



# Welcome to the Puckapunyal Military Area

## Base Induction Brief



## About the Base

The Puckapunyal area was first used as a mobilisation and training area during World War I. By 1939, the area was formally established as Puckapunyal Camp, and military activity in the area began in the early 1940s. Puckapunyal is now a major base located on an area of over 37,000 hectares, approximately 100 kilometres north of Melbourne. The base supports a large number of military personnel and a permanent resident population.

## Visiting the Base

To access the base and common unrestricted areas, each visitor must read and understand the information on this brief for the base.



## Induction Information

This Induction can be used by all civilians and visitors including ADF, APS and contractors. It provides important information for safe access to common areas of each Base.

Staff and contractors are directed to additional induction processes for work, residential access, safe working practices and access to specific areas. Refer to your sponsor for more information.

Unit level inductions will also be required for access to a large number of facilities and buildings on the base.

## Roles and Responsibilities

The Base Manager (BM), in consultation with the Senior Australian Defence Force Officer (SADFO) and Head of Resident Units (HRU), coordinates and administers whole-of-base support functions including security, work health and safety, and emergency management planning.

### Accountabilities

The BM is responsible for:

- the coordination of whole-of-base security at SAFEBASE alert levels AWARE and ALERT,
- managing a response to a security incident at the Base that requires routine coordination of base personnel and resources,
- common areas of the base.

The SADFO will:

- represent ADF interests on a base through a collegiate “whole of Defence” approach,
- assume command of the relevant base in case of a security, safety or emergency event requiring coordination of Base personnel and resources.

Leading officers (e.g. CEO) of contracting organisations are responsible for all their employees, contractors and visitors, and are also responsible for the areas of the Base that are leased from the Commonwealth.

## Escorts Security Responsibilities

Escorts responsibilities are:

- **Responsible at all times for visitors** signed into Defence establishment
- During the visit escorts must ensure that visitor:
  - **Does not gain** unauthorised access to **classified material**
  - Clearly **displays their visitor pass** at all times
  - **Is supervised at all times.**
- At the completion of the visit, escorts must ensure that visitor:
  - **Returns their visitor pass** to access control personnel
  - **Leaves the establishment.**

### Visitor responsibilities – Do

**As a condition of entry, all visitors must:**

- Complete the mandatory base induction prior to entry.
- Adhere to the base access rules and instructions:
  - Visitor Access Rules presented in this brief, including obtaining and displaying Defence Common Access Card (DCAC) or Visitor Pass
  - Any reasonable directions from your Sponsor, Defence or Security Personnel
  - Wear suitable or protective clothing as required
  - Immediately alert any hazardous condition
  - Obey signage throughout the Base
  - Ensure adequate supervision of accompanying children.

### Visitor Responsibilities – Not Do

**As a condition of entry, all visitors must NOT:**

- Interfere with any Defence or personal property or personnel
- Touch unexploded ordnance
- Enter restricted areas without prior authorisation
- Pass on Defence information that does not pertain to the reason for your visit
- Take photos (photography is not permitted without prior written approval from the Base Manager)
- Leave any baggage or other items unattended
- Bring onto or consume illegal drugs in the Base or its environments
- Lend Defence Common Access Card or Visitor Pass to someone else.

You are not allowed to undertake any activity that exposes you or others to an elevated level of risk.

Additionally, digital recording devices are not permitted to be utilised and must be switched off prior to entering the Base (i.e. dash cams).

## Facilities and Amenities

Unless otherwise indicated, Defence sporting and recreational facilities, such as sporting, swimming or fitness centres are for the use of Defence Personnel only.

Visitors are able to access the retail complex located on the corner of Labuan and Malaya Road.

## Access and Security

### Visitor Access Rules

- All visitors entering a base must report to Access Control upon arrival with identification. Valid identification is current, has a photo, is government issued (passport, driver licence, etc.) and is in English
- Upon presentation of valid identification, Access Control personnel may issue you with a Visitor Pass. Unless otherwise specified, Visitors Passes are only valid for one day. Passes must be displayed in a prominent position, above the waist and in front of the body. Please return the Visitor Pass to Access Control personnel at the end of the visit
- A Base Induction is required before gaining entry to the Base
- Visitors must be collected and escorted by appropriate Defence personnel who are sponsoring the visit for the duration of the visit
- Please note that the successful completion of a Base Induction does not constitute automatic security access to the site. Access to the base will only be granted to those personnel who have satisfied the security pass procedures
- Access beyond common areas requires additional permission and induction processes
- Security on a base is governed by the appropriate alert level. This can change at any time and there may be instances when visitors are denied access to the base. All visitors must follow the instructions of your sponsor and/or security officers.

Only personnel with a bone fide reason to access the base are to be authorised access.

## Address and Opening Times

Access via Blamey Avenue (off Seymour-Tooborac Road) 24/7.

Out of hours contractor work is to be approved through their sponsor prior to commencement.

## Search and Seizure

### NO SEARCH = NO ENTRY

It is a condition of entry and exit to all Defence bases that persons and vehicles may be subject to search.

## Pass Office Location

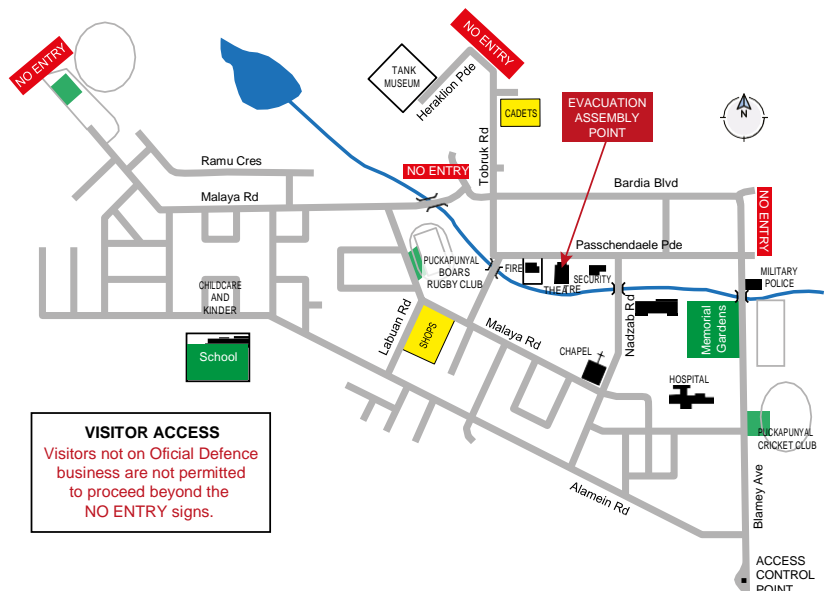
The Pass Office is located at building 440 Nadzab Road.

Hours of operation: Monday – Friday 0900–1100 h and 1300–1500 h.

Enquiries: **(03) 5735 7038**.

## Location

Entry into operational areas by unauthorised personnel is strictly forbidden. Access beyond 'no entry' signs are not to be accessed without bone fide and appropriate authority of the person in charge of the area.



## Emergencies and Alarms

In the event of an emergency, a Base Emergency Response Procedure will be initiated and the Base Audible Alarm System will activate with the alarms below.

If there is immediate danger, evacuate the area and inform site personnel immediately and do not attempt to deal with an emergency alone.

Alarm	Your Action
<b>Alert</b> (BEEP-BEEP-BEEP) tone with voice announcement "Alert, Alert, Alert".	<ul style="list-style-type: none"> <li>Gather your belongings and wait-in-place for further directions.</li> <li>Follow all directions from your escorting officer.</li> </ul>
<b>Evacuation</b> A rising (WHOO-PP-WHOO) tone with voice announcement "Evacuate, Evacuate, Evacuate".	<ul style="list-style-type: none"> <li>Follow all directions from your escorting officer.</li> <li>Immediately evacuate to the designated assembly area as directed by a Warden. The area will be identified by your escort or Warden</li> <li>Do not use lifts or take food and drink into stairwells during evacuation.</li> </ul>
<b>Lockdown / Shelter-in-place</b> A series of pulsating high pitches tones with a voice announcement "Lockdown, Lockdown, Lockdown".	<ul style="list-style-type: none"> <li>Follow all directions from and remain with your escorting officer.</li> <li>Wait for the Standown / All Clear announcement.</li> <li>IF SAFE TO DO SO – Follow the <b>CLOSE</b> procedure:</li> <li>Close windows, blinds &amp; doors and turn off lights;</li> <li>Lock your PC and put documents away;</li> <li>Out of sight and minimise movement. Hide;</li> <li>Stay silent, turn phones to silent; and</li> <li>Endure – you may be in LOCKDOWN for some time.</li> </ul>
<b>Standown / All Clear</b> A low vibrating horn with a voice announcement "Stand Down, Stand Down, Stand Down".	<ul style="list-style-type: none"> <li>Follow all direction from your escorting officer</li> <li>Return to normal activities.</li> </ul>

Wardens can be identified by their coloured safety helmets or vests.

	White Helmet	Chief and Communications Wardens
	Yellow Helmet	Floor/Zone Warden
	Red Helmet	Section Warden
	Green Helmet	First aid officers

All visitors are to familiarise themselves with the means for safe egress and assembly points in an evacuation.

Testing of the alarm systems may occur and will be announced prior to any tones being activated. No response is required during testing of alarms.

## Safety and Hazards

### First Aid

Refer to your sponsor or base contacts for first aid contact information. Call **000** for emergencies (*dial 0 first if using Base landline telephone*).

### Health and Safety

According to the *Work Health and Safety (WHS) Act 2011*, Defence personnel, contractors and visitors are responsible for managing risk to the health and safety of themselves and others at or near the workplace. Each person has a duty to:

- Take reasonable care of their own safety
- Take reasonable care that their conduct does not adversely affect the health and safety of others
- Cooperate with any reasonable direction, policy or procedure relating to health and safety in the workplace
- Notify the Sponsor and supervisor of the activity or the Base Support Office for any incidents or events.

The health and safety of staff, contractors and visitors is a priority for the base. All personnel are constantly monitored for safe conduct and any breach of Defence requirements or WHS regulations will be reported. Visitors and contractors breaching safety or security requirements may be required to leave the site or undergo re-induction.

## WHS Event Reporting – Incidents or Accidents

A WHS Event is any unforeseen event that results in, or could have resulted in, an injury or ill health that is caused by work-related employment in Defence, or as a result of a Defence undertaking. This includes WHS Events for all Defence employees, cadets, and third parties, including contractors and the general public.

*In the event of a WHS incident or accident, you must notify your Sponsor, Supervisor, Manager or Base Support Office, in the first instance.*

WHS Events that occur on Defence Bases are to be reported using the Sentinel system, in accordance with the mandatory Defence WHS Event Reporting Timeframe applicable to the event. Defence contractors and visitors without access to Sentinel are to complete and submit the form [AE527 Sentinel Event Report \(Non-DRN Users\)](#) which can be found on the Defence internet website.

Some WHS events and incidents involving radiation require additional notification to the regulators, Comcare and the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). Notifiable incidents are serious safety incidents that trigger requirements to preserve the incident site and notify the regulator Comcare. A safety incident is notifiable if it results in:

- Fatality,
- Serious Injury or Illness, or
- Dangerous Incident.

For these incidents *notify Comcare immediately by phone on 1300 366 979*. Seek advice from Comcare regarding site preservation and submission of written notification of the incident.

Contractors should be aware that they may have dual reporting requirements. Contractors may need to report WHS events to both Comcare and to the relevant State or Territory WHS Authority.

## Hazards

A hazard is any situation where there is a potential for harm in terms of injury or ill health to people, damage to property, damage to the environment or a combination of those.

All DCAC holders are obliged to report hazards and/or unsafe situations in common areas, as follows:

- Infrastructure Estate and Building Maintenance Hazards – Tel Base Service Support Centre **1300 658 975**
- Other hazards – Contact Base Support.

Visitors should report hazards to their escorting officer or sponsor.

Hazards applicable to Puckapunyal include, but are not limited to:

- Bushfires
- Fauna
- Unexploded ordnance
- Asbestos
- Noise
- Radiation and laser
- Hazardous chemicals.

## Safe Work Practices

### Work Areas

Only authorised personnel will be allowed to enter designated worksites or restricted access areas. All other personnel should keep well clear of any such work areas.

### Protective Equipment

Personal Protective Equipment (PPE) must be worn in designated and signed areas, as appropriate to the type of work being conducted. This will usually include, at a minimum:

- Hardhat
- Safety Glasses
- Safety Boots
- Hi-Viz Vest
- Long sleeves and trousers.

Observe all signs for safety directions and protective equipment usage. PPE to be used on firing range.

### Plant and Equipment

Plant and equipment required for High Risk Works should be discussed with the project sponsor, the Base Manager, and the EMOS contractor to assess whether controls to mitigate any new hazard and risks should be implemented.

### Permits

A work permit (or permission) is required before commencing high risks tasks, such as excavation, digging, welding, crane operations, high voltage electrical work, etc.

## Hazardous Chemical (Hazchem)

The use and storage of HAZCHEM on base requires approval by the Sponsor/Defence representative and Base Manager, respectively. Safety Data Sheets (SDS) are to be provided for approval request.

In the event of a spill, call **000** for emergencies, notify your immediate workplace supervisor/sponsor, and/or call base security on **5735 7666**. *If using landline on base dial 0 to exit first.*

Your sponsor can provide you with access to the asbestos and risk register.

## Unacceptable Behaviours

There is zero tolerance for Unacceptable Behaviour. This includes but is not limited to:

- Harassment
- Bullying
- Sexual harassment
- Abuse of power
- Inappropriate workplace relationships
- Conflict of interest
- Offensive language
- Vandalism
- Littering
- Discrimination or vilification on the grounds of age, race, sex, ethnicity or disability
- Inappropriate clothing including offensive slogans and signs.

## Drugs and Alcohol

Use or possession of non-prescription or illicit drugs will have individuals escorted off the Base. Any visitor who is suspected of being under the influence of alcohol or impaired by drugs (prescription or otherwise) will be directed to leave the Base.

## Smoking

Defence has a strict smoking policy that must be adhered to at all times.

Smoking, including e-cigarettes, is not permitted within any Defence buildings, building entrances, exits and air intakes, structures, vehicles or designated 'No Smoking' areas.

Smoking is not permitted within 10 metres of playgrounds, skate parks, sporting venues and within 30 metres of fuel storage areas.

## Prohibited Items

Visitors are not to bring firearms, knives, explosives, illegal drugs, or fireworks onto the Base. Non service animals are prohibited in the operational area.

Members of the Ambulance, Fire Brigade and Police which includes members of the Australian Federal Police Protective Services who are acting in the execution of their duty may have in their possession certain items which include firearms and other items which may be classified as prohibited items. This is allowable under relevant state and federal legislation.

Visitors who are required to bring certain prohibited items as part of their trade which may also include dangerous goods or hazardous substances on site must declare these items to their escort/sponsor prior to entering the Base or Defence Building.

## Vehicles and Traffic

### Road Rules

Visitors driving on the Base are to observe the relevant state or territory road rules including: wearing seat belts, non-use of mobile phones, blood alcohol limits, vehicle compliance and driver licence requirements.

All vehicles entering or leaving are to conform to STOP or GIVE WAY signs and are to comply with speed limits as sign posted and/or all directions given by Security Staff. Please note that random radar checks are conducted.

Drivers who fail to comply with the road rules and posted speed limits on Base controlled roads risk being issued with infringements by Victoria Police for offences committed and/or having their vehicle banned from the base.

Military members marching, undertaking physical training on roads have right of way.

- Max speed is 60 KM/H unless otherwise indicated
- Max speed is 15 KM/H when passing a body of troops
- Pedestrians and marching troops have right of way at all times. Do not over take marching troops until permission to pass is indicated from safety marker in high-viz vests.

## Vehicle Parking

- Vehicles may only park in the signed parking areas
- No parking in car parks which have been allocated to specific personnel or Services (e.g. Commanding Officer, service vehicles only, etc)
- No parking or driving on grass areas (unless sign posted as a car parking area)
- No parking on parade grounds.

## Taxis

Couriers, deliveries and taxis are not allowed on base without a Defence issued ID or an escort unless the base has open access. Refer to main gate or access control point for more information.

## Base Contacts

### Main contact

**1800 333 362**

*Dial 0 first when phoning external from landline phone.*

- Base Emergency: **(03) 5735 7666**
- General Base Security: **(03) 5735 7038**
- Base Service Support Centre: **1300 658 975**

E&IG Base Support Team: [vtbasesupport.pma@defence.gov.au](mailto:vtbasesupport.pma@defence.gov.au)



