



AJ2311019

## JOINING INSTRUCTION

### AUSTRALIAN DEFENCE FORCE INDIGENOUS PRE-RECRUIT PROGRAM (IPRP)

#### Officer Commanding / Chief Instructor (OC/CI) Introduction

1. Congratulations on being selected for the Indigenous Pre-Recruit Program (IPRP). This program is designed to give you the confidence, learning skills and knowledge needed to prepare you for further recruit training. Your experience at Recruit Development Wing (RDW) will expose you to the military, introduce you to structured routines and provide you learning skills that will set you up for success in the ADF and your everyday life. Your RDW mentors will be key advocates with you on this journey.

#### Purpose

2. The purpose of this instruction is to provide you with the information necessary to prepare you for attendance and training on the IPRP. You should read this instruction carefully as it will allow you to fully prepare for your recruit training in the Australian Defence Force (ADF). *You are to bring this instruction with you* so that you can refer to the details when required.

#### Program Aim and Objectives

3. The IPRP is a six week program designed to provide you with the confidence, skills and knowledge needed to fully prepare you for recruit training. The objectives of the program are to:

- a. Develop individual confidence, emotional and social skills
- b. Introduce ADF culture within the context of individual cultural identity and
- c. Attain ADF physical fitness entry requirements.

4. The training will be physically and mentally demanding, but most importantly, by the end of the program you will be ready to complete your recruit training with confidence.

#### Program Dates and Location

5. The February and April IPRP will be conducted at Kapooka, approximately 12 km from the city of Wagga Wagga, in the Riverina area of New South Wales. The June IPRP will be conducted at HMAS Cerberus, approximately 70 km from Melbourne near Crib Point on Hann's Inlet, Western Port Bay. The August IPRP will be conducted at RAAF Wagga, approximately 10km from the city of Wagga Wagga, in the Riverina area of New South Wales.

6. Following successful completion of the IPRP you will proceed directly to your respective recruit training school, so once again, it is important that you bring all the required documentation and personal effects listed in annex A, as these items will also be required at

recruit school. You will receive further information regarding attendance at recruit school during the conduct of the IPRP.

### **Travel**

7. Defence Force Recruiting will arrange your travel. Note that there is a 20kg luggage limit for those people travelling by air.
8. You are to travel to the IPRP in neat civilian attire such as collared shirt, dress shoes and slacks (neat jeans are acceptable) or equivalent dress for females. Trainees are not to travel in tracksuits, shorts or thongs. These items can be packed and brought with you in accordance with the packing list.
9. Travel to your recruit school will be organised during the IPRP.

### **Program Structure**

10. The IPRP is conducted over six weeks and includes a variety of content incorporating classroom based instruction, physical training, cultural awareness and development training (including elements of both Indigenous and ADF culture), team building activities, outdoor adventure activities and military site visits. As a guide, the program is broadly structured as follows:
  - a. Week 1. ADF induction week
  - b. Week 2. Self-awareness and self-confidence week
  - c. Week 3. Team building week
  - d. Week 4. Military week
  - e. Week 5. Team challenge week
  - f. Week 6. Graduation
11. The program is scheduled over seven days each week with a typical day commencing at 6 am and running until lights out at 10 pm. While you will have sufficient time for rest and recovery during the program, there will be *limited opportunity* for you to contact family members or attend to personal and family administration, so ensure you make any necessary arrangements prior to arrival on the IPRP.

### **Clothing and Equipment**

12. **Military clothing.** Military uniforms will be issued to you after arrival on the IPRP and you will wear these uniforms for most of your time on the program. You will be required to maintain these uniforms including washing and ironing to the standard required in the ADF. Laundry facilities are available in your barracks accommodation but you are required to bring your own iron and 'iron cleaner' with you.
13. **Civilian clothing.** Civilian clothing will only be worn during periods of leave and for a small number of 'off base' activities. You are required to dress smartly at all times when in civilian dress and as space in the barracks accommodation is limited, you are restricted to only bringing one suitcase with you. For this reason it is important you adhere to the packing

checklist at annex A. You should also bring a small, plain black or grey backpack for use during some of the activities.

14. Personal items of a sentimental nature, such as photographs or other small reminders of family, are permitted to be brought with you; however they will not be able to be displayed in your room.

15. You must bring at least one form of current photo ID such as drivers licence, passport or proof of age card.

16. You *are not* to bring any material or items to the IPRP that may be considered offensive or that are on the following prohibited list:

- a. magazines or reading material of an inappropriate or pornographic nature
- b. knives or any other type of weapon
- c. alcohol and non-prescription drugs or medication.

### **Food and Accommodation**

17. While on the IPRP you will be housed in barracks style accommodation where you will share a room with two other trainees. Male and female trainees will be accommodated in the same barracks building, but will not share the same room. All bedding will be provided, although you must bring your own towel. The barracks building contains shared bathroom, laundry and other communal areas. The barracks building, including your room and all shared facilities, will be cleaned and maintained by you and your fellow trainees.

18. All your meals will be provided for you. Generally, most trainees will be required to pay for meals consumed which will be deducted directly from your pay. The ADF will provide you with all your nutritional requirements and you are not permitted to bring food, drinks or other dietary supplements for consumption during training. Any special dietary requirements on medical or religious grounds will be confirmed when you arrive and will be catered for during training.

### **Pay and Banking**

19. As an enlisted member of the ADF you will be paid on a fortnightly basis once you commence training on the IPRP. You should note that your pay may take a number of weeks to process into your nominated bank account so you are **required to bring with you sufficient cash (approximately \$200) or the equivalent amount in a bank account that you can access by ATM card.** This money will allow you to purchase ancillary items that you may require until your ADF pay is established. The amount you will be paid is dependent on your family circumstances, so you should confirm your net rate of pay through your Enlistment Coordinator and ensure that it is sufficient to meet your financial obligations. There will be little opportunity to rectify any financial problems once training has commenced.

20. You must bring details of your Tax File Number, along with your bank account details including the account number and BSB of the financial institution, to allow direct payment into your bank account. If you do not have a current bank account there will be an opportunity to open a new account for your pay through either the Defence Bank or the Australian Military Bank, both of which have branches at the training locations. If you need

to open a new bank account you will require at least two forms of identification along with your Tax File Number.

## Medical

21. All members of the ADF are provided with full Medicare equivalent healthcare by Defence health facilities. During your recruiting process you will have completed a number of medical questionnaires and health checks that confirm your medical status on enlistment. As part of your initial training (either during IPRP or when you commence recruit training), you will undergo a further medical induction process, including a series of vaccinations, that will confirm your health status.

22. All members of the ADF are required to be fully vaccinated to protect themselves and others against exposure to serious infectious diseases. You are **required to bring proof** of your current vaccination status to the IPRP. Proof of vaccination can be obtained from:

- a. The Australian Childhood Immunisation Register  
<https://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>
- b. Childhood immunisation record book (commonly referred to as the Blue Baby Book)
- c. International Vaccination Record Book
- d. Your GP or local public health centre.

23. Ensure that you bring any prescriptions for medications that you are currently taking. These prescriptions will be reviewed by a medical officer and you will be given an authorisation to carry your regular medications. Repeat prescriptions will subsequently be issued through the local Defence Health Centre. All non-prescribed medications will be withdrawn from individuals on arrival at the IPRP.

24. It is recommended that if you wear corrective lenses (glasses), you arrive at the IPRP with two pairs of glasses and that you have a copy of your current prescription. Due to the nature of the training environment, contact lenses *are not* recommended to be worn during the IPRP and subsequent recruit training.

## Trainees with Dependants

25. Trainees with dependants, including a married spouse, inter-dependant partner (de facto) or children, may be entitled to certain additional allowances to help support your family while you are away from home conducting training. You should seek advice from your Enlistment Coordinator if you have dependants at home to ensure you commence any relevant paperwork required before attending the IPRP.

26. If you do have dependants, ensure you bring the required documentation listed under 'Categorisation Support Documents' at annex A with you on the IPRP. Failure to provide these documents on arrival may cause unnecessary financial hardship for your family.

27. Trainees with dependants **are not** to move their family to the local area during training.

## IPRP Contact Details

28. **Mobile Phone Use.** Personal mobile phones are permitted to be brought with you on the IPRP; however, you should note that the use of phones will be limited to only certain times outside of normal daily training. When not in use, mobile phones will be secured and will not be permitted to be carried on your person continually. During the IPRP you will be extremely busy and as such, you should advise your family and friends that the ability to contact you will be very limited. Regular contact through the week is unlikely.

29. **Emergency Contact Number.** In the event of an emergency during the February or April intake your family can contact the RDW Duty Officer 0408 610 589. The emergency contact details for the June and August intake will be advised upon arrival. This phone will be attended 24 hours a day should your family need to contact you. Ensure that your family members have recorded this number but remind them that contact through these means is for an *emergency only*.

## Postal address

30. For February and April IPRP intake, your mail should be addressed to you as follows:

Recruit (Initials and Surname)  
 Indigenous Pre-Recruit Program  
 Recruit Development Wing  
 ARTC  
 Blamey Barracks  
 MILPO KAPOOKA, NSW, 2661

31. For June and August IPRP intake, your mail address will be confirmed upon arrival.

32. You should be aware that parcels are to be opened in front of your platoon staff and items such as valuables and food/beverages will be removed. The following items are prohibited and should not be sent through the mail:

- a. magazines / reading material of an inappropriate nature and not relevant to the military / training
- b. alcohol
- c. tobacco products (for trainees under 18 years old)
- d. knives or any other type of weapon
- e. prescription or other medication (this can be prescribed to you by a Medical Officer).

33. Prohibited items will be removed and in the case of weapons, given to the Military Police.

## Trainee Conduct and Expectations

34. All trainees are to attend the IPRP with a positive attitude and a character displaying a willingness to adhere to the ADF values and standards of behaviour. You will be required to fully participate in all formal periods of instruction and other training.

35. You will be required to maintain a professional personal appearance at all times on the IPRP. All male trainees will receive a short military style hair cut on arrival and will be expected to shave daily. Female hair is to be neatly groomed so that it does not fall below the eyebrows or extend below the lower edge of a buttoned collared shirt. Females with long hair can secure their hair in a bun using hair pins/combs that are the same colour as their hair. Two toned or multi coloured hair colours are not permitted. No visible or concealed jewellery or piercings are to be worn on the IPRP with the exception that females may wear plain gold/silver stud/sleeper earrings. Wedding and/or engagements rings may be worn by trainees though you will need to either remove them or tape them during some activities for safety reasons.

### **Religion and Belief in the Australian Defence Force**

36. ADF members are encouraged to pursue and practice their religion/belief/faith according to their freedom of choice, subject to the considerations of operational effectiveness, health and safety, and business priorities.

38. **Time off and facilities for prayer.** Under Australian legislation, Defence is not obliged to provide facilities or time off work for members to observe religious practices. However Defence policy states that, wherever possible, opportunities are to be provided for individual requests for time or facilities required for religious practices or belief systems. This could include allowing time for morning tea break/prayer time or a quiet room available to all personnel.

### **Conclusion**

37. Congratulations once again on being panelled to attend the Indigenous Pre-Recruit Program. I urge you to ensure that you have fully read and understood all the requirements contained in this instruction, as this information will fully prepare you for attendance on the IPRP. Should you have any questions or concerns regarding the information in this instruction you should seek clarification from your Enlistment Coordinator as the first point of contact.

38. The IPRP is the first step on your journey as a member of the ADF. You are encouraged to embark on this journey with a positive attitude and a determination to succeed on your chosen path.

**SR Penfold**  
MAJ  
OC/CIRDW

June 2018

### **Annex:**

A. Documentation, Clothing and Equipment check list

## DOCUMENTATION, CLOTHING AND EQUIPMENT

1. The following is a list of the documentation, clothing and equipment that you must bring with you.

Item(s)	Remarks	Tick items as you pack		
Underwear	neutral colour, as personal requirements dictate			
Sports Bra (females only)	(fitted correctly and <b>appropriately supportive for the conduct of high intensity physical activity</b> ) To be of black or skin tone colour only			
Suit (or female equiv)	(As a minimum: business shoes, suit trousers with a belt, long-sleeve collared shirt and tie.)			
Shirts	(must have collar, be in good repair, with no explicit motifs)			
Trousers / slacks	(denim dress jeans in good repair are minimum acceptable)			
Skirt and Blouse (females only)	(must be in good repair with no explicit motifs)			
Jumper	(optional depending on season)			
Jacket	(optional depending on season)			
Pajamas / Nightwear	(pajamas should be of a conservative style (e.g. dark coloured, non-see through and appropriate to the season. <b>ANYTHING</b> that potentially exposes the wearer's body will be unacceptable)			
Shoes	(to be worn with civilian clothes on local leave)			
Religious clothing (eg Hijab)	Items of 'modest clothing' must be tan to mid brown in colour			
Thongs	(for shower)			
Towel x 1	(further towels issued on arrival)			
Civilian Socks x 4	(socks will be issued for use in training. Females may bring pantyhose)			
Toilet articles	(including shaving gear, no electric shavers, sufficient female personal hygiene items, (Females – Hairnets, bobby pins, hairbrush)			
Iron and iron cleaner				
Polishing cloths				
Coat Hangers x 10				
Stamped envelopes	(more time is allocated for writing letters than using your phone)			
Mobile Phone & Charger				
Prescription glasses x 2	(also bring a copy of the prescription) and sunglasses			
'Eyewear Sports strap'	(for personnel who wear glasses)			
Swim Goggles	if required			
Running shoes x 2 pair	(running shoes should be good quality, fitted correctly and appropriately supportive for high intensity physical activity)			
Wrist watch	Optional but recommended (brightly coloured watches or watch bands are not permitted)			
Padlocks x 3	40mm wide / 60mm long with keys (No combination locks )			
<b>DOCUMENTATION REQUIRED</b>		<b>Tick</b>	<b>CATEGORISATION SUPPORT DOCUMENTS</b>	<b>Tick</b>
<b>Medical Documentation (PM4 – Unit Medical Record)</b>			<b>'Inter-dependant relationship Pack' if applicable</b>	
<b>Documentation of immunisation from either Childhood and or international immunisation record book from your GP or local public health officials</b>			<b>Certified copy of Marriage Certificate</b>	
<b>At least one form of photo ID, such as a Driver license or Passport</b>			<b>Certified copy of your &amp; dependant's Birth Certificates</b>	
<b>Bank account number</b>			<b>Certified copy of lease agreement (Rent Assist)</b>	
<b>BSB number</b>			<b>Certified copy of current rent receipts (Rent Assist)</b>	
<b>Tax File Number</b>				

**Note:**

1. Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms.
2. **As space is very limited all the above items are to be packed in one suitcase. As weight restrictions apply on luggage carried by air, you should not pack more than 20 kg.**
3. Dangerous goods restrictions also apply to air travel. Ensure you do not pack any solvents or items such as brasso, as they will be confiscated at the airport.
4. You will have opportunity to voluntarily purchase additional items for the field component of the course whilst on local leave in Wagga Wagga or from the Kapooka Soldiers Shop.
5. Security of personal identification/evidence documentation is the individual's responsibility.