



AUSTRALIAN DEFENCE FORCE TRAINING CENTRE
Defence International Training Centre
RAAF Williams, Laverton VIC 3028

Joining Instruction

BN5110395

DEFENCE INTERNATIONAL TRAINING CENTRE — MASTER JOINING INSTRUCTION

Introduction

1. Congratulations on being selected to attend a course at Defence International Training Centre (DITC). DITC is located at Royal Australian Air Force (RAAF) Williams-Laverton base, outside Melbourne, Victoria. All students who will be undertaking DITC courses are required to read these instructions and familiarise themselves with the details for administrative and logistic requirements for attendance at these courses.

Aim

2. The aim of this Joining Instruction (JI) is to assist students prepare for training at DITC. If further information is required, students are to contact staff at either the Defence Section of the Australian Embassy / High Commission prior to departure, or DITC staff upon arrival.

Master JI

3. This document serves as the primary joining instruction for all DITC courses, detailing general instructions and common information. Each DITC course has its own instruction, as found on the [DITC website](#), which contains specific details for each course.

Key points of contact

4. The following points of contact may be required during your time at DITC, and possibly during your travel to Melbourne. Ensure you have these contact details with you before departing your home country:

a. DITC Duty International Seconded Officer: +61 410 596 014 (WhatsApp available)

b. DITC Duty Australian Defence Force Member: +61 411 237 093

c. DITC address:

DITC
RAAF Williams Laverton
17 Sir Richard Williams Avenue
Laverton 3028 Victoria

d. DITC email and website:

(1) wilditcarrivals@defence.gov.au

(2) <https://ditc.defence.gov.au>

Travel arrangements

5. The Defence Section of the Australian Embassy / High Commission arrange travel to and from DITC and will notify DITC of your travel details. The travel will be in economy class on a commercial airline. DITC relies on correct travel details to arrange your reception in Melbourne. Therefore, if your flight details change, please ensure that DITC is informed, as not providing this information may result in you not being met upon arrival. If travel plans change or are delayed at short notice, please advise the DITC Duty International Seconded Officer via WhatsApp. Alternatively, you may wish to contact DITC through the Defence Section of the Australian Embassy / High Commission.

6. If you require assistance regarding travel arrangements whilst at DITC, you are to contact the DITC Student Admin Centre (SAC).

Baggage

7. The Australian Embassy / High Commission staff will advise you if there is any entitlement for excess baggage so that arrangements can be made to include the excess entitlement on the airline ticket prior to departure from your own country.

8. All insurance costs, customs duties and unaccompanied baggage are a student's responsibility. DITC will not accept any responsibility for items that carriers refuse to take or which do not proceed beyond customs inspections.

Arrival

9. The Defence Section of the Australian Embassy / High Commission will provide you with the necessary information regarding visa entry into Australia. For more information, please consult the Department of Home Affairs website at <https://www.homeaffairs.gov.au/>

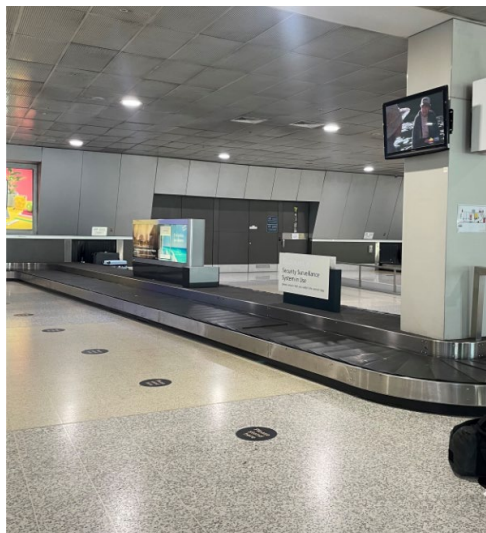
10. Australia has very strict regulations regarding the import and export of items including plant and animal products, medicines and drugs, currency, alcohol and tobacco cigarettes, food and weapons. Students will be required to complete declaration forms prior to entering and leaving Australia. There are severe penalties for incorrectly completing this form or for attempting to import / export prohibited items, students and their baggage may be searched. More information on permitted imports and exports is provided on the Department of Agriculture internet website at <http://www.agriculture.gov.au>

Reception arrangements

11. DITC will provide a reception service to transport you from Melbourne Airport to DITC. A contracted civilian driver will be holding a sign indicating 'Defence International Training Centre RAAF Base WILLIAMS'. When arriving at Melbourne Airport, if coming through Terminal 2 (the International Terminal), the driver will be waiting at the arrival hall to greet you (see map at Annex A). If the driver is not at the arrival hall due to delays in traffic, wait near the Welcome Centre opposite the arrival hall (see picture below).



12. If you arrive in Melbourne on a domestic flight (terminals 1, 3 or 4), wait near the baggage collection point (see picture below). A contracted civilian driver will have a sign with 'Defence International Training Centre RAAF Base WILLIAMS' displayed.



13. If, after 30 minutes of arriving at the designated meeting point, you have not found the driver with the DITC sign, go to the Tourist Information Desk or Enquiries Counter (see map at Annex A, # 5) and ask them to assist you to contact the DITC Duty International Seconded Officer (0410 596 014 via phone or WhatsApp).

14. Do not leave your place of arrival unless you have been approved to do so by the DITC Duty International Seconded Officer. Taxi fares from the airport to RAAF Williams - Laverton will not be reimbursed unless you have been given prior approval by the DITC Duty International Seconded Officer.

Accommodation

15. Accommodation will be provided on RAAF Williams - Laverton. All rooms are grouped in blocks of four with individual bedrooms and a shared common room, bathroom and laundry. All blocks have a hand basin, shower, toilet, washing machine and clothes dryer. There

is comfortable lounge furniture and a digital television in each common room. In addition, some of our accommodation has individual computers in the bedrooms and a shared printer in the Common Room (known as the Commons).

16. Australian electricity supply is 240V AC, 50Hz. If you bring electrical appliances, they must be compatible with the Australian supply. It is highly recommended that you buy an adaptor prior to arrival in Australia. All electrical appliances and other equipment (cords, adaptors, etc.) must be in good order or you will not be permitted to use them. DITC conducts regular checks of all electrical items to ensure that they are safe. Examples of an Australian power outlet and a cord are shown below



17. All rooms are equipped with a key-operated safe for storing valuable items (passports, wallets, mobile phones, cameras, etc.). The key to the safe will be issued with the room key and these keys are the student's responsibility. The safes are located in the bottom of the wardrobe of each room. It is your responsibility to ensure your room and block are secured correctly at all times.

18. DITC accommodation is not equipped for families. You will be unable to house your family at RAAF Base Williams. Therefore, it is recommended that you do not bring your family with you whilst you are studying at DITC. If you do choose to bring your family, their accommodation arrangements and the associated costs will be your responsibility.

Meals

19. The Combined Dining Facility (CDF) has one room where Officers and Senior NCOs take their meals, and a separate room where non-commissioned personnel take theirs. The hours of the RAAF Williams Combined Dining Facility (CDF) are:

- a. Monday to Friday
 - (1) 0630 – 0730 breakfast
 - (2) 1200 – 1300 lunch
 - (3) 1800 – 1900 dinner
- b. Weekends and public holidays
 - (1) 0800 – 0900 breakfast
 - (2) 1200 – 1300 lunch
 - (3) 1800 – 1900 dinner

20. If you arrive outside of CDF operating hours, a number of options are available to purchase food near the front gate of the base:
- a. IGA supermarket
 - b. cafes, including a range of different cuisines including Australian, Thai and Malaysian
21. a map of the above options can be found at Annex B.

Banking

22. You need to ensure that you have sufficient money to pay for any personal expenses in the first week as it will take a few days for the first payment of allowances to be processed. There are facilities for the exchange of foreign currency at Melbourne Airport and in Melbourne city. Alternatively, you may be able to use credit or debit cards. Most shops in Australia accept Visa® and MasterCard®.

Foreign National Days and Religious Holidays

23. The training program at DITC does not permit observing either religious holidays or foreign national days and other significant events; however, students may celebrate in their own time if they wish.

Training Materials

24. All necessary training materials will be provided by DITC. You should make allowance for this when packing for travel to DITC. DITC is not able to ship materials on your behalf.

Contact Details

25. If there is a requirement to be contacted while at DITC, please use the following information:

- a. **Mail.** All mail should be addressed as follows:

Member's name and course
 DITC
 RAAF Williams Laverton
 17 Sir Richard Williams Avenue
 Laverton 3028 Victoria

- b. **Telephone calls.** All student accommodation blocks have telephones that can receive incoming telephone calls. You will be able to advise your family and friends of your telephone number after you have arrived at DITC. The telephones cannot be used to make outgoing calls off the base unless you are using a pre-purchased phone card. Phone cards can be used to make local, national and international calls and may be purchased from local shops and the local newsagency. Virtual phone cards may also be purchased on the internet.

- c. **Wi-Fi Access.** DITC provides Wi-Fi access in the Commons, training rooms and students' accommodation. The password to access Wi-Fi zones is displayed in the Commons.

26. Additional information about DITC and our training is available on our internet website at <https://ditc.com.au/>.

Uniforms

27. You will need three main uniforms, as shown at Annex C:
- a. general duties dress i.e. camouflage uniforms
 - b. service duty dress
 - c. physical training attire including shirt (no singlets), shorts (leggings optional), socks and runners.

Civilian Clothing

28. DITC recommends that students bring the following items of civilian clothing:
- a. National costume or traditional clothing is recommended for International Night, normally held in the second half of the year (September/October).
 - b. Formal clothing that will be suitable for evenings in the Mess or other formal occasions. This may include a suit, long-sleeve business shirt, tie and formal shoes in cooler weather and tailored trousers, short-sleeve shirt and formal shoes in warmer weather.
 - c. Casual clothing suitable for field trips during the course and other informal occasions. This may include jeans, sports / polo shirts and comfortable walking shoes or other footwear with closed-in toes. In cooler weather, you may also need gloves, a scarf, a sweater or jumper and a jacket.
 - d. You should consider bringing other items to make your stay at DITC more comfortable, such as toiletries, towel, reading material, or other recreational items. All of these items can be purchased locally, but you should bring a sufficient amount to last approximately two weeks until you have the opportunity to do personal shopping.
29. On the first day of the course, you may be loan issued with the following items depending on the season:
- a. one cold-weather jacket
 - b. one umbrella.
30. Both the jacket and the umbrella must be returned before departure from DITC. The cold-weather jacket also serves adequately as a raincoat but you should consider bringing a long

raincoat if you are attending training during winter.

31. When selecting clothing to bring to Australia, you should consider the weather that can be expected at your training location(s) during that period as the weather in Australia may be significantly colder than the weather in your home country.

Medical Care

32. If you attend DITC on a student visa, you are required to hold appropriate health cover as a condition of your visa. All students attending on the Subclass 500 student visa will be enrolled in an Overseas Student Health Cover (OSHC) policy. If you travel on a different visa or on a Status Of Forces Agreement, your health care arrangements will be explained by Defence staff at the Australian Embassy / High Commission prior to departure for Australia. Please note pre-existing conditions, dental treatment, optical treatment and physiotherapy are all excluded. In addition, all costs associated with the ongoing treatment of any pre-existing conditions are the student's responsibility and not covered by OSHC.

33. If you are not being sponsored under the Defence Co-operation Programme (DCP), your own organisation will arrange for your medical care. You should confirm these arrangements before your departure to Australia and inform the DITC SAC on arrival.

Messes

34. The Combined Officers Sergeants Mess (COSM) is provided on RAAF Williams - Laverton for all officers (including officer cadets) and senior non-commissioned officers (sergeant – warrant officer). The Junior Enlisted Hideaway Bar is provided for all non-commissioned officers (Corporal and below). You may only use the mess or club relevant to your rank as it is considered a serious breach of etiquette to use the wrong mess. If unsure which mess or club to use, DITC staff will assist.

35. The messes, clubs and dining facilities have strict dress codes that must be followed at all times. A brief summary of the existing dress codes at RAAF Williams is provided below:

- a. **COSM.** A high standard of dress is required of all members, visitors and guests in the COSM including the Combined Dining Facility. You must ensure that your clothes conform to the general expectation of the Service and the Mess environment. Dress items such as thongs, slippers, singlets and tank tops are not to be worn in the public rooms of the Mess or Dining Facility. PT gear including tracksuits is only acceptable during breakfast times. Minimum standard of dress is:
 - (1) **Males.** Uniform or shirt with collar, slacks or shorts with closed in footwear. In hot weather, the wearing of shorts with boat style shoes is permissible. Denim clothing/sports shoes may be worn, provided they are clean and in good repair.
 - (2) **Females.** Uniform or suits, dresses, blouses, slacks and shorts. Denim clothing and sports shoes may be worn, provided they are clean and in good repair.
- b. **Junior Enlisted Hideaway Bar.** The club for junior enlisted / non-commissioned personnel is known as the Hideaway Bar. It is located next door to AAFCANs (Air

Force Canteen) on Charlesworth Parade. DITC advises that you should follow the standards of dress for the COSM.

Inviting Guests to DITC

36. You may be permitted to entertain guests in the Commons at DITC. All guests must have an Australian issued photographic ID or a passport and must be escorted by a member of the ADF onto the Base. Students are responsible at all times for the behaviour of guests whilst they are on the base and at DITC. Prior approval in writing must be obtained before guests are able to enter the base. Ask your instructor or an ISO for a copy of DITC Standing Instruction 2.02 when seeking permission.

Alcohol Consumption

37. It is important that alcohol consumed at DITC be done so in a manner that is safe and respectful. Please note that there is potential for students to have their training cancelled and to be returned home to their country if they drink excessively. Permission must be obtained prior to consuming alcohol (including kava) in the DITC Commons. Ask your instructor or an ISO for a copy of DITC Standing Instruction 1.07 for more information.

Local Facilities

38. RAAF Williams – Laverton has on-base facilities such as a gymnasium, swimming pool, golf course, and various other sporting facilities and a canteen.

39. RAAF Williams - Laverton is located in the suburb of Laverton and is within walking distance of two small shopping areas, the local bus and train services. Melbourne, which is a 25 minute train ride from RAAF Williams – Laverton, has an integrated public transport system and the same ticket, known as a Myki card, can be used on trains, trams and buses. A Myki card may be purchased at the Newsagency / Post Office outside the base and must be purchased before boarding trains, trams or buses. There are large financial penalties if caught travelling on public transport without the correct ticket. RAAF Williams - Laverton is located adjacent to ‘Aircraft’ train station on the Werribee train line.

Emergencies

40. If you have a problem or an emergency and require assistance you should use the following procedure:

- a. If you require emergency attendance by either the Police, Ambulance or Fire Brigade, dial 000 from any telephone. If ringing from a base telephone, dial 0 - 000.
- b. If assistance is required from DITC during business hours, students are to contact the Course Coordinator or the Student Admin Centre.
- c. If you require assistance from DITC outside of business hours, contact the DITC Duty International Seconded Officer or DITC ADF Duty Member.

Student Support

41. As well as support provided by the teaching staff and SAC, students are supported by the DITC International Seconded Officers, who work full time as staff members. DITC currently has Seconded Officers from Cambodia, Indonesia, Malaysia, Papua New Guinea, the Philippines, Thailand, Tonga and Vietnam. A Muslim Prayer Room located at DITC is also available and there is chaplaincy support on base for all religious faiths.

Gifts

42. Whilst it is customary in many regional countries to exchange gifts during training, this is not expected in Australia and the practice is actively discouraged by the Australian Government. A few words of appreciation at the end of the course are more appropriate in recognition of the efforts of the instructors and other staff.

Issuing Authority

43. This Joining Instruction has been issued under the authority of the Commanding Officer of Defence International Training Centre.

Jonathan Powell

Lieutenant Colonel

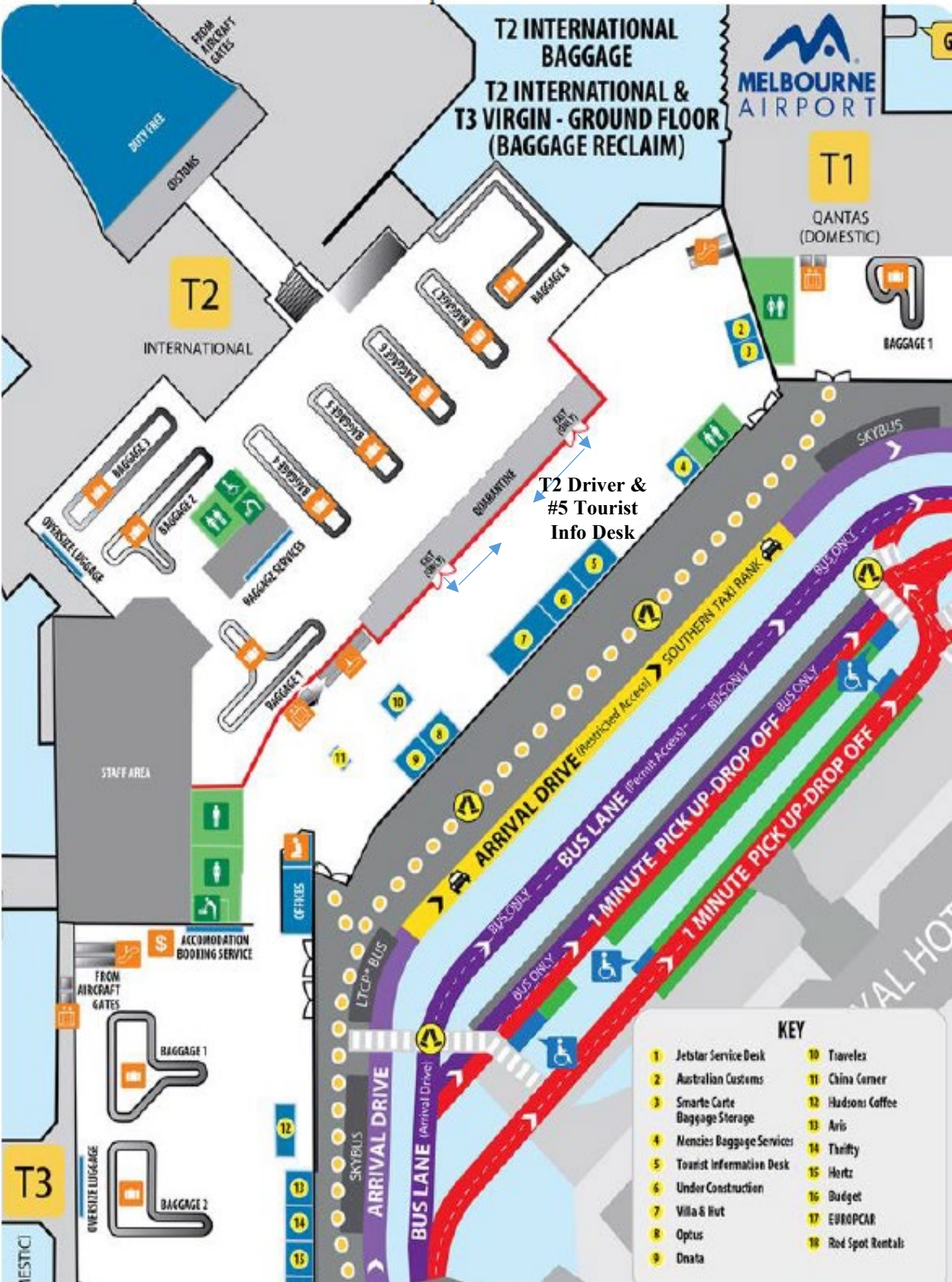
Commanding Officer

Aug 23

Annexes:

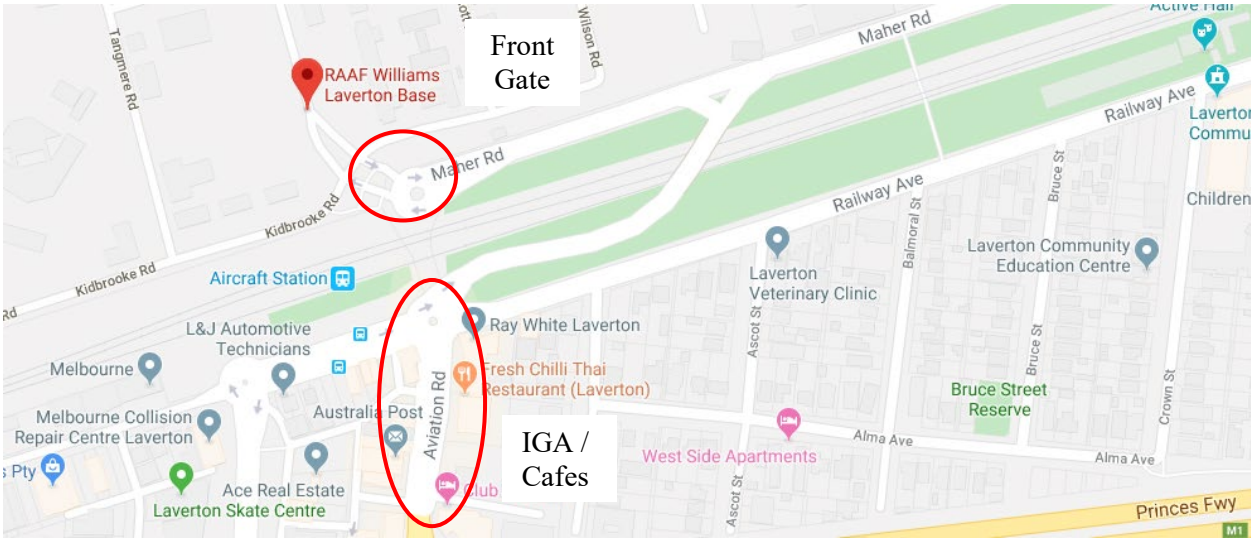
- A. Map of Melbourne Airport Terminals 1, 2 & 3
- B. Map of Laverton local area
- C. DITC Dress of the Day

Map of Melbourne Airport Terminals 1, 2 & 3



ANNEX B TO
DITC MASTER JOINING INSTRUCTION
AUG 23

Laverton Local Area



DITC Dress of the day

<p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 48pt; font-weight: bold; color: #000080;">RAAF NAVY ARMY</p>	Monday - Thursday	Graduation Day	
	Disruptive Pattern	Summer	Winter
			
<p>Friday Neat casual clothes day. If uniform is required (other than graduation day) Monday – Thursday dress of the day applies.</p>			