



**AUSTRALIAN ARMY**  
HQ 13th Brigade  
Irwin Barracks, Stubbs Tce, Karrakatta WA, 6010



871-21-3/2  
13 BDE

### **See distribution list**

## **GENERAL INSTRUCTION MANDATORY INDUCTION TRAINING AND COMMANDERS CALL 07- 08 FEB 09 (ACMS 582681)**

### **References:**

- A. 13 Bde Capability and Preparedness Directive 2009/2010
- B. CA Heat Injury Management Directive 5/05, 23 Sep 05
- C. SAFETYMAN
- D. 13 Bde General Instruction Mandatory Induction Training 6-9 Feb 09 dated Nov 2008

### **Introduction**

1. Prior to the training year commencing, it is necessary to ensure that all members receive Mandatory Training as directed by the Chief of Army. This mandatory training is designed to alert Defence personnel to current Defence policies, and ensure that Defence fulfils it's 'Duty of Care' obligations. This mandatory training will be combined with 13 Bde Comd Call which will set the guidelines for 13 Bde operations for 2009. This will ensure all 13 Bde personnel have a sound and common understanding of what is expected of them as members 13 Bde and of the Defence Force.

2. In accordance with ref A to C, all 13 Bde units are to conduct Mandatory training on 07-08 Feb 09 for all ARA and ARes staff. This general instruction replaces the previously issued ref D.

### **Aim**

3. The aim of this instruction is to provide guidance and allocate responsibilities for the conduct of Induction Training and Comd Call on 07/ 08 Feb 09.

### **Conduct**

4. Training is to be conducted as follows:
- a. **03 Feb 09.** Conduct FPC at 13 Bde Conference Room at 1930hrs. All presenters to attend.
  - b. **06 Feb 09.** Rehearsals of presentations by all nominated staff.
  - c. **07 Feb 09.** All 13 Bde personnel attend nominated mandatory training activities.
    - (1) **Group 1** – 13 Bde HQ, 16 RWAR, 7 Fd Bty, 13 CSSB (AM)
    - (2) **Group 2** – WAUR, 11/28 RWAR, XLH, 13 Fd Sqn 109 Sig Sqn (PM)

- d. **08 Feb 09.** All 13 Bde SGT and above attend Comd call.
  - e. **NLT 28 Feb 09.** All pers within 13 Bde have completed mandatory training with training recorded in PMKeys.
5. All mandatory training will be conducted at the Bde Area Theatre (16 RWAR) on 07 Feb 09. The training will be conducted sequentially, Group 1 in the morning followed by Group 2 after lunch. When not involved with mandatory training with their allocated Group, 13 Bde personnel will be available for unit activities.
6. On 08 Feb 09 all 13 Bde SGT and above will be directly involved in the Comd Call presentations at the Bde Area Theatre and subsequently in the Close Training Area and WTSS for team building activities.
7. CPL and below will be available for unit training throughout 08 Feb 09.
8. Personnel attending from outstations are to attend for the duration of the training. Units are responsible for booking travel, accommodation and rations for members from outstations.

### **Training objectives**

9. The following are the training objectives:
- a. conduct mandatory training in the following areas:
    - (1) fraud and ethics;
    - (2) security awareness;
    - (3) drug and alcohol policy;
    - (4) fire training;
    - (5) occupational health and safety (including manual handling);
    - (6) suicide awareness and prevention;
    - (7) equity and diversity;
    - (8) financial management;
    - (9) TRF management;
    - (10) heat injury management;
    - (11) discipline law reform gap training (for those who haven't conducted it to date);
    - (12) HRR/RRF;
    - (13) AIRN;
    - (14) health;
    - (15) Defence Home Owner Assistance Scheme (DHOAS);

- (16) education;
  - (17) Defence travel card;
  - (18) 13 CSSB BOSC:
    - (a) Orderly Room;
    - (b) Pay Cell; and
    - (c) Q Store.
  - (19) environmental awareness; and
  - (20) financial management.
- b. Confirm Comd 13 Bde intent for operations and procedures for 2009 with all key staff.

### **Responsibilities**

- 10. WO2 Elborough is responsible for the coordination and the conduct of the mandatory training.
- 11. COS 13 Bde is responsible for the coordination and conduct of the COMD Call.
- 12. All members are to be at the designated venue at least five minutes prior to the time indicated at annexes A and B. **CO/OCs are to ensure that no other training or activity takes precedence over the Induction period. It's strongly encouraged maximum attendance by all 13 Bde personnel.**
- 13. Additional responsibilities are:
  - a. **HQ 13 Bde PR.** The PR Officer is to ensure that the Induction Training is recorded on DVD and two DVD copies are made and distributed to all Bde units for catch up training.
  - b. **CSMs.** CSMs/SSMs are to provide a nominal roll of confirmed attendees to WO2 Elborough NLT 02 Feb 09; and
  - c. **Presenters.** Presenters are to:
    - (1) research and rehearse their presentations and clearly organise their activities in order to set the standard expected of all personnel for the year;
    - (2) organise their own stores and equipment for their presentation;
    - (3) have a back up plan for failed technology (computer presentations and videos); and
    - (4) email WO2 Elborough your presentation one week prior at [steven.elborough@defence.gov.au](mailto:steven.elborough@defence.gov.au).

- d. **Units.** Units are responsible for:
- (1) AIRN;
  - (2) conducting first aid revision to include, CPR/EPR, fractures, sprains, snake bite, and heat and cold illness;
  - (3) conducting unit specific fire training to include unit evacuation procedures; and
  - (4) conducting Induction Training for those who did not attend.
- d. **WAUR.** WAUR is responsible to conduct moderation training for all Military instructors.

14. Units and WAUR are to ensure that the training directed above is conducted by 28 Feb 09. For those who cannot attend these sessions, units are to ensure they receive Induction Training in timely manner. Such personnel are not to attend any other unit training until Induction Training has been completed.

### **Presenters**

15. The presenters for the Induction Training are listed in annex A and B. Presentations that have not been appointed to individual persons, have been allocated to units to provide a presenter. Units are to appoint a presenter and re-confirm with WO1 Van Oppen of the appointment NLT 03 Feb 09.

### **Lecture facilities**

16. The BDE Area Theatre (and XLH Drill Hall if required) will be utilised as lecture facilities for the Induction Training (250 personnel). WO2 Elborough is responsible to ensure that both facilities have access to litepro, and DRN computer.

17. XLH is BPT ensure that the units drill hall is set-up to seat 100 pers NLT 06 Feb 09.

### **Personnel absent**

18. It is a unit responsibility to provide catch-up training.

### **Attendance**

19. Units are to confirm numbers for attendance NLT 02 Feb 09 at the BM Conference.

20. Individual units are responsible for attendance lists of their personnel for each day. Attendance lists are to be submitted to the Bde CC at the completion of the training to be entered into PMKeyS. The BOSC is to ensure that all results from the weekend are entered into PMKeyS NLT 20 Feb 09.

### **Stores**

21. If stores are required to conduct the training, presenters are to source stores through individual Q Stores.

### **Dress**

22. Dress for Induction Training will be Dress Order 4A (DPCU with KFF).

### **Meals**

23. All personnel attending are responsible for their own meals. Meals at the ORs' Dining Room will be user pays for members not accommodated for the weekend.

24. WO2 Elborough and WO2 Egan are to ensure that morning tea is arranged and set up IAW the timings allocated in the program. Morning Tea is to be set up at the BDE Area Theatre (and XLH if required).

### **IPC/FPC**

25. There will be no IPC conducted for this activity. All presenters are to ensure they have organised all stores required for their presentations and have rehearsed their lectures.

26. An FPC will be held on the 03 Feb 09 commencing at 1930 h at HQ 13 Bde Conference Room, this conference is primarily for the weekend Induction Training, all members mentioned in this instruction are to attend. If presenters are unable to attend they are to inform WO2 Elborough prior.

### **Conclusion**

27. Induction Training ensures all personnel have a sound and common understanding of what is expected of them as members of the Defence Force. The Commanders Call will lay a solid foundation for unit command personnel prior to the commencement of the year's training activities.

**S.G. CAIN**  
Brigadier  
Commander 13 Bde

Jan 2009

### **Annex:**

- A. Induction Training Program
- B. Commanders Call Training Program

**Distribution**

HQ 13 BDE

16 RWAR

11/28 RWAR

13 CSSB

13 FD SQN

109 SIG SQN

10 LHR

7 FD BTY

WAUR

SMO (HQ 13 Bde)

MAJ Hutchinson (11/28 RWAR)

MAJ Jones (HQ 13 Bde)

MAJ Summerton (13 CSSB)

MAJ Dobson (16 RWAR)

Bde Legal Offr (HQ 13 Bde)

Bde PR Offr (HQ 13 Bde)

RSM 13 BDE

RSM 13 CSSB

WO1 Gould (HQ 13 Bde)

WO1 Van oppen (HQ 13 Bde)

WO2 Elborough (HQ 13 BDE)

WO2 Furness (HQ 13 Bde)

WO2 Redgrave (HQ 13 Bde)

SGT Hicks (7 Fd Bty)

All external presenters (10)