



AUSTRALIAN ARMY CADETS ST HILDA'S ANGLICAN SCHOOL FOR GIRLS'



COAC 1-2/20

Joining Instruction

See distribution

TERM 1 RECRUIT INDUCTION COURSE 22-24 FEB 20

References:

- A. Northam Army Camp Range Standing Orders
- B. Defence Road Transport Instructions
- C. SHASCU Enrolment Documentation 2020

Introduction

1. Saint Hilda's Anglican School Cadet Unit (SHASCU) is conducting a Recruit Induction Course (RIC) over the period Saturday 22 FEB – Monday 24 FEB 2020 at Northam Army Camp (NAC). This year, the camp will be combined with boys from Christ Church Grammar School Cadet Unit (CCGSCU) and boys and girls from Guildford Grammar School Cadet Unit (GGSCU). The objective of the RIC is to train first year cadets in basic service skills and fieldcraft, in order to (IOT) prepare for future cadet activities.

Aim

2. The aim of this instruction is to detail the requirements for preparation and attendance at the RIC. Adherence to this document will ensure cadets are adequately prepared for participation, are aware of training and behavioural expectations as well as the activities that will occur.

Report time

3. On Saturday 22 FEB 20, SHASCU cadets are to report to SHASCU from 1300, arriving no later than NLT 1330. Buses will depart at 1400.

Return documentation

4. Parents are required to sign the online permission form:
<https://www.sthildas.wa.edu.au/cocurricular/cocurricular/2019-army-cadet-unit-shascu/>

Training format

5. The RIC will be conducted to gradually immerse cadets into the structured, team orientated cadet environment. The first half has been designed to replicate a 'barracks' training environment, whilst the second half will be an introduction to living in the field.

6. The training objectives for the RIC are:
 - a. fieldcraft
 - b. drill and parade format
 - c. orders, command and control
 - d. participate in physical training (PT)
 - e. first aid

Sequence of events

7. The exercise will be conducted in accordance with (IAW) timings and tasks outlined in Annex A.

Staff appointments

8. SHASCU staff are outlined below, and they will be assisted by staff from SHASCU and GGSCU in various roles:
 - a. Officer in Charge (OIC) Exercise - CAPT (AAC) Conrad Scott
 - b. Operations Officer (OPSO) – MAJ Duane Nurse
 - c. SHASCU ADF Liaison – CAPT Diana Gibbons
 - d. OC SHASCU – LT (AAC) Ranson
 - e. Safety Officer – LT (AAC) Alex Barbour
 - f. Food Management Officer / 1st Aid Officer – LT (AAC) Digby Gibson
 - g. SHASCU Staff – Mr Josh Wilkes

Clothing, stores and equipment

9. The CQMS is responsible for preparing the Coy stores as outlined in Annex B. These stores are to be prepared for loading under direction of the CQMS during normal parade timings on the Friday 21 FEB 20.
10. All participants are required to bring all personal equipment as outlined in Annex C to Friday Parade on the 21 FEB 20. All section and personal stores will be issued by the CQMS that afternoon and be individually packed ready to deploy. All packs and personal equipment will be stored at SHASCU overnight to allow for rapid departure next day.
11. A spare Disruptive Pattern Camouflage Uniform (DPCU) is to be taken to change into over the weekend. It is highly recommended that clothing and sleeping equipment is waterproofed when packed.
12. A kit inspection of a random 10% of parading cadets may be conducted at the discretion of staff in order to ensure prohibited items are not carried to the exercise. If prohibited items are found in the 10% sample, a 100% kit inspection will be conducted.

Rationing

13. The 1st Aid Officer is the Food Management Officer for the duration of the exercise. Any dietary requirements previously outlined in cadet enrolment forms will be adhered to in the catering plan. If dietary requirements have changed since enrolment, it is the responsibility of the cadet to inform staff of changes.

14. Rations will be a mixture of fresh cut rolls, BBQ and ration pack meals.
15. Cadets are permitted to bring 'jack rats' (snacks), however, IAW extant AAC policy, food products containing nuts are strictly forbidden. Caffeine energy drinks e.g. 'Red Bull' are also forbidden.

Water

16. NAC has access to potable water for the duration of the exercise. Cadets are to ensure that they are able to carry a minimum of 2 litres on their person at all times. There will be ample opportunity to resupply.

Accommodation

17. All cadets will be staying under individual hootchie shelters for the duration of the activity. In the event of severe weather, at the direction of the Safety Officer, the Company will move inside permanent shelter.

Environmental

18. The following environmental directions are IAW Ref A:
 - a. **Waste:** Waste management in NAC is based on the principles of reduce, reuse, recycle and remove. All waste is to be reduced in volume, bagged and appropriately disposed of in allocated skip bins. It is everyone's responsibility to ensure waste is not left in NAC.
 - b. **Flora and fauna:** Local flora is not to be interfered with. This includes chopping down of trees to create sleeping space. Fauna is not to be trapped or disturbed.
 - c. **Damage:** Any damage to infrastructure or the environment is to be reported to Range Control by the OIC.

Transport

19. Participants will be transported to NAC and SHASCU by St Hilda's Bus transport, IAW timings in Annex A.
20. IAW Ref B, cadet staff may only drive Defence vehicles if they had a familiarisation and it is recorded in an AC795 'Blue Book', which is in the members possession. Cross-country driving is not permitted by drivers using this licensing arrangement.
21. **Speed limits.** Vehicle speed limits are dictated by the road type, the condition of the road and the method of passenger transportation. IAW Ref A, the following limits apply in NAC:
 - a. **Sealed road.** Adhere to posted speed limits.
 - b. **Unsealed roads.** 40km/h

c. **Unsecured passengers.** Caution is to be exercised at all times when carrying unsecured passengers. Cadets may travel unsecured in the back of ADF vehicles at the following speeds:

(1) 40km/h within NAC on sealed roads or as conditions dictate

(2) 20 km/h on unsealed roads or as conditions dictate.

22. IAW Ref B, no cadets are to ride in the rear of vehicles on public roads and passengers and stores are not to be carried simultaneously in the back of vehicles at any time.

23. IAW Ref B, drivers of military vehicles must have 8 hours uninterrupted sleep prior to driving on civilian roads.

Fire and safety

24. NAC is currently used by the ADF for military training. It is crucial that cadets understand that range produce such as expended ammunition, casings and Unexploded Ordnance (UXO) are not to be touched or collected. This can carry the risk of injury or death. Cadets will be liable for prosecution as it is an offence, both civil and military, to remove live ammunition and range produce from a military range.

25. IAW Ref A, areas that are designated as out of bounds are not to be entered. If this impacts on training, the activity will be modified IOT avoid use of these areas.

26. The Safety Officer will conduct a detailed Safety Brief on arrival at NAC.

27. The lighting of fires (including hexamine) or use of pyrotechnics is governed by the local Fire Danger Rating. The Fire and Safety Officers are to be fully conversant with the current Fire Danger Rating during the RIC period. No fires are to be lit without the explicit approval of the Fire Officer.

28. The LR110 FFS is to be utilised as a safety vehicle, fitted with a VHF radio. The safety vehicle is not to leave NAC for the duration of the activity, unless a casualty evacuation CASEVAC is being actioned.

29. The possession or consumption of alcohol, tobacco, recreational drugs and abuse of prescription and non-prescription medicines by cadets or staff is strictly forbidden and will result in immediate removal from the activity and subsequent disciplinary action.

30. Any severe, deliberate breach of safety or conduct will result in the parent or guardian being called to collect the cadet from NAC. SHASCU disciplinary measures will also be actioned.

Medical

31. OC SHASCU will print all cadets medical details and emergency contacts prior to the activity from the St Hilda's database. These will be located at Company Headquarters (CHQ) for the duration of the activity.

32. If a cadet is taking prescription medicine or over the counter medicine, it must be declared to the 1st Aid Officer prior to departure from St Hilda's. It will be at the discretion of the 1st Aid Officer if the cadet is able to self-administer or report to CHQ for issue of medication.
33. Physical Training (PT) has been included in the training program. If a cadet is carrying a pre-existing injury, they are to produce a medical certificate or a note from a parent / guardian on arrival to St Hilda's on Saturday (or earlier) IOT to seek exemption from PT.
34. The 1st Aid Officer is responsible for ensuring the preparedness and serviceability of all medical stores by NLT 21 FEB 20.
35. All sections will be issued with a section medical kit on arrival to NAC by the CQMS.
36. All staff will carry an 'EpiPen' Auto-Injector for the duration of the RIC. Cadets who require EpiPens for anaphylaxis are to bring two of their own auto-injectors.
37. In the event of a casualty, the 1st Aid Officer will assess the nature of the injury. Treatment or evacuation of casualties will be co-ordinated by the 1st Aid Officer. Parents / guardians will be notified by OC SHASCU.
38. The Casualty Evacuation (CASEVAC) plan is outlined in Annex D and a copy is to remain in the safety vehicle at all times.
39. In the event of a CASEVAC utilising the safety vehicle, all exercise movement will cease. For this activity, Northam Regional Hospital will be Emergency CASEVAC point.

Hygiene

40. Hygiene is a personal responsibility. It is highly recommended that items outlined in Annex C are purchased to maintain minimum levels. Ablution blocks, with showers, situated in NAC will be utilised, only if required.
41. Due to male and female cadets being co-located, ablution blocks will be clearly labelled male and female.

Allergies

42. SHASCU has taken extensive measures to ensure all food is IAW individual cadets dietary and allergy requirements. If, in the event a cadet consumes foodstuffs that incur an allergic reaction, all staff carry an EpiPen to combat anaphylactic shock.

Unacceptable behaviour

43. In accordance with AAC and St Hilda's behavioural expectations, any form of bullying, harassment, bastardisation or other unacceptable behaviour, as outlined in the mandatory briefing conducted at the beginning of the training year, will be dealt with swiftly and decisively, regardless of the rank or role of the individual, both cadet and staff, committing the act.

44. Cadets are reminded to adhere to the AAC values of courage, initiative, respect and teamwork at all times.

Communications

45. **Emergency contact.** In the event of an emergency, parents are able to contact SHASCU staff via the following means, in order of priority:

- a. OIC Exercise - 0421 912 914
- b. LT (AAC) Ranson – 0436 852 149
- c. CAPT Diana Gibbons – 0400 018 669
- d. NAC Range Control – 0407 705 563

46. Staff phones will be monitored at all times. In the event of staff phones not being within service coverage, Range Control is to be contacted. On request, a message will be relayed to SHASCU staff.

47. **Personal mobile phones.** Cadets are not permitted to bring mobile phones, unless a request is sought and is granted by staff in exceptional circumstances.

Leave requests

48. IAW Ref C, the Term 1 RIC is a compulsory school activity and has been acknowledged as such by parents and guardians. Leave for the activity will only be granted if an 'Activity Leave Application' is completed and submitted to CAPT Gibbons within 5 days of receiving this instruction. The submission of a completed leave application does not equate to automatic approval. Only under exceptional circumstances will leave be approved. Where possible, partial leave will be negotiated, which may result in the parent or guardian in driving to NAC.

Conclusion

49. The Term 1 RIC is designed to be a fun, moderately challenging activity which presents cadets at all levels the opportunity to develop new skills to begin training as a cadet in both the barracks and field environments. Full participation and immersion is encouraged to extract maximum benefit. Any questions IRT the conduct of the exercise can be directed to the CAPT Gibbons on the details below.

D Gibbons

Captain
SHASCU ADF Liaison

(08) 9285 4292

diana.gibbons@sthildas.wa.edu.au

14 FEB 20

Annexes:

- A. Sequence of events
- B. Company stores list
- C. Personal field equipment list
- D. CASEVAC plan – NAC to Northam Regional Hospital

Distribution

Parents
Guardians
Student Wellbeing Centre
CCGSCU
GGSCU
File

SEQUENCE OF EVENTS

Ser	Date	Time	Event	Remarks
1	FRI 21	1530 – 1730	Issue Stores Issue lesson packages to CUO's Secure packs in classrooms	
2	SAT 22 FEB 20	1300	Advance Party depart for NTA	
3		NLT 1330	Cadets arrive at CCGS	
4		1400	Main body depart CCGS for NTA	
5		1530	Main body arrives at NTA	
6		1545	Safety Brief / Orientation	Safety Officer
7		1545 - 1700	CHQ unload stores PL's set up Night Locs	
8		1700	PT	MAJ Nurse
9		1800	BBQ Dinner	
10		1900 - 2200	Lessons – Observation at night; sounds; movement	PL Staff
11	SUN 23 FEB 20	0530	Reveille	
12		0615 - 0730	PT	MAJ Nurse
13		0730-0800	Breakfast	
14		0810 -1000	Drill Lessons: Attn/ease; turns; marching; halt	CSM/PL SGTs
15		1015	BULLRING	
16		1240	LUNCH	
17		1325-1830	BULLRING TRG ACTIVITIES	Trg plan TBC
18		1830	Dinner	
19		1920	Orders	
20		2000 - 2200	Night Activity	
21	MON 24 FEB 20	0530 - 0700	Reveille / Morning Routine / Breakfast	
22		0710 – 0815	Inter Pl PT CHQ Refurb camp	
23		0830 - 1050	Drill / Parade Rehearsal	Rifle Drill
24		1100 - 1130	March out parade	
		1130 - 1215	Lunch	
25		1215	Depart NAC for SHASCU	
26		1345	Arrive St Hilda's	
27		1345 - 1500	Refurbish Stores	
28	NLT 1500	Dismissal		

COMPANY STORES LIST

SERIAL	ITEM	QTY	REMARKS
1	Medical kits section	9	
2	Medical kit universal	2	
3	RTF 200 Radios	15	
4	Table FS	1	
6	Chairs folding	2	
7	Night Vision Equipment	20	
8	Compass Silva	20	
9	Maps - Northam special	20	
10	Map board	1	
11	Water jerry container 20 litre	10	
12	Shovels	4	
13	Pick	3	
14	Axe	2	
15	Entrenching tool shovel	9	
16	Shelters two man (spares)	8	
17	CAS Stretcher and 2 blankets	1	
18	Tent pegs	Qty	
19	Comms cord	Roll	
20	To be issued on Friday:		
	Rations		
	Shelters and pegs		
	1 st Aid Kits		
	Compass		
	Protractors		
	Maps		

PERSONAL FIELD EQUIPMENT LIST

This list is to be adhered to in preparing for field deployment. Climate conditions and likely tasks will determine the inclusion of some items.

Report in:

- DPCU shirt & pants
- SHASCU undershirt
- Bush boots
- Backpack
- Webbing
- Bush hat
- Watch
- Notepad & pen

Items issued by SHASCU:

- Personal webbing
- Hoochie & pegs
- Japara (DPCU raincoat)
- Hexamine stove and tabs
- Vuee-Tuee (Field handbook)

Backpack contents:

- Spare DPCU shirt & pants¹
- Spare undershirt
- Spare socks
- Spare underwear
- Jumper
- Sleeping bag
- Sleeping mat / groundsheet
- Toiletries:
 - Toothbrush & paste
 - Baby wipes
 - Soap / sanitiser / gel
 - Sanitary items
 - Small Towel / Flannel
 - Insect repellent



Figure 1 - Webbing configuration

Personal webbing contents:

- 2x Full water bottles
- 2x Cups canteen
- Pocket knife / Multi Tool³
- Knife, Fork, Spoon (KFS)
- Hexamine stove and tabs
- Torch (Red filter)
- Lighter
- Hoochie
- Japara
- Vuee-Tuee
- Basic medical kit
 - Band-Aids
 - Betadine
 - Tweezers
 - Strapping tape
 - Nail clippers

Optional extras:

- Jack rats (NO NUTS / CAFFEINE)
- Thermals
- Scrim
- Gloves
- Zip-lock bags (For waterproofing)
- Beanie
- Insect repellent

¹ If rain is predicted or activities include water

CASEVAC PLAN – NAC TO NORTHAM REGIONAL HOSPITAL

1. Assess situation, render immediate first aid.
2. Arrange traffic control measures (if applicable).
3. For PRIORITY 1 or PRIORITY 2 casualties call 000 (Emergency Services).
4. For PRIORITY 3 casualties call 9690 1300 (Northam Hospital). Alternate is 112 (free of charge from any phone).
5. Utilise Safety Vehicle and move to NORTHAM HOSPITAL or arrange RV with CIV AMBULANCE if required.

CASUALTY CLASSIFICATION: Priority 1 = Evac in 1H to prevent death or permanent injury;
Priority 2 = Evac in 4H's to prevent CAS deteriorating to PRI 1;
Priority 3 = Evacuation required within 24 hours / not urgent.

ROUTE CARD:

Start Point: NAC front gate

0 km Turn RIGHT onto NATIONAL HWY 94

400m Turn RIGHT onto MITCHELL AVE

4.3 km Turn LEFT onto ROBINSON ST

4.9 km Turn LEFT into NORTHAM HOSPITAL

Release Point: NORTHAM HOSPITAL

