



AUSTRALIAN DEFENCE FORCE TRAINING CENTRE

DEFENCE INTERNATIONAL TRAINING CENTRE
RAAF WILLIAMS, LAVERTON VIC 3028

Joining Instruction

BN126197018

DEFENCE INTERNATIONAL TRAINING CENTRE — MASTER JOINING INSTRUCTION

Introduction

1. Congratulations on your selection to attend a course at [Defence International Training Centre](#) (DITC). DITC is located at Royal Australian Air Force Base Williams-Laverton (RAAF Williams), in South-Western Melbourne, Victoria. All students undertaking DITC courses are required to read these instructions and familiarise themselves with the details for administrative and logistics requirements.

Aim

2. The Master Joining Instructions (JI) assists students to prepare for training at DITC. If further information is required, students are to contact the military staff at the Australian Embassy / High Commission in their home location prior to departure, or DITC staff upon arrival.

Purpose

3. This document serves as the primary JI for all DITC courses, detailing general instructions and common information.

4. For follow-on courses, it is important that future students locate and read the JI specific to the training they will attend—particularly if that training is at a location other than DITC.

Key points of contact

5. The following points of contact are useful for your time at DITC. Ensure you have these contact details with you before departing your home country:

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

(1) Available on WhatsApp

b. DITC Duty Australian Defence Force Member (Duty ADF Officer): +61 411 237 093

c. DITC mailing address:

Defence International Training Centre
31/A0601 Cnr. Bourke & Lamont Rd
RAAF Base Williams
17 Sir Richard Williams Ave
Laverton VIC 3028

d. DITC email and website:

- (1) Student Administration Centre (SAC) wilditcarrivals@defence.gov.au
- (2) DITC Web page <https://ditc.defence.gov.au>

Travel arrangements

6. In most circumstances, the Australian Embassy / High Commission of a student's home country will arrange travel to and from DITC and will notify the SAC of your travel details. The SAC relies on accurate travel details to arrange your reception at Melbourne Airport. If your flight details change, immediately notify the SAC by email or you may not be met upon arrival. If travel plans change or are delayed at short notice, please advise the Duty ISO by phone or WhatsApp. Alternatively, you may contact the Defence Section of the Australian Embassy / High Commission.

7. Travel to other training destinations from DITC will be arranged by the SAC. All students will be informed of their onwards travel arrangements during their stay at DITC.

Baggage

8. The Australian Embassy / High Commission staff will advise you if there is an entitlement to excess baggage above the airline's standard allowance. If permitted, arrangements can be made to include the excess entitlement on the airline ticket prior to departure from your own country.

9. All insurance costs, customs duties and unaccompanied baggage are your responsibility. DITC will not accept any responsibility for items that carriers refuse to take or are subject to [Australian Border Force](#) or [Department of Agriculture](#) seizure.

Arrival

10. You will enter Australia under the conditions of the [Subclass 500 Student visa](#). The Australian Embassy / High Commission will provide you with the necessary information regarding the visa. For additional information on Australian immigration, consult the [Department of Home Affairs](#).

11. Australia has very strict biosecurity and customs regulations regarding the import and export of items including plant and animal products, medicines and drugs, currency, alcohol and tobacco, food and weapons. The cabin crew of your flight will provide you with an [Incoming Passenger Card \(IPC\)](#) prior to landing in Australia. There are strict penalties for incorrectly completing the IPC or for attempting to import prohibited items. Students and their baggage may be searched. More information on permitted items is provided on the [Travelling to Australia](#) page of the [Department of Agriculture](#) website. More information on items subject to customs regulations may be found at [Can You Bring It In?](#) on the [Australian Border Force](#) website.

Reception arrangements

12. DITC will provide a reception service to greet you at Melbourne Airport and transport you to DITC. A civilian driver will be holding the sign 'Defence International Training Centre RAAF Base WILLIAMS'. When arriving at Melbourne Airport 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 Figure 1).



Figure 1 Terminal 2 Welcome Centre

13. If you arrive in Melbourne on a domestic flight (Terminals 1, 3 or 4), wait near the baggage collection point (see Figure 2). A contracted civilian driver will have a sign with 'Defence International Training Centre RAAF Base WILLIAMS' displayed.



Figure 2 Baggage Collection Point

14. 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).

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

16. More information about [Melbourne International Airport](#) may be found on their website, or by downloading their App in iTunes or Google Play.

Accommodation

17. 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.

18. 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 obtain a socket adaptor prior to arrival in Australia. All electrical appliances and other equipment (cords, adaptors, etc.) must be in good order (no damage, kinks or exposed wires) or you will not be permitted to use them. DITC will test students' electrical items to ensure that they are safe. Items that fail the test will not be permitted for connection to the power supply.

19. 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. It is your responsibility to ensure your room and block are secured correctly at all times.

20. DITC accommodation is not equipped for families. You will be unable to house your family at RAAF Williams. Therefore, it is not recommended that you bring your family with you while studying at DITC. If you do choose to bring your family, their accommodation arrangements and the associated costs will be your responsibility. You will not have permission to escort civilians (including family members and other guests) while in RAAF Williams, you must seek permission through your course manager if family members are to temporarily visit the base.

Meals

21. Students will take meals in the RAAF Williams Combined Dining Facility. Dietary restrictions are catered for. Strict dress standards apply:

Meal Period	Minimum Standard	Examples	Not Acceptable
Breakfast	Neat and presentable attire, military uniform or clean civilian attire.	Duty uniform, approved working dress, collared shirt, polo shirt, neat trousers, skirt or equivalent.	Sweaty PT gear, sleeveless shirts, ripped clothing, sleepwear or bare feet.
Lunch	Duty uniform or smart civilian attire.	Duty uniform, collared shirt with trousers, business casual clothing.	Board shorts, tank tops, flip-flops, clothing with offensive slogans.
Dinner	Higher standard of dress expected, smart casual or uniform.	Collared shirt, trousers, skirt, dress or equivalent.	Shorts, gym wear, tracksuits.

22. Timings for meals are:

Meal Period	Working Day	Weekend
Breakfast	0630-0730	0800-0900
Lunch	1200-1300	1200-1300
Dinner	1800-1900	1800-1900

23. Other food options are available for purchase near the front gate of the base (refer to Annex B):

- a. Small supermarket
- b. cafes, including a range of different cuisines including Australian, Thai and Malaysian.

Stipends and Banking

24. You may receive money (a 'stipend') when you arrive at DITC to assist with your expenses. You need to ensure that you have sufficient money to pay for any personal expenses in the first week as it may take a few days for the first payment of stipends to be processed. There are facilities to exchange 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®. There are no banking facilities at RAAF Williams.

National Days and Religious Holidays

25. The intensive course program at DITC does not allow for unauthorised absences for national or religious observance. However, DITC respects cultural diversity and customs. Students may make a formal request through their course manager to attend events of cultural, national and/or religious significance for the consideration of the Commanding Officer.

Religious Observance

26. DITC offers students the use of a Multi-Faith facility to perform routine religious practices. The facility includes segregated washing areas and prayer room.

Training Materials

27. All necessary training materials (for example, stationery) will be provided by DITC. DITC will not ship materials on your behalf to or from Australia.

Contact Details

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

- a. **Mail.** All mail and packages are to be addressed as follows:

Student's rank, name and course
 Defence International Training Centre
 31/A0601 Cnr. Bourke & Lamont Rd
 RAAF Base Williams
 17 Sir Richard Williams Ave
 Laverton VIC 3028

- b. **Wi-Fi Access.** DITC provides Wi-Fi access in the common areas, training rooms and student accommodation. The password to access Wi-Fi zones will be given to you on arrival and is displayed in the student Common Room.

Uniforms

29. You will need three main uniforms, as shown at Annex C:
- a. general duties dress (for example camouflage / fatigue uniforms)
 - b. service duty dress
 - c. physical training attire, including a full-size towel (requirement of the Base Gymnasium).
30. If your stay at DITC includes 25 April or 11 November, you may wish to include your ceremonial uniform to attend important Australian military commemorations.

Civilian Clothing

31. DITC recommends that students bring the following items of civilian clothing:
- a. National costume or traditional clothing is recommended if you will be attending DITC during the annual 'International Night'. International night is normally held in the second half of the year (September / October).
 - b. Casual clothing suitable for 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 and jacket.
 - c. 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.
32. Southern Australia experiences a wide range of weather conditions across the year. It is recommended that students bring clothing appropriate for the weather conditions.

Season	Months (Australia)	Average Temperature (Melbourne Region)	Expected Weather Conditions
Summer	December-February	14-26°C	Generally warm to hot with occasional heatwaves above 35°C. Conditions are often dry, with moderate humidity and

			occasional thunderstorms. UV levels are high.
Autumn	March-May	10-23°C	Mild and generally stable weather. Cooler mornings and evenings become more common. Rainfall gradually increases, and conditions are often pleasant with less extreme temperature variation.
Winter	June-August	6-14°C	Cool to cold, with frequent cloud cover and the highest rainfall of the year. Frost is uncommon in central Melbourne but can occur in outer suburbs. Snow does not fall in Melbourne itself but is common in nearby alpine regions.
Spring	September-November	8-20°C	Highly variable conditions, ranging from cool and wet to warm and sunny. Rain showers, windy days, and rapidly changing weather are common. Temperatures steadily increase towards summer.

33. A short-term loan of a cold-weather jacket and an umbrella will be made available to all students. These items may not be taken to other training locations and are to be returned at the conclusion of training at DITC. The CO has given consent for the jacket to be worn with uniform when no other alternative is available.

Medical Care

34. When you attend DITC on a student visa, you are required to hold adequate health insurance. All students attending on the [Subclass 500 student visa](#) will be enrolled in an Overseas Student Health Cover (OSHC) policy, free of charge. If you travel on a different visa or on a Status of Forces Agreement (SoFA), your health care arrangements will be explained by Defence staff at the Australian Embassy / High Commission prior to departure for Australia.

35. Please note pre-existing conditions, including dental, optical 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.

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

Gymnasium

37. RAAF Williams features a large gymnasium facility, containing:

- a. Multi-sport court area (basketball, badminton, etc.)
- b. Cardio and weights room
- c. Swimming pool (unheated)

- d. Bathroom with showers
- e. Steam sauna.

38. A safety induction is required prior to initial entry and will be provided during the first working day. All gym users are required to have a full size towel on them or entry may be refused.

Messes

39. The Combined Officers' and Sergeants' Mess (COSM) is provided at RAAF Williams - Laverton for all officers (O1-O10) and senior non-commissioned officers (E5-E9). The Junior Enlisted Hideaway Bar is provided for all non-commissioned officers (E1-E4). You may only use the mess or club relevant to your rank. If unsure which mess or club to use, DITC staff will assist.

40. The messes, clubs and dining facilities have strict dress codes that must be followed at all times:

- 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 / flip flops, 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) **Male.** 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) **Female.** Uniform or suits, dresses, blouses, slacks, skirts and shorts. Dress and skirt hem lines must be knee-length or longer. Denim clothing and sports shoes may be worn, provided they are clean and in good repair.
- b. **Junior Enlisted Bar.** The club for junior enlisted / non-commissioned personnel is known as the Hideaway Bar. It is located next door to AAFCANS (Army / Air Force Canteen Service) on Charlesworth Parade. DITC advises that you should follow the standards of dress for the COSM.

Inviting Guests to DITC

41. You may be permitted to entertain guests in the Common Room at DITC. All guests must have an Australian issued photographic ID or a passport and must be escorted by an employee of the Australian Defence Organisation at all times. Students are responsible at all times for the behaviour of guests while 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 course manager or an ISO for a copy of the current DITC approval form prior to inviting guests into DITC.

Alcohol Consumption

42. 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. Alcohol consumption is not permitted in student accommodation. Permission must be obtained prior to consuming alcohol (including kava) in the Common Room. You will be briefed on DITC's alcohol policy during your first week.

Local Facilities

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

44. RAAF Williams - Laverton is located in the suburb of Laverton and is within walking distance of two small shopping areas, local buses and rail services. Melbourne has an integrated public transport network that includes trains, trams and buses. There are two ways to pay for travel on Public Transport Victoria (PTV) services. The traditional option is a Myki card, which can be used across the entire network. Myki cards can be purchased and topped up at the newsagency/post office located outside the base. Alternatively, a new contactless "tap and go" payment system has been introduced across the PTV network, allowing passengers to pay directly with a compatible credit or debit card. Before travelling, ensure you have either a valid Myki card or a supported contactless payment method. For the latest fares, services and travel information, visit the [Transport Victoria website](#).

45. **RAAF Base Williams (Laverton)** is conveniently located adjacent to **Aircraft Railway Station** on the Werribee Line, providing direct access to Melbourne's public transport network.

Emergencies

46. If there is an emergency that requires assistance (for example, attendance of first responders), 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 their course manager of the SAC.
- 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

47. 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, Thailand, Tonga and Vietnam.

Gifts

48. While 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

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

peter.russell
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Digitally signed by
peter.russell1
Date: 2026.09.01
09:24:37 +10'00'

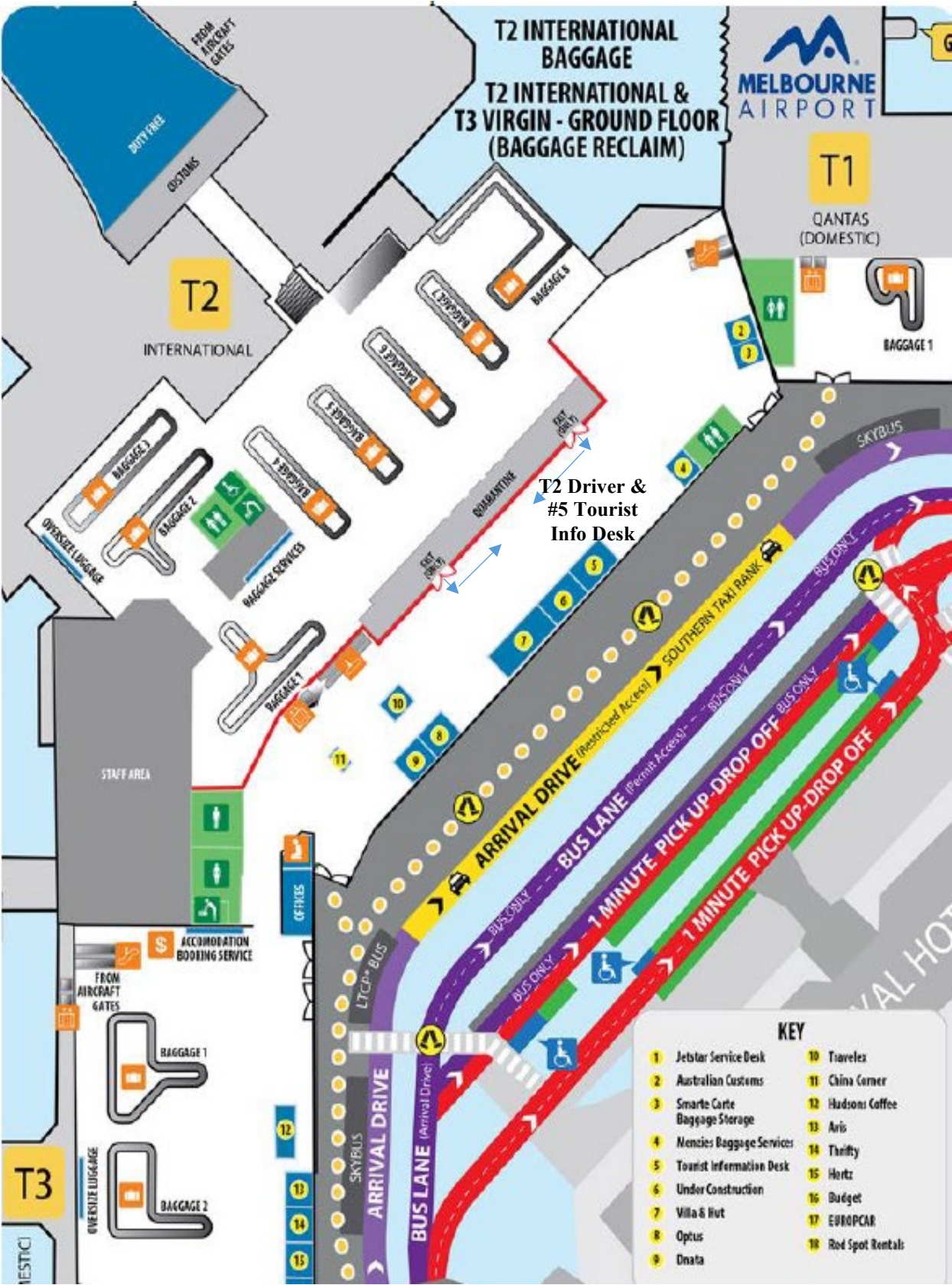
Peter Russell, CSM
Commander, RAN
Commanding Officer
Defence International Training Centre

Annexes:

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

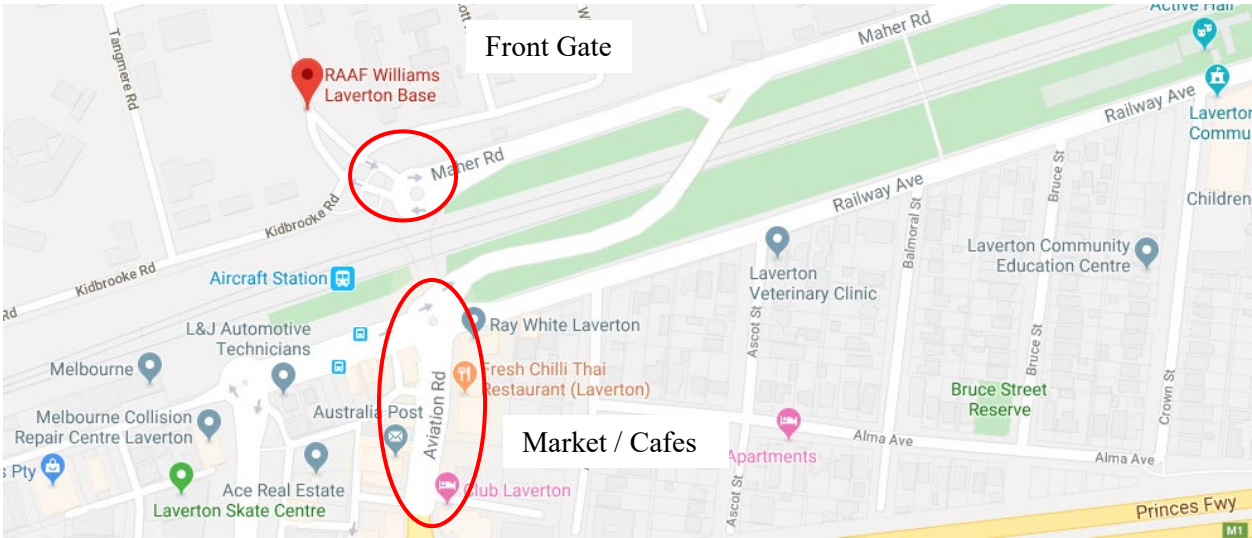
ANNEX A TO
DITC MASTER JOINING INSTRUCTION

Map of Melbourne Airport Terminals 1, 2 & 3



ANNEX B TO
DITC MASTER JOINING INSTRUCTION

Laverton Local Shopping Area



**ANNEX C TO
DITC MASTER JOINING INSTRUCTION**

DELIBERATELY BLANK – NEW IMAGE TO BE ADDED.