

## **CHAPTER 6**

### **ADF CADETS**

## **BOOKING OF TRAINING AREAS AND OTHER LOCATIONS**

### **INTRODUCTION**

3.6.1 ADF Cadets activities can occur in all environments (land, sea and air) throughout Australia. Activities that occur on [Defence Training Areas \(DTA\)](#), or use Defence facilities, or have the potential to require specific approvals or de-confliction 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. 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 INTENT**

3.6.2 The intent of this policy is to provide direction on when an ADF Cadets 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.

3.6.3 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.

### **POLICY PRACTICES AND MEASURES**

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

### **COMPLIANCE WITH REGULATIONS**

3.6.5 The Director General Australian Navy Cadets and Reserves (DGANCR), the Commander Australian Army Cadets (COMD AAC) and the Director General Cadets – Air Force (DGCADETS-AF) must ensure ADF Cadets activities comply with the following requirements:

- a. the relevant Defence Manuals (in particular the Youth Policy Manual (YOUTHPOLMAN), [Defence Security Principles Framework](#) and the [Defence Training Area Management Manual \(DTAMM\)](#))
- b. the region-specific or local Standing Orders / [Non-Defence Training Area \(NDTA\)](#) 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
  - (3) Authorised ADF procedures for the weapon(s) and practice being fired
  - (4) Authorised ADF Cadets procedures for the firearms and practice being fired.

#### ACTIVITIES TO BE BOOKED THROUGH DEFENCE/DOTAM

3.6.6 DGANCR, COMD AAC, and DGCADETS-AF must ensure the following activity types and locations are booked through Defence ([DOTAM](#) or Defence facility managers):

- a. on Defence Training Areas (DTA) or Defence ranges (use DTA booking process)
- b. that involve firing of Defence weapons or cadets firearms including live firing on commercial/civilian live firing ranges or firing of Defence weapons using blank ammunition at any location) (use DTA or NDTA booking process as applicable)
- c. that involves the planned use of smoke grenades or signal flares used for training that is related to emergency situations such as casualty evacuations, helicopter pickups and non-warlike MLA. (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 have the likelihood to incur environmental or cultural impact/damage (eg. heavy vehicle use of formed tracks, clearing of vegetation, activities in delicate ecosystems, or in cultural heritage sites) (use NDTA booking process)
- f. where the site owner/manager has expressly asked for Defence to book the site (i.e. 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

3.6.7 ADF Cadets activities may be undertaken on non-Defence sites, community facilities and grounds, or on private properties. DGANCR, COMD AAC, and DGCADETS-AF must ensure 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 ADF Cadets parent Service in consultation with DOTAM)
- b. ADF Cadets 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

3.6.8 DGANCR, COMD AAC, and DGCADETS-AF must ensure ADF Cadets Adults use the booking processes for DTA and NDTA in Annex A. Generally, arrangements for the booking of DTA and NDTA are to be in accordance with the DTAMM; however the following considerations apply:

- a. Enduring bookings are made through the Training Area Safety Management Information System (TASMIS).
- b. ADF Cadets 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. 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](#).
- 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

3.6.9 The use of common areas and other Defence facilities are managed in accordance with the Framework for Enabling Defence Capability. 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 Cadets are to refer to local base orders and policies for local booking processes.

## NOTIFICATION PROCESS

3.6.10 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 RTAM (listed in Annex B) as early as possible. Early notification will enable Defence to de-conflict or assist as necessary.

## PRIVACY

3.6.11 Privacy matters relevant to this policy are to be managed in accordance with [Part 1 Section 1 Chapter 2](#) and the [Defence Privacy Policy](#).

### **Annexes:**

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

**Accountable Officer:** Chief of Joint Capabilities (CJC)

**Policy Officer:** Head Joint Support Services Division (HJSSD)

## **PROCEDURE FOR BOOKING DEFENCE TRAINING AREAS AND NON-DEFENCE TRAINING AREAS**

### **Overview**

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 members working within ADF Cadets.
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 may commit to the booking.

### **Application**

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 an eight week lead time for NDTA bookings is recommended in order to allow [Directorate of Operations and Training Area Management \(DOTAM\)](#) staff time to undertake the necessary clearances.
4. ADF Cadets 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 Cadets are advised to check the relevant regional NDTA Standard Operating Procedure 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.
5. ADF Cadets use of DTA and NDTA and ranges is to be booked in accordance with extant ADF Cadets 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.
6. Bookings which also require the supply of ammunition must be made, at least three (3) months in advance.
7. Confirmation of booking and possible de-confliction of Training Areas (TA) must be done four weeks prior to the activity date.

### **Environmental Clearance Certificate and Declaration**

8. Regional Training Area Managers or Non-Defence Training Area Manager will assist ADF Cadets 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.

9. The ECC form and Declaration for use of a NDTA are available through the relevant Regional Training Area Managers or Non-Defence Training Area Managers and from TASMIS for those units with access.
10. ADF Cadets agree 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.
11. ADF Cadets must submit, when required, the ECC Post Activity Report within ten working days of the conclusion of the activity.
12. DOTAM will advise the ADF Cadets if any further paperwork is required to complete the booking upon submission of the ADF Cadets Booking Application.
13. Activities on a NDTA which is a private or commercial live-fire range usually have their environmental clearances in place as standing arrangements. Therefore, when notifying the use of a private or commercial live fire range, ECC and other pre-activity site inspections for potential insurance purposes are not required.
14. Use of a live-fire private or commercial range by ADF Cadets must have a current Certificate of Range Safety Compliance issued by the [Directorate of Estate Engineering Policy \(DEEP\)](#).

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

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

*(Please submit this form to the Regional Training Areas Manager<sup>1</sup> / ADF Cadets 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 or firearm 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: \_\_\_\_\_

<sup>1</sup> Or Non-Defence Training Area Manager

**Regional Training Area Managers<sup>2</sup> / ADF Cadet Unit Contact 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](mailto: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

---

<sup>2</sup> Or Non-Defence Training Area Manager