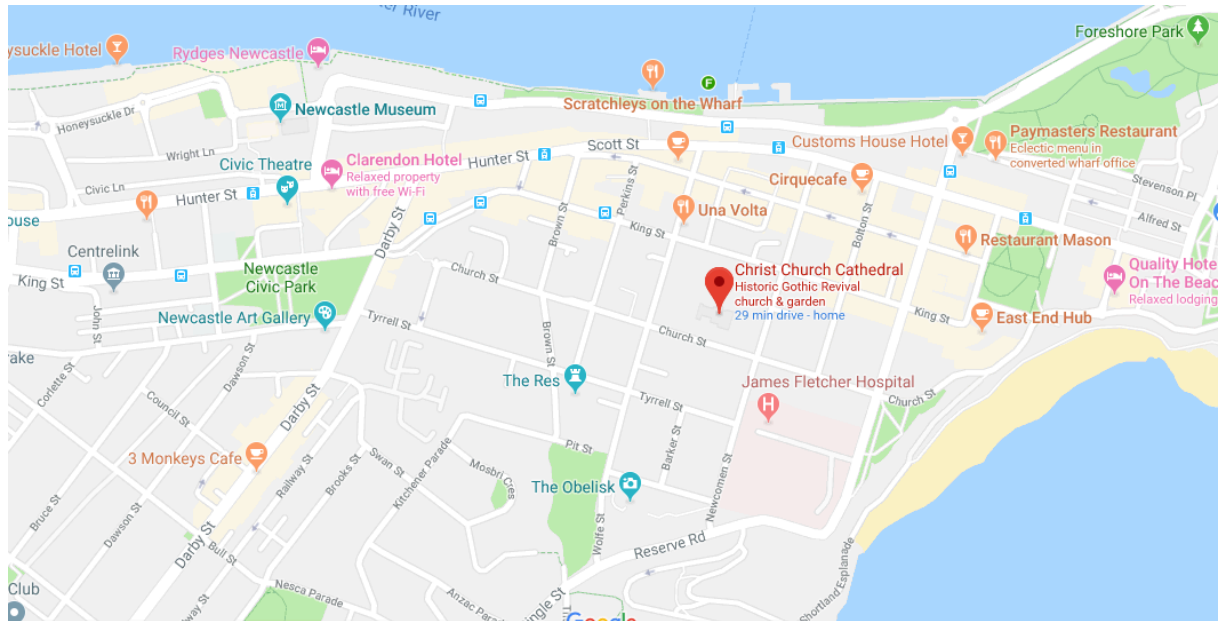
0431 158 110
trgo.321sqn@airforcecadets.gov.au

13 Apr 17

Annexes:

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

LOCATION INFORMATION



***FROM Civic Park Newcastle to Christ Church Cathedral
Approximate time travel: 05 Minutes***

Serial	Direction	Description	Distance (m)
1		From Civic Park (King Street), Newcastle	
2	Straight	At King St / Darby St Traffic Lights	100m
3	Right	At Wolfe St	600m
4	Left	At Church St	100m
5	Arrived	52 Church St, Newcastle	
6			
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15			

TRAINING PROGRAM

Time (h)	Description
0900	Activity staff and cadets arrive
1000	Service commences
1100	Estimated time Service concludes
1130	Activity staff and cadets dismissed

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)

Gold name badge

SD trousers

SD belt

Black socks

Parade shoes or cadet boots

SD jumper (optional)

OTHER

Water Bottle

Activity Nomination and Consent Form uploaded to CEA and bring a hardcopy

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.