

AUSTRALIAN DEFENCE FORCE CADETS

BOOKING OF TRAINING AREAS AND OTHER LOCATIONS

INTRODUCTION

1.1 ADF Cadet activities can occur in all environments (land, sea and air) throughout Australia. Activities that occur on Defence Training Areas, use Defence facilities, or have the potential to require specific approvals or de-conflict with other Defence users, require a formalised booking process through Defence. Routine activities that occur within a community, using community spaces, facilities, or private property may not require booking through Defence, however may warrant notification to Defence.

POLICY INTENT

1.2 This policy provides direction on when an ADF Cadet Activity requires the location or facility to be booked through Defence and guidance on when the booking, notification and use of locations would not be booked through Defence.

1.3 This policy does not pertain to approved ceremonial events which are undertaken in public. This policy does not apply to airports, runways, or airspace controlled and booked through The Civil Aviation Safety Authority (CASA) or other non-Defence agencies. This policy does not apply to waterways, lakes, reservoirs or other bodies of water that are booked or controlled by non-Defence agencies.

1.4 The Principle that underpins this policy is:

- a. Principle 1 - The booking of training areas and use of Defence facilities is an important part of the ongoing support provided by Defence to the ADF Cadets.

POLICY PRACTICES AND MEASURES

1.5 The type and location of an activity will often determine whether a formal Defence booking process or clearances are required. ADF Cadet Organisations are encouraged to work closely with the Directorate of Operations and Training Area Management (DOTAM) Regional Training Area Managers (RTAM) and their staff when determining the booking requirements for an ADF Cadets activity. ADF Cadet Organisations may provide copies of Annual Programs of Activities to DOTAM to assist in determining potential future booking requirements.

COMPLIANCE WITH REGULATIONS

1.6 ADF Cadets activities must comply with the requirements of:

- a. The relevant Defence Manuals (in particular the Youth Policy Manual (YOUTHPOLMAN), Defence Security Framework, and the Defence Training Area Management Manual (DTAMM)).
- b. The region specific Standing Orders / Non Defence Training Area Standard Operating Procedures applicable to the activity, training area or range on which the activity is to be undertaken.
- c. The guidance, policies and signage requirements applicable for use of the site.
- d. All reasonable direction provided by Defence personnel or the Owner/Manager of the facility or location.
- e. For range practices:
 - 1) LWP-G 7-3-1 *Australian Defence Force Range Orders (Land)* (LWP-G 7-3-1);

- 2) (If applicable) YOUTHPOLMAN and the Standing Orders applicable for ADF Cadet archery practices; and
- 3) Authorised ADF procedures for the weapon(s) and practice being fired.

ACTIVITIES TO BE BOOKED THROUGH DEFENCE/DOTAM

1.7 The following activity types and locations fall within the categories of Defence Training Areas (DTA), Non-Defence Training Areas (NDTA) or Defence facilities that are to be booked through Defence (DOTAM or Defence facility managers) all activities:

- a. On Defence Training Areas or Defence ranges. (Use DTA booking process).
- b. That involve firing of Defence weapons or Cadet Firearms (this includes live firing on commercial/civilian live firing ranges or use of blank ammunition in any location). (Use DTA or NDTA booking process as applicable).
- c. That involves the planned use of smoke grenades, flares or other pyrotechnics. (Use DTA or NDTA booking process as applicable).
- d. That use Defence 'common areas' or Defence common-use facilities (eg. base swimming pool, gymnasiums, obstacle courses, Defence ovals). (Use relevant Defence base facility booking process).
- e. That has the likelihood to incur environmental or cultural impact/damage (eg. heavy vehicle use off formed tracks, clearing of vegetation, activities in delicate ecosystems, activities in cultural heritage sites). (Use NDTA booking process).
- f. Where the site owner/manager has expressly asked for Defence to book the site (eg. this may occur when the site owner requests the development of Environmental Clearance Certificates or other pre-activity site inspections for potential insurance purposes). (Use NDTA booking process).

ACTIVITIES TO BE ADVISED TO DOTAM

1.8 ADF Cadet activities may be undertaken on non-Defence sites, community facilities and grounds, or on private properties. The following activity types and locations are to be advised to DOTAM in order to assist in de-conflicting other potential Defence users or to inform the public if necessary:

- a. Large scale activities located on public properties, State Forests, Crown/Commonwealth Land where the site owner/manager has not expressly asked for Defence to book the site. (Large scale activities are to be defined by the respective Cadet Services in consultation with DOTAM).
- b. ADF Cadet archery practices conducted on Defence Base common areas (eg. oval) (Noting the oval would have been booked through the Base Support Manager).
- c. Activities that occur in locations commonly used by Defence (eg. waterways near Defence maritime bases/assets, airfields and drop zones used by Defence aviation assets).

BOOKING AND NOTIFICATION PROCESSES FOR DTA AND NDTA

1.9 The booking processes for DTA and NDTA are in Annex A. Generally, arrangements for the booking of DTA and NDTA are to be in accordance with the Defence Training Area Management Manual (DTAMM); however the following considerations apply:

- a. Enduring bookings are made through the Training Area Safety Management Information System (TASMIS), which can be accessed by ADF Cadet Unit Liaison Officers.
- b. Cadet units without TASMIS access, may use the DTA and NDTA booking forms available at Appendix 1 to Annex A or via the Range Control Staff of the training area or range to be utilised. NDTA Booking Forms can be accessed by the ADF Cadet Unit Liaison Officer via These booking forms are to be submitted through the chain of command.
- c. Activities are not to proceed without a booking approved through TASMIS, or approved and/or confirmed by the Range Control Staff or NDTA Manager.

- d. Weapons Training Simulation Systems (WTSS) are to be booked through TASMIS, which can be accessed by ADF Cadet Unit Liaison Officers.
- e. Bookings for non-DOTAM managed Defence training areas and ranges, i.e. single Service managed training area or range, are to be made through the operator of that range.

COMMON AREA AND DEFENCE FACILITY BOOKING

1.10 The use of Common areas and other Defence facilities are managed in accordance with the Customer Service Level Partnering Agreement between Defence and the relevant Cadet Organisation Parent Service. Not all facilities are approved for use by ADF Cadets. Booking of all common areas on Defence bases and establishments must be done through the Base Support Manager. ADF Cadet Organisations are to refer to local Base orders and policies for local booking processes.

NOTIFICATION PROCESS

1.11 Activities not requiring booking through Defence may be notified to DOTAM by submitting a copy of the proposed Activity Instruction, Risk Management Plan or other document used by the ADF Cadets when gaining activity approval. This notification should be sent to the Regional Training Area Managers (listed in Annex B) as early as possible. Early notification will enable Defence to de-conflict or assist as necessary.

Annexes:

- A. Procedure for Booking Defence Training Areas and Non Defence Training Areas
- B. Regional Training Area Managers/ADF Cadet Unit Liaison Officer Contact Details

RELATED PUBLICATIONS

Youth Policy Manual (YOUTHPOLMAN)

ADF Cadets Military-like Activities Policy

ADF Cadets Firearms Policy

ADF Cadets Defence Weapons Policy

Defence Safety Manual

Defence Security Framework

Defence Training Area Management Manual

Accountable Officer: Chief Joint Capability

Policy Officer: Head Reserve and Youth Division

PROCEDURE FOR BOOKING DEFENCE TRAINING AREAS AND NON DEFENCE TRAINING AREAS

Overview

1.1 The process for booking Defence Training Areas (DTA) and Non Defence Training Areas (NDTA) can be complicated and will require the support of ADF Cadet Organisation Defence Members.

1.2 Wherever there is a likelihood that Commonwealth resources will be expended in the process of booking/securing or using a DTA or NDTA only a Commonwealth Official (ie. a Defence member with appropriate Delegations) may commit to the booking.

Application

1.3 ADF Cadets Booking Application form for DTA and NDTA is at Appendix 1 to Annex A. This form should be submitted through the chain of command well in advance of the proposed activity date in order to secure the DTA or NDTA. Where possible, a six (6) month lead time of DTA and NDTA bookings is requested in order to allow DOTAM staff time to undertake the necessary clearances.

1.4 ADF Cadet Unit Liaison Officers are to be aware that each region is unique and timelines for the submission of bookings for access to an NDTA vary. Guidance on these timelines is generally listed in the regional NDTA Standard Operating Procedures. ADF Cadet Unit LO's are advised to check this document prior to the submission of any DTA or NDTA booking. This will assist with forward planning of activities in particularly large attendance annual camps and bivouacs.

1.5 ADF Cadet use of DTA and NDTA training areas and ranges is to be booked in accordance with extant ADF Cadet Organisation and DOTAM arrangements and the Standing Orders / Standard Operating Procedures applicable for that particular DTA, range or NDTA. Early contact should be made with the respective Range Control for the DTA or range to be utilised.

1.6 Bookings which also require the supply of ammunition must be made, at least, a minimum of three (3) months in advance.

1.7 Confirmation of booking and possible de-confliction of TA must be done four weeks prior to the activity date.

Environmental Clearance Certificate and Declaration

1.8 Regional Training Area Managers¹ will assist ADF Cadets organisations in developing and submitting an Environmental Clearance Certification (ECC) Form and a Declaration from any NDTA consenting to the use of the TA, which is not a declared Defence Practice Area (DPA), for the proposed ADF Cadets activity.

1.9 The ECC form and Declaration for use of a NDTA are available through the relevant Regional Training Area Managers / ADF Cadet Unit Liaison Officer and from TASMSIS for those units with access.

1.10 ADF Cadets activities may proceed subject to the ADF Cadet organisation agreeing to comply with all environmental responsibilities relevant to them in Defence Instruction (Army) ADMIN 70 – 7 – *Environmental Responsibilities in the Planning, Conduct and Post Conduct of Army Training Activities*, the applicable Standing Orders and the Regional Training Area Managers / ADF Liaison Officer.

1.11 ADF Cadet organisations must submit, when required, the ECC Post Activity Report within ten working days of the conclusion of the activity.

1.12 Regional Training Area Managers / ADF Cadet Unit Liaison Officers will advise the Cadet Unit if any further paperwork is required to complete the booking upon submission of the ADF Cadets Booking Application.

Appendix 1: ADF Cadets Booking Application – Defence Training Areas and Non-Defence Training Areas

¹ Or Non Defence Training Area Manager

ADF CADETS BOOKING APPLICATION – DEFENCE TRAINING AREAS AND NON DEFENCE TRAINING AREAS

(Please submit this form to the Regional Training Areas Manager² / ADF Cadet Unit Liaison Officer as early as possible (6 months prior if possible))

UNIT NAME _____ PLANNED ACTIVITY LOCATION _____

ACTIVITY NAME _____

ACTIVITY START DATE/TIME _____ ACTIVITY END DATE/TIME _____

PERSONNEL: Cadet Numbers _____ Adult Numbers _____ Total Numbers _____

DESCRIPTION OF ACTIVITY (eg field training, navigation, watercraft, gliding, live firing etc): _____

EQUIPMENT / VEHICLES (eg, 4x4, light vehicles, trailers, generators, weapon types etc): _____

ACTIVITY INSTRUCTION ATTACHED: (YES/NO) ACTIVITY RISK ASSESSMENT ATTACHED: (YES/NO)

AUTHORISING OFFICER / ADF CADET POC

NAME: _____

RANK: _____

APPOINTMENT: _____

CONTACT NUMBER: _____

CONTACT EMAIL ADDRESS: _____

² Or Non Defence Training Area Manager

Regional Training Area Managers³ / ADF Cadet Unit Liaison Officer Contact Details

DOTAM Victoria and Tasmania:

Regional Training Area Manager Telephone: (03) 9282 7635

Non-Defence Training Area Manager Telephone: (03) 9282 7645

Email: ndta.victas@defence.gov.au

DOTAM New South Wales and Australian Capital Territory:

NSW - Regional Training Area Manager Telephone: (02) 9393 2740

ACT – Non Defence Training Area Manager Telephone: (02) 6266 1015

DOTAM South Australia:

Regional Training Area Manager Telephone: (08) 8305 6666

Non Defence Training Area Manager Telephone: (08) 8305 6201

DOTAM Northern Territory:

Regional Training Area Manager Telephone: (08) 8925 9601

DOTAM Western Australia:

Regional Training Area Manager Telephone: (08) 9311 2531

DOTAM South East Queensland:

Regional Training Area Manager Telephone: (07) 3332 6740

Non Defence Training Area Manager Telephone: (07) 3332 9981

DOTAM Central Queensland

Regional Training Area Manager (07) 4935 5003

DOTAM North Queensland:

Regional Training Area Manager Telephone: (07) 4411 7322

Non Defence Training Area Manager Telephone: 0417 401 252

³ Or Non Defence Training Area Manager