



# AUSTRALIAN ARMY

## ROYAL AUSTRALIAN CORPS OF TRANSPORT

Tobruk Barracks, PUCKAPUNYAL VIC 3662

I5417996

### See distribution

## ADMINISTRATIVE INSTRUCTION FOR THE 2016 ROYAL AUSTRALIAN CORPS OF TRANSPORT BIENNIAL CORPS CONFERENCE 16 - 18 MARCH 2016

### References:

- A. DI(A) PERS 179-1 Governance of the Army Heads of Corps Function, dated 21 October 2010
- B. Corps Policy Statement Numbers 5, 42 & 43
- C. Army Dress Manual 2013
- D. TBOM / TBSM Social Calendar 2016
- E. Army Ceremonial and Protocol Manual 2014

### General

1. Vide reference A; the 2016 RACT Corps Conference will be conducted at Puckapunyal, Victoria, over the period 16 - 18 Mar 16.
2. The intent of the RACT Corps conference is to bring members of the Corps together to consider issues affecting the RACT. Participants can expect to be updated on contemporary Corps capability, career management matters and modernisation imperatives. This year the conference will focus on Amphibious Operations and Amphibious Manoeuvrer Support. The outcomes of the Corps conference will be briefed to AHQ staff involved in modernisation planning.

### Aim

3. The aim of this instruction is to detail the administrative requirements, responsibilities and coordinating instructions for the 2016 Corps Conference activities.

### Sequence of events and key timings

4. The sequence of events, locations, and key timings for the 2016 Corps Conference is shown in annex A.

### Corps conference activities

5. **Corps Conference.** The Conference will be conducted over the period 16 - 18 Mar 16 in the Puckapunyal Military Area Theatre. The format of the conference is as follows:
  - a. **Day One** – 16 Mar 16 - Corps Committee meeting and Circle the Wagons
  - b. **Day Two** – 17 Mar 16 - Keynote speakers and Tobruk Dinner
  - c. **Day Three** – 18 Mar 16 - “Open Forum Briefings”, syndicate debriefs, Corps Vision.

## **Attendance**

6. Attendance is open to all RACT Officers, Warrant Officers and Non Commissioned Officers. Registration of attendance at the Corps Conference is to be actioned through the RACT Website at: [www.ract.org.au](http://www.ract.org.au) under the Events Tab NLT 9 Mar 16.

7. **Circle the Wagons.** Circle the Wagons is a combined activity for all Conference participants on the evening of 16 Mar 16. Personnel are to assemble in the Tobruk Barracks Sergeants' Mess (TBSM) Ante Room 1600h; the buffet will commence at 1800 h. Dress is DPCU or neat civilian attire. Members not rationed in are to pay for the buffet meal on the night. Key activities for Circle the Wagons are: HOC welcome, unveiling of the Banner Cabinet, purchase of RACT Corps stock and buffet dinner. Registration for attendance at Circle the Wagons is through the RACT Website at [www.ract.org.au](http://www.ract.org.au) NLT 9 Mar 16.

8. **Tobruk Dinner.** The RACT combined Officers, Warrant Officers and Senior Non Commissioned Officers Tobruk Dinner will be conducted on 17 Mar 16 in the TBSM. Registration and payment for attendance at the dinner is through the RACT Website at [www.ract.org.au](http://www.ract.org.au) NLT 9 Mar 16.

## **Open forum briefings**

9. The intent of the open forum briefings is to provide an opportunity for members of the Corps to brief on issues affecting the RACT. A total of one hour is available on day three of the conference, and interested personal will be allocated a specific block of time within the available hour to present their brief. Members wishing to brief at the conference are to contact the Corps Manager NLT COB 9 Mar 16.

## **Retiring members**

10. Retiring members wishing to be dined out at the Tobruk Dinner are to contact the RACT Corps Manager at [ract.hoccell@defence.gov.au](mailto:ract.hoccell@defence.gov.au) NLT 2 Mar 16. As per RACT Policy Statement Number 42, para 56, sub para b, retiring members who have been financial members of the RACT Corps Fund for the previous five years, will have their dinner subsidised by the RACT Central Fund.

## **Pay and allowances**

11. HOC public monies expenditure will be utilised for COL COMDTs, selected visiting lecturers and official guests only. All other participants are to arrange and fund their own travel. Any entitlement for travel allowance is a parent unit's responsibility.

## **Dress**

12. The dress for serving members for all activities, except the Tobruk Dinner, is DPCU, slouch hat or beret. The dress for retired members for all activities, except for the Tobruk Dinner, is neat civilian attire. The dress for the Tobruk Dinner is Dress Order 6B/6D (Mess Dress White/Black Jacket). Retired members or members without mess attire attending the Tobruk Dinner are to wear Dinner Suit with medals, and equivalent for females.

## Service accommodation

13. Service accommodation is available in the Puckapunyal Military Area (PMA). Priority of accommodation type will be given to official guests, senior officers of the rank of Colonel and above and other invited guests. Bookings for service accommodation are to be made through DHA. It is the members responsibility to arrange accommodation through DHA. [www.dha.gov.au/housing/living-in-accommodation](http://www.dha.gov.au/housing/living-in-accommodation).

14. Transit fees for officers, WO/SNCO and retired members are payable on arrival at respective messes.

## Transport

15. PMA Transfield Services provide a shuttle bus service between Melbourne Airport and Puckapunyal, see Annex B for details. Personnel who arrange private accommodation are responsible for their own local transport arrangements.

16. The Puckapunyal area taxi can be contacted on ext 56700 (for PMA transport only).

## Rationing

17. Morning tea will be provided each day of the conference, location will be the area theatre. Members attending the Corps Conference (who are on duty/living in) are rationed in for meals in accordance with Table 1 below:

Activity	Wed 16 Mar 16	Thurs 17 Mar 16	Fri 18 Mar 16	Sat 19 Mar 16
RACT Corps Conference	L, D	B, L, D	B, L, D	B

**Table 1 - Rationed Meals**

## Medical and dental

18. Members requiring non-urgent medical treatment are to report to the Puckapunyal Health Centre (PHC) during Sick Parade timings (0730 - 0900 h Mon - Fri). For medical emergencies, call 000 (the PHC must be notified if 000 has been called on ext 57689).

19. Members requiring dental treatment should to report to the PHC during Sick Parade timings (0800 - 0830 h Mon - Fri). The PHC dental service can be contacted on ext 57614.

## Administration

20. All administration and costs related to attendance at the conference is at the expense of attending members and their units. POC for all enquiries regarding the conference is the RACT Corps Manager at: [ract.hoccell@defence.gov.au](mailto:ract.hoccell@defence.gov.au).

## Dissemination

21. Addressees are requested to disseminate this instruction to subordinate RACT units/sub-units and personnel as applicable. This instruction will also be available on the RACT websites.

## **Conclusion**

22. The Corps Conference is a significant event on the Corps' calendar. Through Circle the Wagons and the Tobruk Dinner, the Conference continues to provide an excellent opportunity to professionally socialise, reinforce esprit de corps and appropriately recognise the service rendered by our long serving retiring members. The 2016 Conference also provides an opportunity for participants to directly engage in the RACT's modernisation debate and shape the future development of the Corps to ensure we remain relevant and "Equal to the Task".

*Original has been signed*

**P.M. NOTHARD, AM, CSC**

BRG

HOC

Dec 15

### **Annexes:**

- A. Sequence of events
- B. Shuttle Bus Time Table
- C. Melbourne Airport Pick-up/Drop-off Locations
- D. Tobruk Barracks Map

### **Distribution**

#### Internal:

HOC

Rep COL COMDT

COLs COMDT

RACT Corps Committee

RACT BRIG and COL

RACT COs, OCs and RSMs

**External: (For all RACT Officers, WOs and NCOs)**

AHQ	1 CSSB
HQ	3 CSSB
FORCOMD	4 CSSB
HQ 1 DIV	5 CSSB
HQ 2 DIV	7 CSSB
HQ 1 BDE	8 CSSB
HQ 3 BDE	9 CSSB
HQ 4 BDE	11 CSSB
HQ 5 BDE	13 CSSB
HQ 6 BDE	1 HSB
HQ 7 BDE	2 HSB
HQ 8 BDE	3 HSB
HQ 9 BDE	2 FSB
HQ 11 BDE	9 FSB
HQ 13 BDE	10 FSB
HQ 17 CSS	SAE HMAS Choules
BDE HQ	HMAS NUSHIP Canberra
JOC	HMAS NUSHIP Adelaide
ALTC	RMC Duntroon
2/14 LHR	CM-A MSP-
(QMI)	A ALTC
2 CAV REGT	CATC
1 REGT	AMTDU
4 REGT	Land Systems Division
8/12 REGT	HQ JLC
16 ALR	DNSDC JLU-V
20 STA REGT	JLU-S
1 CSR	JLU-N
3 CSR	JLU-NQ
1 RAR	JLU-W
2 RAR	JLU-SQ
3 RAR	HQ 1JMOV GP
2 COMD	1 AVN REGT
5 RAR	5 AVN Regt
6 RAR	1 SIG REGT
7 RAR	Road Transport Wing
25/49 RQR	Maritime Wing
51 FNQR	Development Group, (ALTC)
NORFORCE	
Pilbara	<b>For Information:</b>
Regt 39	SADFO PMA
PSB	PMC TBOM / TBSM
	Base Support Manager - PMA
	PMA Transfield Transport
	PMA Transfield Accommodation

Wednesday 16 Mar 16			
Date / Time	Activity	Lead / Presenter	Remarks
1330 - 1530	RACT Corps Committee Meeting	DHOC	TBOM
1700 - 1900	Circle the Wagons		
Thursday 17 Mar 16			
0800 - 0810	Admin brief / welcome	DHOC	RTW compound
0810 - 1000	Simulation Demonstration	DHOC	
1000 - 1030	Morning tea		
1030 - 1045	Move to Area Theatre		Busses from RTW compound to Area Theatre
1045 - 1115	HOC welcome	HOC	Area Theatre
1115 - 1215	Beersheba, Amphibious and Future Land Warfare	COL C Smith	DFLW AHQ
1230 - 1330	Lunch		
1330 - 1415	JACIT update	LTCOL M Osullivan	DMSDA AHQ
1420 - 1505	HMAS Canberra update	LTCOL J Parkins	
1510 - 1555	CSS CONOPS	COL L Martin	G4 FORCOMD
1555 - 1630	RACT Modernisation – Protected Mobility	LTCOL S McClellan	SO1 Mobility Development L121
1800 - 2359	RACT dinner		TBSM
Friday 18 Mar 16			
0800 - 0830	Bushmaster brief	MAJ D Clark	Area theatre
0830 - 0900	DOCM update	LTCOL J Matchett	
0900 - 0930	DSCM-A update	MAJ S Haley	
0930 - 1030	STM working group		
1030 - 1200	STM back brief to HOC		
1200 - 1230	RACT Corps Conference Closes	HOC	

**Note:** NMB the closing address from HOC.

**ANNEX B TO  
I5417996**

<b>Airport Shuttle</b>				
<b>Puckapunyal to Melbourne Airport</b>				
<b>BUS STOP 1</b>	<b>SOARTY Duty Room</b>			
	<b>Bridges Barracks</b>			
<b>BUS STOP 2</b>	<b>AST Duty Room</b>			
	<b>Tobruk Barracks</b>			
<b>BUS STOP 3</b>	<b>Single LEAP Bus Stop</b>			
	<b>Malaya Road</b>	(Squash court end of Single LEAP Lines)		
<b>BUS STOP 4</b>	<b>SOARMD Duty Room</b>			
	<b>Hopkins Barracks</b>			
<i>*Seymour, Broadford, Kilmore Police Stations upon booking request (via AE547 Service Request or telephone the BSSC on 1300 658 975</i>				
Pick-ups start at <b>0620 h</b> at <b>Bus Stop 1</b> then proceed to all other stops along the way				
<b>Monday - Friday</b>				
<b>Dep. PKL</b>	<b>Arr. MEL Airport</b>		<b>Dep. MEL Airport</b>	<b>Arr. PKL</b>

6:20	8:30		9:00	10:30
8:00	9:30			
Melbourne courier/Airport shuttle limited seating, only pickup at booked pick up points				
11:20	13:30		14:00	15:30
16:30	18:30		19:00	20:30
<b>Saturday and Sunday</b>				
6:20	8:30		9:00	10:30
14:20	16:30		17:00	18:30
<b>NB.</b> All bookings outside these hours are considered an <i>ad hoc</i> booking request.				



## General

1. All personnel are requested to maximise the use of the Shuttle services.
2. Members or delegates must still book all transport requests for the Shuttle. Fax ST001 requests to 03 5735 6600 or Email to [PUC.transportrequests@defence.gov.au](mailto:PUC.transportrequests@defence.gov.au)
3. Members or delegates must ensure they allow at least 1hr 30mins travel time for the shuttle from the scheduled departure time in the table above in order to guarantee arrival 60 mins prior to departure.
4. The Domestic Transport Dispatch Service will advise the client if their Transport is to be on the shuttle service or an adhoc service.
5. The vehicle type used for the service will be relative to the amount of passengers travelling.
6. The ST001 is to clearly indicate the baggage being carried to ensure the correct size vehicle is used for the service.
7. Unlike a standard bus route if there are no bookings for a particular stop the service will by pass that stop.
8. Bookings are essential. Unlike a standard bus service unless there are bookings for a particular departure service then the scheduled shuttle may cancelled for that trip.
9. The after Hours Contact Number for Transport is the Wilson Security Watchroom on **03 5735 7041. or 03 5735 7038 PUBLIC HOLIDAYS** Shuttle services on public holidays will revert to **Sunday timings**, please check Victorian Public Holidays

### Departure from the PMA

1. Passengers are requested to be at their nominated Bus stops **10mins** prior to Shuttle departure time as per table 1 regardless of the location of their stop to ensure pick up.
2. **To ensure arrival at the airport in time for departure the Shuttle is unable to wait for late passengers.**

### Authorised Bus Stops

Stop Number	Passengers from	Location
<b>Stop 1</b>	<b>Bridges Bks Ors</b>	SOARTY DUTY ROOM
<b>Stop 2</b>	<b>Bridges Bks Officers and SNCO's</b>	In Front of Bridges Offr/Sgts Mess
<b>Stop 3</b>	<b>Tobruk Bks Ors</b>	Opposite Tbk Bks Block 2
<b>Stop 4</b>	<b>Tobruk Bks Officers and SNCO's</b>	Officers Mess Car Park
<b>Stop 5</b>	<b>Hopkins Officers and SNCO's</b>	Carpark area behind Sgts Mess
<b>Stop 6</b>	<b>MQs Area</b>	From Address provided
<b>Notes 1: If there are no booked pickups from a Stop the bus will bypass that stop</b>		

### Departure from Tullamarine

3. Passengers arriving on flights into Tullamarine should not have to wait longer than 1.5hr for their shuttle service. Members are requested to turn on their mobile phones as soon as possible upon landing as the driver may be trying to contact you.
4. The shuttle service is to depart the Airport on time as per the time table. The only variation will be in those circumstances when an arrival flight is delayed. In those circumstances, the driver may wait a reasonable amount of time to collect passengers on the delayed flight. In circumstances when the waiting time is longer than 1.5hr the driver will contact the duty dispatcher to arrange ADHOC service (Southern Cross).
5. All instances of waits longer than 1.5hrs should be reported to DS-P in order to be investigated through the normal Customer Feedback process.
6. Passengers once they have collected their baggage are to meet the vehicle and driver at Pick Up BUS ZONE L GROUPS AND CHARTERS VIRGIN END OF THE AIRPORT from all flights.

### Service to Seymour

7. The Shuttle bus will provide a service to Seymour only between 0730 and 1600 hrs Mon – Fri.
8. Where Domestic Transport is required to provide transport to passengers travelling from Seymour to Tullamarine or return outside of normal working hours adhoc transport is to be provided.

### Other Pickup and Drop off locations

9. Designated Pick Up/Drop Off locations in **Wallan, Kilmore** and **Broadford** will be at the **Police Station** in each of those towns. Detour from the Hume Freeway via these locations will only occur if booked. As the shuttle will not wait, passengers need to arrive early to ensure they do not miss that service.

### Refuelling

10. To ensure passenger movement is not unduly delayed refuelling will not occur during the journey. This admin should be completed prior to departure or after arrival.
11. PMCC Task may be additional to shuttle services as ADHOC Task. (DS-P is able to recover those cost against the PMCC non discretionary codes)

Melbourne Airport Shuttle  
Pick up and drop off location



