



**ROYAL AUSTRALIAN CORP OF TRANSPORT COMBINED TOBRUK  
DINNER 17 MARCH 2016**

Tobruk Barracks Sergeants Mess  
PUCKAPUNYAL, VICTORIA 3662  
Tel: (03) 5735 7114

**I5439463**

**RACT TOBRUK COMBINED DINNER PUCKAPUNYAL 17 MARCH 2016**

**References:**

- A. Army Ceremonial and Protocol Manual
- B. RACT Policy Statement 42
- C. RACT Policy Statement
- D. Army Dress Manual 2013

**General**

1. The RACT Combined Dinner is to be held at the Tobruk Barracks Sergeants Mess, Tobruk Barracks, Puckapunyal on 17 March 2016. The dinner is to foster the customs and traditions which Messes are revered for in the Army. This year Movements will be the theme will complete the trade rotation review of our history, which we all embrace. The Corps mess members will continue to afford the opportunity to farewell some of Army's best during the dinner through their discharge.

**Aim**

2. The aim of this instruction is to detail the administrative requirements, appointments and the arrangements for the preparation and conduct of the dinner.

**Conduct**

3. The evening will be conducted IAW reference A. Indicative timings are represented in the sequence of events, which is at Annex A to this instruction.

**Appointments and duties**

4. The dinner appointments are:
  - a. Dining President - WO1 RM Jericevich (Corps RSM)
  - b. Dining Vice President – SGT M Oxford
  - c. Assistant Coordinating Officer – WO2 K Dunn.

**Official guests and hosts**

5. The official guests and hosts are:
  - a. HOC, Brigadier C Purdey, CSC - hosted by TBA
  - b. Rep COL COMDT, Brigadier J Wilkinson, AM - hosted by TBA
  - c. Commander Joint Logistics, Major General D Mulhall, AM, CSC - hosted by TBA
  - d. Maritime Boarder Command, Major General A Bottrell, CSC and Bar - hosted by TBA
  - e. Comd 17 CSS Bde, Brigadier P Nothard, AM, CSC - hosted by TBA.

## **Reception of the official guests**

6. The Official Guest is to be received just outside the front door to the mess by the Dining President and host. The guest is asked to sign the visitors' book and offered refreshment by the host. The Dining Vice-President (DVP) will ring the bell and the Official Guest will be introduced to the Mess by the host. The HOC, Brigadier C. Purdey and Rep COL Comdt, Brigadier J. Wilkinson will be formally introduced to the Mess by their host.

## **Timings/sequence of events**

7. The dining members are to assemble in the TBSM main bar area promptly at 1845h for 1930h 17 Mar 16. The sequence of events is listed at annex A.

8. At the completion of the dinner, members are requested to remain in the Mess until the Official Guests have departed. The DVP is to inform the mess members when Official Guests have departed.

## **Participants**

9. All current serving and retired RACT Offr, SNCO and WO are invited to attend the dinner. The dinner is limited to 150 personell and serving members will have priority. The proforma to register for the dinner is available on the RACT web page and returns are to be forwarded NLT 10 Mar 16. (<http://www.ract.org.au/>)

## **Departing members**

10. RACT has an established principal of recognition for members departing the Army. In 2016, RACT will continue this tradition and formally recognise members from the Corps at the Tobruk Dinner. Members will be indentified to conduct respective farewells. The HOC Cell will organise the "Certificate of Recognition" for those entitled members for presentation at the dinner.

11. Entitlements for members being farewelled at Corps expense is detailed in Reference B, Corps Policy Statement 42 – *the RACT Recognition Scheme*.

## **The Princess Royal Banner**

12. The Princess Royal Banner will be marched into the dining room at the commencement of the dinner and marched out at the completion of the farewells and address from the HOC IAW Reference C.

13. The Banner Party is to report to the Corps RSM at 1400 h, 15 Mar 16 at the TBSM for briefings and rehearsals. The Corps RSM is responsible for the training of the Banner Party. The composition of the Banner party is as follows:

- a. Ensign – LT H Johnston
- b. Senior Escort – WO2 J Ritchie
- c. Junior Escort – SGT J Cottle.

## **Corps prayer/toasts**

14. Corps Prayer and Toasts are to be proposed by:

- a. Corps Prayer – MAJ M Lamerton
- b. Loyal Toast – Dining Vice President – SGT M Oxford
- c. The Australian Army – LT C Monaghan

d. The Corps – Corps RSM - WO1 RM Jericevich.

### **Dress**

15. IAW Reference D, dress for the dinner is Dress Order No. 6B - Mess Dress White/Black Jacket with the option of dinner suit for retired members.

### **Guest presenter**

16. The theme for this year's dinner is centred on the Movements trade. The guest presenter is TBA, they are to deliver a presentation to the assembled Corps mess members.

### **Seating plan**

17. WO2 K. Dunn and Dining Vice President are to produce and finalise the seating plan by 11 Mar 16 and present it to the Dining President for approval.

### **Menu**

18. WO1 P Caputo is to present the menu and placemat options to the Dining Vice President by NLT 11 Mar 16 for approval. He is to ensure the table menus and placemats are produced and ready for placement by 1200 h, 15 Mar 16.

### **Special dietary requirements**

19. Special dietary requirements are to be indicated on the Attendance proforma on the registration page of RACT web page.

### **Bar timings**

20. The Bar will be open for Pre-dinner drinks at 1800h. Red and white wine, orange juice and water will be served throughout the Dinner. Mess staff will serve water as an alternative to Port for the Official Toasts. The bar will be open from 1800 – 1930h and again at the conclusion of the meal and remain open until 2359h.

### **Visitor's book**

21. The Dining Vice President is to ensure the Mess Visitor's Book is prepared and presented to the Dining President by NLT 11 Mar 16. Hosts are to ensure Official Guests sign the visitor's book on their arrival.

### **Wines**

22. WO1 M Lambe is to ensure that a selection and price of wines and ports is presented to the CRSM for approval by 24 Feb 16.

### **Photographer**

23. AST OPS is tasked to organise a photographer to take photos throughout the evening. The photographer will not be rationed into the TBSM and is to consume a meal at the ORs Mess during the evening. Dress for the photographer is dress order 2C.

### **Transport**

24. WSM RTW is to arrange transport for the dinner for all VIPs IAW this instruction. All other members attending the dinner are to arrange their own respective travel arrangements. Timings will be IAW the dinner instruction, WO2 J Ritchie is to ensure that VIPs are made aware of timings pertaining to their respective timings. Programs are provided in the RACT Corps Conference folders.

### **Mess staff / steward support**

25. The Dining President will coordinate the Mess Staff requirements with, Mrs Karen Connolly the PMA Food and Beverage Supervisor.

### **Cost and payment**

26. The cost of the Dinner is \$55.00 for members consuming alcohol and \$50.00 for member's not consuming alcohol. This is to be paid during registration on the RACT web page using paypal. Attendance at the Dinner will be at no cost to the following:

- a. Members being farewelled after a minimum of 20 years of service IAW reference B.

### **Centre pieces**

27. Units are invited to bring unit/formation centrepieces for display during the dinner. Transport and security of the centrepieces remains the responsibility of individual units.

### **Coordination conference**

28. Final coordination with the Dinner Committee will occur as detailed in annex A.

### **Conclusion**

29. The Tobruk Dinner provides an opportunity to farewell several long serving members who are discharging from the Service. Accordingly, the dinner is an important function that allows appropriate recognition of these events, to renew old acquaintances and to make new ones.



**RM Jericevich**

WO1

CRSM

Tel: (03) 5735 7182

29 Jan 16

**Annex A.** Sequence of Events

#### **Distribution:**

SPVR OFFR TBSM

PMC

DPMC

Secretary

Treasurer

Messing Members

Social Member

Dining Vice President

Mess Notice Board

Mess File

**SEQUENCE OF EVENTS**

<b>SER</b>	<b>DATE/TIME</b>	<b>OCCURRENCE</b>	<b>REMARKS</b>
01	24 Feb 16	Wines for dinner selected and approved by WO1 M Lambe	CRSM
02	11 Mar 16 1430h	Final Planning Conference Seating Plan / Visitors Book / Placemats / Dinner appointments briefed	Location: AST HQ Conf Rm CRSM Mrs Karen Connolly Mr John Howard WO1 P Caputo WO1 M Lambe WO2 K Dunn WO2 P Grierson WO2 J Ritchie WO2 C Keyte SGT M Oxford
03	15 Mar 16 1400h	Banner Party brief / rehearsals	CRSM LT H Johnston WO2 J Ritchie SGT J Cottle
04	17 Mar 16 1000h	CRSM is to brief members attending the dinner	Conducted during the Corps Conf morning tea break
05	17 Mar 16 1815h	Commissioned and retiring members assemble at TBOM for drinks	
06	17 Mar 16 1845h	Dinner Party arrive at the TBSM	
07	17 Mar 16 1855h	Dinner participants line the path leading to the TBSM front door	Commissioned/retiring mbrs depart TBOM for TBSM
08	17 Mar 16 1900h	Retiring members arrive	All RACT members line the entrance to the TBSM to pay recognition to the Departing members. (Photographer to ensure this is captured)
09	17 Mar 16 1910h	BRIG C. Purdey, CSC, HOC Arrives	TBA
10	17 Mar 16 1915h	BRIG J. Wilkinson, Rep Col Comdt Arrives	TBA
11	17 Mar 16 1925h	5 Min Warning	DVP
12	17 Mar 16 1930h	Move into Dining Room	DVP
		Banner marched in	
		Corps Prayer	MAJ M Lamerton
		Entrée Pre Set	
		<i>Farewell to retiring members</i>	

		Main course	
		<i>Farewell to retiring members</i>	
		Dessert	
		Guest Presenter	TBA
		Loyal Toast	SGT M Oxford
		Address by HOC	BRIG C. Purdey, CSC
		Toast to The Australian Army	LT C Monaghan
		Toast to the Corps	Corps RSM
		Banner marched out	
		Guests and Hosts depart	Mr Vice
		Dining members move to Ante Room	
		Guests depart	
13	2359h	TBSM bar closes	Mess secured
14		Breakfast at TBSM	IAW mess timings