



# AUSTRALIAN AIR FORCE CADETS

## 6 WING



Tel 08 8393 2172, RAAF Base, EDINBURGH SA 5111, AUSTRALIA

6WG/WGWOFF/Activities/ANZAC

### JOINING INSTRUCTION NO 2/2022

#### Activity Summary

<b>ACTIVITY TITLE/NAME</b>		ANZAC YOUTH VIGIL 2022 (City of Adelaide)	
<b>C1 ACTIVITY NUMBER</b>		45406	
<b>ACTIVITY LOCATION / DETACHMENT ADDRESS</b>		State War Memorial (cnr Nth Tce & Kintore ave)	
<b>DROP-OFF LOCATION</b>		State War Memorial (cnr Nth Tce & Kintore ave)	
<b>PICK-UP LOCATION</b>		State War Memorial (cnr Nth Tce & Kintore ave)	
<b>START DAY</b>	Sunday	<b>END DAY</b>	Monday
<b>START DATE</b>	24APR20	<b>END DATE</b>	25APR20
<b>START TIME</b>	1730	<b>END TIME</b>	0530
<b>ARRIVAL UNIFORM REQUIREMENTS</b>		CD-1 (Long sleeve and Tie) (with SD sweater)	
<b>ACTIVITY OFFICER IN CHARGE (OIC)</b>		<b>Name: WOFF(AAFC) Henry Bell</b> <b>Email: <a href="mailto:henry.bell@aafc.org.au">henry.bell@aafc.org.au</a></b> <b>Mob: 0401 045 794</b>	
<b>ACTIVITY COORDINATOR/ ADDITIONAL EMERGENCY CONTACTS</b> (In Order of Preference)		<b>Name: FSGT(AAFC) Geoff Ewart</b> <b>Email: <a href="mailto:geoffrey.ewart@aafc.org.au">geoffrey.ewart@aafc.org.au</a></b> <b>Mob: 0402 267 251</b>	
<b>COST</b>		\$0.00	
<b>ACTIVITY CLASSIFICATION</b>		Attendance at Community events or commemorative / ceremonial parades WITHOUT weapons or swords	

## ANZAC YOUTH VIGIL 2022 (CITY OF ADELAIDE)

### Introduction

1. Congratulations on your selection to attend ANZAC Youth Vigil to be held at South Australian State War Memorial, corner of North Terrace and Kintore Ave Adelaide City on the evening of 24/25<sup>th</sup> April 2022 from 1730hrs to 0530hrs.

### Activity Outline

2. The ANZAC Eve Youth Vigil is an RSL sponsored activity involving various youth groups in an overnight Vigil at the State War Memorial. Youth groups combine to form a Guard of Honour around the Memorial from the evening of the 24<sup>th</sup> of April until the Memorial is handed over to the Dawn service Catafalque Party just prior to Dawn on the 25<sup>th</sup> of April.
3. Cadets and staff may choose to nominate either for the whole activity or in shifts 1730-2130, 2130-0130 or 0130-0530.
4. Cadets will be provided water, light refreshments and a rest area. There is no sleeping area provided for this activity.

### Personal Preparation

5. It is important that you read this document carefully, and are thoroughly prepared for the activity.
6. Cadets will be nominated for a four hour roster during which they will mount at least one 20-30 minute shift throughout the time of the Vigil. A copy of the Duty Roster is at Annex A.
7. Those cadets participating in the final Vigil shift (0130-0530) have been permitted by RSLSA to remain on site and view the ANZAC Dawn Service ceremony from 0600. This event is closed to the public for COVID reasons. Please note that should cadets (and parents) remain for this event that they do so at their own risk. NO formal AAFC supervision has been facilitated for this event.
8. It is important for cadets and parents to note that this activity finishes at 0530hrs and that the next activity, which is the ANZAC Day March, commences at 0800hrs. There will be NO formal supervision of cadets between these two activities as the supervising staff may not be the same.
9. Finally, speak to senior cadets at your Squadron that have attended activities like this in the past. They will prove an invaluable source of information regarding what to expect.

### Forms and Documentation

10. You must ensure that you have your AAFC Identification Card with you before arriving at the activity. The card is to be carried in a pocket and not worn or openly visible unless you are on a Defence establishment where the ID card must be displayed in the approved manner.
11. You must complete TWO copies of the Parental Consent Form clearly stating your Medicare number and its expiry date. It **must be signed and initialled in sections 3 & 4 by your parent or legal guardian**. Section 1 must include all

known medical conditions, allergies, etc even if temporary. If you are over 18 you may sign it yourself, but still need to complete all the information areas. Have this document ready to present to staff, for checking, on arrival. Once checked the 2nd copy is to be kept in your front right hand pants/shorts pocket at all times.

12. **NOTE: This must be the correct version 4.5Jun 16 and should be sourced via this activity located in CadetNet** - This will populate many of the required fields and ensure the current version.

### **Emergency Contact during Activity**

13. It is essential that the person listed in the 'Emergency Contact Number During Activity' part of the consent form is contactable for the duration of the activity, in-case of an emergency. Should the cadet need to be removed from the activity (medical/behaviour/voluntarily withdrawal), this person must be available or be able to facilitate a pick up from a designated location.

### **Medical Conditions, Allergies and Dietary requirements**

14. It is important that you ensure that CadetNet is up to date with any medical conditions, allergies or special dietary requirements, as well as stating them clearly on your Parental Consent Form. This will ensure that your needs are taken into account when attending the activity. **Information on dietary requirements will be taken from CadetNet and submitted to the caterer.**

15. **Cadets should also arrive at camp with copies of any required medical management plan.**

16. 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.

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

### **Medication**

18. The AAFC encourages cadets to self-manage their health conditions, to recognise the signs and symptoms of their condition and to administer their own prescribed medication so they may participate in the full range of activities offered by the AAFC.

19. AAFC staff are only able to provide basic First Aid and are not qualified to handle more complicated medical conditions or situations. For this reason Cadets on medication need to consider if this activity is suitable for them to attend whilst on medication. Activities that are remote, require physical endurance or accommodation in a communal living environment may not be suitable whilst on some medications. If in doubt contact the activity OIC to discuss the capacity to manage your condition on this activity.

20. All medication (prescription and non-prescription) must be listed on the Consent Form for the activity.

21. All prescription medication must be in the original packet/container with the pharmacy label attached. The label must show it is for the named cadet and show the dosage, directions and any warnings.
22. All non-prescription medication must be in the manufactures packet with the dosage recorded on the TR66 and does not exceed the recommended dosage. Any dosage exceeding that recommended by the manufacturer must be approved, in writing, by the GP, and must accompany the medication.
23. Any medication that is not in the original packaging will be returned to parents and will not be permitted on the activity.
24. Please ensure that appropriate supply of medication is provided. If required, repeat prescriptions can be provided, along with the cost of their supply.
25. At the start of the activity cadets are required to declare any medication to the First Aid Officer.
26. Schedule 8 medications are to be handed to the First Aid Officer at the commencement of the activity, as these medications must be stored securely when not being administered. In these instances, staff will assist cadets to manage their health condition by incorporating their medication needs into the training program.
27. All medication will be checked and recorded prior to the commencement of the activity.

### **Personal Equipment**

28. Cadets may elect to bring a small amount of money and a mobile phone for safety reasons.

### **Dress**

29. Dress for the activity is CD-1 (Long sleeve and Tie) with SD sweater and hat KFF. You may wear the medals of a deceased relative on your right breast directly above the pocket. Medals are not to be worn on jumpers.
30. All uniforms are to be worn **IAWAAFC Manual of Dress**.

### **Haircuts**

31. Cadets are to ensure they have a regulation haircut prior to their arrival at the activity. Details on regulation haircuts can be found in the AAFC Manual of Dress.

### **Travel to the Activity**

32. Travel to and from the Vigil is be by own means. On arrival, you are to report to the AAFC Duty Officer. At the conclusion of the activity, you are to advise the Duty Officer of your departure.

### **Accommodation and Messing**

33. Tents will be provided for vigil participants to use whilst not actually involved in a vigil.
34. In the past gift vouchers have been provided for the use of Vigil participants by McDonalds. If parents do not wish to allow their children to partake of these offers

they should contact the AAFC Duty Officer on arrival. Please note that cadets will not be able to redeem their vouchers on the night due to supervisory considerations.

35. Bottled water will be provided however it is strongly suggested that Vigil participants bring their own water bottle and snacks with them.

### **Equity & Diversity and Inappropriate Behaviour**

36. The OIC will conduct a briefing on these matters when you arrive at camp, however, all members are reminded of the instructions in **Volume 2 Part 1 Chapter 10 Behaviour** of the AAFC Manual of Management, and are required to observe the standards set out therein. 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.

### **Prohibited Items**

37. The following items are prohibited by cadets at the activity (except if specified in the equipment list for a Fieldcraft/Survival type 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 illicit drugs in any form (See below for authorised medication);
- e. pornography, or any offensive material including electronic games,
- f. electronic gaming consoles, video gaming devices.

### **Withdrawal from Activity**

38. Should you need to withdraw from the activity, it is vital that you inform the activity OIC and your CO (or an appropriate member of your SQN staff) immediately.

39. Cadets who nominate and are accepted for an activity are expected to attend the activity unless they are precluded by doing so by circumstances not under their control. In most circumstances this means injury or illness occurring after the nomination has been accepted.

40. Where a cadet withdraws from an activity after being accepted without sufficient justification, they may be banned from future activities.

41. Cadets should refer to **6WG SI TRG 2-1 Cadet Cancellation from Wing Activities** for further guidance available from 6WG Portal at [www.cadetnet.gov.au](http://www.cadetnet.gov.au).

### **Training Requirements**

42. Cadets attending this activity must have finished the Recruit phase of training.

### **Mobile Phones**

43. Mobile phones are brought at the owners risk and will remain the responsibility of the owner.

44. Mobile phones are permitted to be brought to the activity but must be switched off whilst rehearsing.

## Photography

45. You should seek guidance from staff before taking any photos on activity.

## Contact Information

46. During the activity, the detachment may be contacted on mobile ph: 0401 045 794.
47. The Officer-In-Charge (OIC) for this activity is WOFF(AAFC) Henry Bell, 0401 045 794 or [henry.bell@aafc.org.au](mailto:henry.bell@aafc.org.au).
48. A nominal roll of staff and cadets and their shift timings is attached at Annex A
49. A list of appointments and duties for staff and cadets is attached at Annex B

## Spectators

50. A brief Dedication Ceremony is held from 1900 to 2030hrs (7pm to 8:30pm). This ceremony is attended by various multi cultural groups and is normally hosted by the State Governor.
51. Family and other spectators are encouraged to view this Ceremony from the grassed spectator viewing area in front of the War Memorial. Family and spectators should not enter any of the tented areas or the Ceremony Control area.
52. An outline of the ceremony is included at Annex C

## Spending Money

53. It is recommended that you bring a small amount of spending money (for refreshments). Ensure any monies are concealable in your uniform and do not make noise while marching (eg coins)

## Security

54. It is your responsibility to ensure the security of personal and issued equipment whilst attending the activity. **Ensure that all items are labelled.**

<signature>

## Henry Bell

WOFF(AAFC)

Wing Warrant Officer 6 Wing

Tel: 0401 045 794

Email: [henry.bell@aafc.org.au](mailto:henry.bell@aafc.org.au)

09 March 22

## Annexes:

- A. Staff / Cadet Nominal Roll and Shift Timings
- B. Appointments and Duties
- C. Outline Ceremony Timings

## Staff /Cadet Nominal Roll and shift timings

Service Number	Rank (AAFC)	Name	Sex	Unit	Shift No.	Time From To
	WOFF	Henry Bell	M	6WG	1	1730-2130

Rank	First Name	Surname	Service Number	Unit	Shift No.	Time From To
						ALL NIGHT
						ALL NIGHT
						ALL NIGHT
						1700 - 2130
						1700 - 2130
						1700 - 2130
						1730 - 2130
						1700 - 2130
						1700 - 2130
						1700 - 2130
						1730 - 2130
						2130 – 0130
						2130 – 0130
						2130 – 0130
						2130 – 0130
						0130 – 0530
						0130 – 0530
						0130 – 0530

## **APPOINTMENTS AND DUTIES**

### **Vigil Supervisors**

Officers/Instructors of cadets are allocated as Vigil Supervisors, each with a 4 hour staggered shift, so there is always one Officer/Instructor who has been in attendance for some time and hence has a good idea of what is going on.

Vigil supervisors are ultimately responsible to the OC 6 Wing for the safety and administration of cadets attending the vigil and are to be familiar with the Vigil General Instruction and Emergency Response Plan.

### **Cadet Shift Supervisor**

A Senior Cadet is to be allocated as Cadet Shift Supervisor with each duty shift being of four to six hours. The Shift Manager is responsible for ensuring that the Assistant Shift Managers carry out their duties and maintaining the Duty Officers Folder as detailed below.

Any problems outside the scope of the Cadet Shift Supervisor are to be brought to the attention of the Vigil Supervisors

### **Shift Manager**

A Senior Cadet is to be allocated as Shift Manager with each duty shift being of four hours. The Shift Manager is responsible for ensuring cadets are ready for their shifts, posting the Vigil as required and ensuring that the Vigil runs smoothly.

### **Duty Officers Folder**

A Duty Officer's folder is to be established, it is to contain TR66's, RSL Vigil Forms, Duty Roster and timings. The folder is to provide a quick reference for medical problems, plus a reference for shift management.

The folder is to be left at the Vigil Duty Tent and is to be the prime responsibility of the Cadet Shift Supervisor.

All AAFC members are to enter the following details in the log and ensure that the cadet Shift Supervisor is aware of the changes before moving off:

- Time of arrival at Vigil
- Time of placement on Vigil Duty and when relieved
- If leaving Vigil area – time, destination and expected return, and
- Time of departure from Vigil and with whom

### **Vigil Members**

Cadets are allocated a half hour vigil within a 4 hour shift (six cadets allocated for each 2 hour shift). Cadets may stay for the complete Vigil or leave after their shift.

Cadets are required at the vigil site, at least 30 minutes early and be ready to march on 15 minutes before their allocated shift.

**Cadets are to always travel in groups and are to inform Staff or Senior Cadets of their whereabouts by means of the Duty Log**



## OUTLINE CEREMONY TIMINGS

SER	ACTIVITY TIME	ACTIVITY	COMMENTS
1	1700 -1730hrs	Arrival – Roll Call and Safety Brief	Activity OIC
2	1755hrs	Guard mount	Aust Army Cadets
3	Every 30 minutes from 1800 hrs	Guard change	
4	1830hrs	Rep Groups (Wreath Placing) meet at rear of toilet block for briefing	Air Force Cadets
5	1830-1910hrs	Invited Guests arrive	Organisation Rep to host
6	1910hrs	Brief Guests	Chair
7	1910hrs	Youth participants assume positions for inspection	Ceremonial Officer
8	1915hrs	Guests proceed to viewing area	
9	1920hrs	His Excellency & ADC arrive at Government House Gates	
10	1920 – 1927hrs	His Excellency & ADC proceed to Guest Tent – VIP guests presented.	Ceremony 2IC Chair
11	1927 - 1930hrs	His Excellency arrives at Ceremony area and mounts podium	
12	As convenient	Ceremony commences	Ceremony 2IC
13	2000hrs	Combined dedication by all participating groups	Ceremonial Officer
14	2034hrs	His Excellency proceeds to Guest Tent followed by VIP Party  Group Representatives to proceed to Guest Tent accompanied by Leader	Committee Reps
15	2116hrs	His Excellency departs	Ceremony 2IC
16	2116 – 2130hrs	Invited Guests depart.	
17	2130 – 0530hrs	Vigil Continues	Activity Staff
18	0430 hrs	<b>Re condition area ready for Dawn Service. AAFC responsible for -</b> Collect loan stores, reconcile to stores list, load & secure truck/trailer on Torrens Parade ground.	AAFC Duty Member
19	0600	Dismissal	Activity Staff