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Larrakeyah Barracks Welcome Pack



WELCOME TO LARRAKEYAH BARRACKS

A very warm welcome to you and your family whether you are posting-in to the Top End, or moving from elsewhere in the Darwin region onto Larrakeyah Barracks. Larrakeyah Barracks is a unique Defence base being: the home port and support establishment (HMAS *Coonawarra*) for most of the Navy's Patrol Boats and two Army Landing Craft, the Headquarters of the Army's North West Mobile Force (NORFORCE) including Darwin Squadron, and Headquarters Northern Command (HQNORCOM). While this is a busy joint operational base, we also have a diverse range of units focussed on single-service raise, train, and sustain activities; Service Delivery Division; support from commercial business; Army Cadets; and of course accommodation for our single members and those with dependants.

As you would be well aware, moving to a new locality and into a new job is always a stressful time and this may be exacerbated by the remoteness of the area we live in. This pack is designed to assist in you settling in to Larrakeyah Barracks, with information and tips about the base to reduce the need to search for information.

Should you need assistance in settling yourself and/or your family into the locality, please remember to utilise the Defence Community Organisation (DCO) and the many other organisations which are set up to provide support and assistance through all stages of your posting to the 'Top End'. We encourage you to become involved with Defence community and unit activities as these will enhance your enjoyment of your posting to the 'Top End'.

There are many important activities that are being conducted by all Defence units in the north on a daily basis and we are very aware that many Defence personnel living on Larrakeyah Barracks will be working at other bases. That said, this base is your home and we encourage you to enjoy it, respect the other residents and contribute to the lifestyle that this base offers.

We do try to get out and about to visit, meet, and talk with as many of you as possible. Please engage with us during these opportunities and raise any issues you wish to discuss. Welcome!



CAPT Bryan Parker, RAN
Senior ADF Officer (SADFO)



Mr Andrew Horrigan
Base Support Manager (BSM)

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INTRODUCTION

Welcome

1. This Welcome Pack has been designed to provide you with all the information you need to begin your residency on Larrakeyah Barracks. Occupants of Service Residences within Larrakeyah Barracks must accept that certain restrictions are in the interests of their own safety, military security, and the orderly administration of Larrakeyah Barracks.
2. Larrakeyah Barracks is a unique joint and combined base that directly supports ADF operations and training, and is within Joint Operations Command (with the base HQ, HQNORCOM, located in Building 6) in partnership with the Estate and Infrastructure Group's Service Delivery Division (SDD, located in Building 3). The Senior Australian Defence Force Officer (SADFO) for Larrakeyah Barracks (including HMAS *Coonawarra*) and Defence Establishment Berrimah (DEB) is CAPT Bryan Parker, RAN. The SDD Base Support Manager (BSM) for Larrakeyah Barracks and DEB is Mr Andrew Horrigan.
3. Relevant points of contact are provided at the end of this document, each point of contact is available to assist Defence members and their spouses with their residential occupancy on Larrakeyah Barracks. It is recommended that the emergency contacts and procedures at the end of this document are retained and displayed in a prominent place within your Service Residence. If anything in this document is not understood, do not hesitate to contact the relevant point of contact for further information.

History

4. Larrakeyah Barracks was developed from 1934 as one of the first major commitments to national defence in the north of Australia. In late 1941 at the commencement of the Pacific War, at least 10,000 service personnel were stationed in and around Darwin.
5. The presence of military forces had been essential to ongoing civilian settlement in northern Australia since 1924. This build up also has a wider significance within the history of Australia, as a nation independent of imperial defence policy.
6. The Japanese air raid on Darwin on 19 February 1942 was the largest attack ever mounted by a foreign power against Australia. This year the 75th Anniversary of this raid will be commemorated. It was the first and largest of almost 60 air raids against Darwin, and almost 100 air raids across Northern Australia, during 1942-43.

Heritage value

7. The Emery Point precinct in the North West corner of the base has a distinct cultural and historical value. The precinct includes a site of special significance to the Larrakia Aboriginal people, as well as the Emery Point Lighthouse and the sites of the magazine and two 6 inch Naval gun emplacements from the World War II era. The indigenous site was known as Gundal (or Goondal, Goondalwa) and is sacred to the Larrakia people as a place



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associated with men's ceremonies. The milkwood trees on the north side of the road to Emery Point are of particular importance (see Paras 79 and 80).

8. The Emery Point navigation light was erected in 1900, possibly to meet the needs of the pearling fleet then working from Darwin Harbour as well as to safeguard coastal navigation. The light is one of the earliest navigational aids to be built around Darwin's harbour and was the only navigational aid to remain functional during Cyclone Tracy in 1974.

9. Elliot Point, on the western edge of the base, contained two Anti- Aircraft guns and an observation Post. These AA guns were fired in anger during the Japanese Air Raids on Darwin in WWII, and are now located at the entrance to the HQNORFORCE precinct. There are other buildings of significant heritage value on base including the HQNORFORCE building, and the Officers Mess to name a few.

Units based at Larrakeyah Barracks

10. Larrakeyah Barracks is a tri-Service base hosting the following Lodger Units:
- a. Joint Operations Command units included within HQNORCOM: the US Force Posture Initiative Support Coordination Team, USMC Forward Co-ordinating Element, Maritime Border Command forward elements (FIST, LSE, TSE and RSO&I), Navy Imagery Unit-North, Regional Public Affairs and a Joint COMCEN)
 - b. HMAS *Coonawarra* (including Fleet Logistics Support Element – Darwin, Fleet Support Unit – North, Naval Fuel Installation, Port Services, NPCMA, and Personnel Support Unit)
 - c. Patrol Boat Group (including PBGRP HQ, twelve Armidale Class Patrol Boats and the Patrol Boat Crew Support Squadron)
 - d. Headquarters North West Mobile Force (NORFORCE) and Darwin Squadron
 - e. 36 Water Transport Troop (including two Landing Craft Mechanised – 8 Tonne)
 - f. Larrakeyah Health Centre (JHC)
 - g. HQ NT Australian Army Cadets Battalion
 - h. Directorate Operations and Training Area Management (including the Joint Operational Support Section – Northern Territory)
 - i. Estate and Infrastructure Group – Service Delivery Division
 - j. Elements of the Patrol Boat Systems Program Office (CASG)
 - k. Fleet Training and Advisory Centre – North (Darwin)
 - l. Minor War Vessels Sea Training Group (COMTRAIN)



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- m. Adelaide University Regiment Northern Australia
- n. Several commercial contractors providing support to Defence.

ADF residents not working on Larrakeyah Barracks

11. All ADF members who reside on Larrakeyah Barracks must read the base plans and instructions – found on the following [Larrakeyah Barracks](http://drnet.defence.gov.au/dsrg/LarrakeyahBarracks/Pages/Home) (DRN) intranet website: <http://drnet.defence.gov.au/dsrg/LarrakeyahBarracks/Pages/Home>. ADF members who reside on Larrakeyah Barracks, but work at other Defence bases, are strongly encouraged to ‘Log a job’ with the DRN help desk (0-133 272) to be included on the ‘all staff Larrakeyah Barracks’ group email to receive important Safety and Security information.

TRAFFIC CONTROL AND ROAD RULES

Children

12. Due to the large number of young children living in Larrakeyah Barracks, extreme care is to be taken while driving on the base, especially before and after school start and finish times.

Traffic laws

13. Northern Territory (NT) Road Traffic Act applies to Larrakeyah Barracks. The maximum speed limits are posted around the base. The **maximum speed limit is 40 km/h** unless otherwise signposted. **The base entry precinct speed limit is 10 km/h.**

14. The Northern Territory Police (NTPOL) and Service Police regularly conduct safety and security patrols and speed checks around the base. Infringement Notices and fines may be issued at the discretion of police officials.

Private vehicles

15. Private vehicles are to be registered with the NT Motor Vehicle Registry (MVR) within three months of arrival on posting in the NT. Failure to transfer the registration may lead to an infringement notice and the vehicle not being covered by third party insurance. NTPOL are regularly invited onto the base to conduct licence and registration checks. Unregistered vehicles may be denied access to Larrakeyah Barracks.

16. Vehicles are not to be driven or parked off sealed roads/areas within Larrakeyah Barracks, except when carrying out security checks/patrols and approved contracted works. Trailers or boats are not to be stored in Larrakeyah Barracks car parks without permission from the BSM.

17. Personnel are not to store wrecked or severely damaged vehicles inside Larrakeyah Barracks, they are to be fixed or removed or will be removed at owner’s expense. Abandoned vehicles, boats, trailers etc will be processed and removed.



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Parking

18. Vehicles are to be parked in designated areas only. All reserved and restricted parking signs are to be obeyed. Parking is not permitted off road or on grassed areas unless specified by unit commanders in consultation with SADFO and BSM. Civilian vehicles are not to be parked in the loading areas or bays.

Civilian driver's licence

19. Civilian Driver's Licences are to be transferred to the NT at the MVR within three months of arrival on posting in the NT.

Pedestrians and personnel conducting physical activities

20. Formed bodies of personnel marching or running, and personnel involved in physical training activities, have absolute right of way over vehicular traffic within Larrakeyah Barracks. All other pedestrian traffic is to use the footpaths provided. Fixed lighting is sparse throughout some areas of the base and pedestrians are encouraged to carry lit torches at night.

21. Formed bodies are to march on the left hand side of the road, in the same direction as traffic. Formed bodies are to have a 'safety member' in front and to the rear of the body of troops. Individuals are to utilise paths where available. Otherwise, they are to use the right hand side of the road, towards oncoming traffic.

Vehicles approaching formed bodies of troops

22. All vehicles approaching a formed body of troops on the road are to comply with the following policy:

- a. From the rear, slow down to a maximum of 10 km/h and overtake the troops only on the direction of the 'safety member'
- b. From the front, slow down and pass the body of troops at 10 km/h unless directed not to by the 'safety member'.

Cycle Safety

23. IAW with paragraph 13, all cyclists, including children, must wear an approved safety helmet which is properly secured when riding a bicycle or other wheeled device (e.g. skate board, scooter, roller blades), when riding on the road or footpath. Children riding bicycles with training wheels or sitting in a baby seat in front of or behind an adult **must** wear a helmet. When riding at night or in diminished conditions, lights of an appropriate design are to be displayed both front and rear of the bicycle. It is acknowledged that bicycle helmet safety is not actively policed in the NT; however as this base is on Commonwealth land it is imperative from a WHS *Act* 2011 perspective that appropriate Personal Protective Equipment (PPE) is worn at all times.



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ACCESS AND PHYSICAL SECURITY

Access

24. Access to Larrakeyah Barracks is through the front gate only. Defence Common Access Cards (DCAC) must be issued to residents 16 years of age and over. All persons seeking entry to Larrakeyah Barracks are required to present their valid Defence issued ID or Temporary Visitor Pass (TVP) for inspection to security staff at the front gate on every occasion that access is required. Failure to produce the pass to security staff when requesting entry to the base can result in time delays whilst proving the identity of the person.

25. If your pass is lost or stolen it should be reported to the Pass Office as soon as possible. You will be required to complete a Security incident report (Form XP188) in order for a pass to be re-issued.

26. Service Residents are required to carry their Defence issued ID or TVP at all times when outside their Service Residence perimeter at the residential and common areas of the base and present it when requested. If a resident is required to enter the work areas of the base they must wear and display their valid pass.

27. An automated visitor's management system has been installed that facilitates visits by family and friends. Passes can be issued for family visits to cover longer periods. Contact SDD, Base Support for more information.

Deliveries

28. Only business related deliveries are considered a legitimate reason for access to the base:

- a. Delivery service providers/contractors not in possession of a valid Defence issued ID card will be processed as a civilian visitor and must be escorted.
- b. Privately ordered food deliveries (e.g. pizza deliveries) must be met at the front gate, unless the delivery has a sponsored DCAC.

Taxis

29. Taxis are permitted to pickup/drop off on Larrakeyah Barracks. However, unannounced and unauthorised taxis will be denied entry. Personnel requiring a taxi are to contact the Front Gate (08) 893 55599 and advise security staff of the following details:

- a. Name of member requesting the taxi
- b. Pickup location
- c. Approximate time of arrival.



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30. Individuals arriving at Larrakeyah Barracks in a taxi will need to produce a valid Defence issued ID card upon arrival. The taxi is only permitted on base for the purpose of taking the member to their chosen destination – the taxi is then to promptly leave the base. Taxi drivers and vehicle details will be recorded at the Front Gate.

31. Persons arriving in a taxi without a valid Defence issued ID card or TVP will be required to alight the vehicle and proceed to the Larrakeyah Barracks Pass Office for processing. TVPs will be issued from the Pass Office.

32. No taxis will be admitted onto base unless all passengers have a valid Defence issued ID card. Passengers without passes must be signed in and escorted.

33. Taxis are NOT permitted on the wharves at HMAS *Coonawarra*.

Visitors

34. Service Residents may invite visitors to their homes provided they assume responsibility for the behaviour of their visitors while they are on Larrakeyah Barracks. All visitors accessing the residential area are to be issued with a TVP. Defence ID card holders may sponsor and escort visitors, and must remain responsible for the visitors while on Larrakeyah Barracks. Service Residents must attend the Pass Office to sign visitors in and escort them to and from the Front Gate.

35. Service Residents may request a multi day TVP for extended house guests. This request is to be authorised by the BSM.

36. Visitors may use the BBQ facilities, swimming pool and sporting oval as a guest of a resident but must provide their TVP on demand. If they behave in an unacceptable manner they may be asked to leave.

37. Visitors to Service Residences who are not Australian Citizens are to be identified as Foreign Nationals (FN) and require advance approval from the BSM to be granted a visitor pass. FNs are to be escorted at all times, including while utilising BBQ facilities, swimming pool and the sporting oval, unless BSM approval has been granted otherwise. At least Three (3) working days prior warning will be required to ensure the BSM is available to process these requests. Visiting US Servicemen on an approved deployment/ Exercise, i.e. MRF-D or EAC, are exempted of this FN access approval requirement.

ALCOHOL AND ILLICT DRUGS

Alcohol

38. The consumption of alcohol in areas within, and supported by, Larrakeyah Barracks is restricted to the following areas:

- a. Larrakeyah Officers' Mess
- b. Larrakeyah Warrant Officers' and Senior Non-Commissioned Officers' Mess

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- c. Reginald Rattey VC Club
- d. HMAS *Coonawarra* Arrow Bar
- e. Accommodation blocks, including individual rooms, common rooms, and BBQ areas outside of core working hours
- f. Service Residences
- g. Unit areas at Head of Resident Unit discretion.

39. SADFO's permission is required to consume alcohol outside of these areas and is to be requested through the BSM. This includes for the BBQ area located within the Pool complex.

Illicit drugs

40. The ADF has a zero tolerance policy concerning the use or being in possession of illegal drugs. Any civilian or ADF member found to be using, storing, manufacturing or distributing illicit drugs on the base will be reported to NT Police and may face eviction from their Service Residence.

Firearms

41. For members and families living in Service Residence, storage of privately owned firearms and ammunition is to be approved in the first instance by Defence Housing Authority (DHA) for storage modification requirements. Following the approval granted by DHA, SADFO and BSM approval is to be sought. This must include evidence of licence and storage IAW NT Firearms Act and Defence Security Manual (DSM).

42. For members and families living in Service Residence, privately owned firearms and ammunition must be stored and transported within Larrakeyah Barracks IAW NT Firearms Act, DSM and subject to police inspection. Under no circumstances are personnel to have a loaded firearm or discharge a firearm within Larrakeyah Barracks.

43. For members and families in Service Residence, privately owned firearms and ammunition being transported in and off the base must notify SDD, Base Support (eigsd.cwbasesupportlarrakeyah@defence.gov.au) at least one working day prior.

44. For living in members, privately owned firearms and/or ammunition is not to be stored within accommodation blocks. IAW DSM, use of resident unit's armouries should be used for storage of member's privately owned firearms.

45. Privately owned pyrotechnics, (including fireworks) are not to be brought into, transported within, stored, ignited or detonated anywhere within Larrakeyah Barracks at any time, including Territory Day.



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BASE FACILITIES

Service facilities

46. Larrakeyah Barracks contains the following services for all people to access:
- a. Hairdresser
 - b. Navy Canteen
 - c. Rattey VC MM Club.
47. These facilities are located in Building 210, adjacent to the Other Ranks' (ORs) Mess. The opening hours are detailed outside the individual facilities.
48. Defence ID cards are to be carried/ worn in these areas, and produced on request.

Sporting Facilities

49. The Operational and Military Training Facilities (OMTF) within Larrakeyah Barracks consist of:
- a. Gymnasium (including cardio equipment)
 - b. Weight training facilities
 - c. Multi Purpose Facility (Plenary conference rooms)
 - d. Sporting oval
 - e. Swimming pool
 - f. Tennis Courts
 - g. Cricket practice Nets
 - h. Beach Volleyball court
 - i. Basketball practice hoop

Personnel Authorised to Use the OMTF

50. ADF families residing on the base, dependants and their escorted visitors (Mauve, Red/Black and Red/Green Defence ID card or TVP) are permitted to use the OMTF, with the following restrictions:
- a. Red/black pass holders must be escorted as guests when using swimming pool area and sporting oval



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- b. Escorted visitors are not permitted to use the gymnasium (including cardio equipment), weight training, or the multi purpose facilities
- c. ADF dependant children 16 years or over may use all the facilities unsupervised but may not escort visitors.

51. All individual users are to sign in to the gym, weight training or pool facility and are to sign out upon leaving. ADF members are to ensure that their dependants and visitors comply with extant safety measures, procedures and directions given by staff at any of the facilities. ADF visitors must be kept to a reasonable number.

52. Pool parties may be permitted upon request to the SADFO, through the BSM. A concurrent request for consumption of Alcohol in conjunction with a children's pool party will NOT be authorised for obvious Safety reasons.

53. The Australian Government exercises all reasonably practical care but requires persons using the OMTF to comply with all safety requirements. Injury to members on duty or engaged in organised sporting fixtures at Larrakeyah Barracks are covered by compensation through the Australian Government. Members are to follow the appropriate Work Health & Safety (WHS) reporting and compensation claims process. All incidents are to be reported through appropriate systems.

54. All individual users of the OMTF are to be in possession of a valid Defence issued ID card or TVP, unless participating in a group session run by a PTI, Physiotherapist, Sports Officer or equivalent. The Defence ID card or TVP is to be produced upon request or demand.

Operating Hours

55. Timings identified for Physical Training (PT) sessions will be displayed with the conditions of entry at the OMTF. During PT sessions the OMTF will be out of bounds for all non-ADF personnel.

Care of Personal Property

56. It is the individual's responsibility to safeguard personal property. Money, Defence ID card or valuables will not be accepted for safe keeping by any member of the gym staff or pool attendant.

Out of bounds

57. All staff only areas and facility plant rooms are out of bounds at all times. While being cleaned, the pool is out of bounds to all personnel. Signs will be displayed to inform personnel of periods of facility closure. All equipment storage rooms are out of bounds unless supervised or directed to enter by gym staff.



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Authority of Gymnasium Staff

58. The Navy Physical Training Instructors (PTI) represent SADFO in all matters pertaining to the management and control of the complex. Authority is given to gym staff, including civilian gym assistants, to direct and control all users, irrespective of their status, in any matters, which concern the safety and personnel using the facilities.

59. Any person using the OMTF must obey the rules and any direction from the PTI and gym staff. This can include being removed from the OMTF if such person or persons are acting improperly or in a manner likely to endanger themselves or others using the facilities. Any person acting improperly or who fail to obey any instruction issued to them will be reported to BSM and/or SADFO.

Refreshments

60. Glass is not to be brought into the OMTF. Alcohol is not to be brought into or consumed in the OMTF unless authorised by the SADFO.

61. No one is to use the pool affected by alcohol. If authorisation is given to consume Alcohol at the BBQ area of the Pool complex, those who have consumed Alcohol are NOT to enter the water.

Health and Hygiene

62. All pool users are to shower before entering the water.

63. Persons using the OMTF are to wear suitable attire.

64. All members using the OMTF are to have a towel when using equipment within the weights and cardiovascular rooms and ensure all equipment used is cleaned and wiped.

65. Children are not allowed to enter the water naked and non-toilet trained infants must wear swimmers with waterproof tight fitting pants over them. The PTI or gym/pool assistants must be notified immediately of any faecal accident. Under no circumstances will nappies be worn while swimming and nappies must be changed in change rooms and not poolside. The child must be washed thoroughly and the changer must wash their hands immediately afterward. Soiled nappies must be bagged and disposed of in the bins provided.

66. Any person with any obvious skin disease, sores, inflamed eyes, colds, nasal or ear discharges, blisters, cuts or communicable disease is not to enter any dressing room or the swimming pool.

Interference with Equipment

67. No person is to interfere with any gym, pool or lifesaving equipment without supervision from PTIs and gym/pool assistants, unless it is an emergency.



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Electrical Fittings within the Pool Area

68. Unauthorised persons are not to interfere in any way with electrical fittings or appliances. When any defect is noticed the electricity supply is to be cut off and the gym staff are to be notified immediately. Fittings and appliances are not to be overloaded and double adaptors are not to be used.

Gym Equipment

69. Users are to return all equipment to its correct place after use. Any damaged/faulty equipment is to be reported to the duty PTI or gym staff.

Pets

70. Pets are not permitted in the OMTF, including dogs on the oval and in the swimming pool.

71. Dogs being used for duty, rehabilitation, or assistance may use the OMTF on approval of the SADFO/BSM.

Playground Barbecues

72. There are several barbecue areas located throughout the Service Residence precinct. These barbecues are for service resident use only, and bookings are not necessary. As this area is close to Service Residences, noise is to be kept at a reasonable level, and the area vacated by 2200 hrs (10.00pm).

73. After use, the barbecue is to be cleaned thoroughly, and the area left neat and tidy, including the removal of rubbish should the holding capacity of existing receptacles be exceeded. Guests remain the responsibility of the Defence sponsor whilst they are on Larrakeyah Barracks.

Larrakeyah Neighbourhood House / Darwin Defence Community Centre (DDCC)

74. The combined Larrakeyah Neighbourhood House / DDCC together offer various services to the Larrakeyah Barracks and the broader Defence partners and families community. They provide information and advice to families and partners and facilitate a range of activities including coffee mornings, cooking workshops, playgroups, youth activities, partners dinners and pamper nights etc.

Larrakeyah Barracks Boat Ramp

75. The Larrakeyah Barracks boat ramp is a Defence asset and restricted to use by ADF and APS members, and their guests. Defence requirements take precedence over private use. To access the boat ramp, an ADF or APS member is required to sign out the key from the Pass Office.



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76. All members using the boat ramp are reminded that it is within restricted Naval Waters, to exit and enter in a timely fashion, not to remain within these waters for any appreciable time and adhere to all signage. In particular, watercrafts are to remain clear of the HMAS *Coonawarra* wharves and the swing basin for Security reasons. HMAS *Coonawarra*'s Naval Waters are monitored by CCTV and are under the control of the Superintendent of Naval Waters, the CO HMAS *Coonawarra*, in accordance with the *Control of Naval Waters Act 1918*.

Defence Community Organisation

77. On behalf of Navy, Army, and Air Force the Defence Community Organisation (DCO) offers a broad range of programmes and services to help Defence families manage the unique challenges in our military way of life. To access any of these services, contact the all-hours Defence Family Helpline on 1800 624 608, or www.defence.gov.au/dco

RESTRICTED AREAS

Aboriginal sites of significance

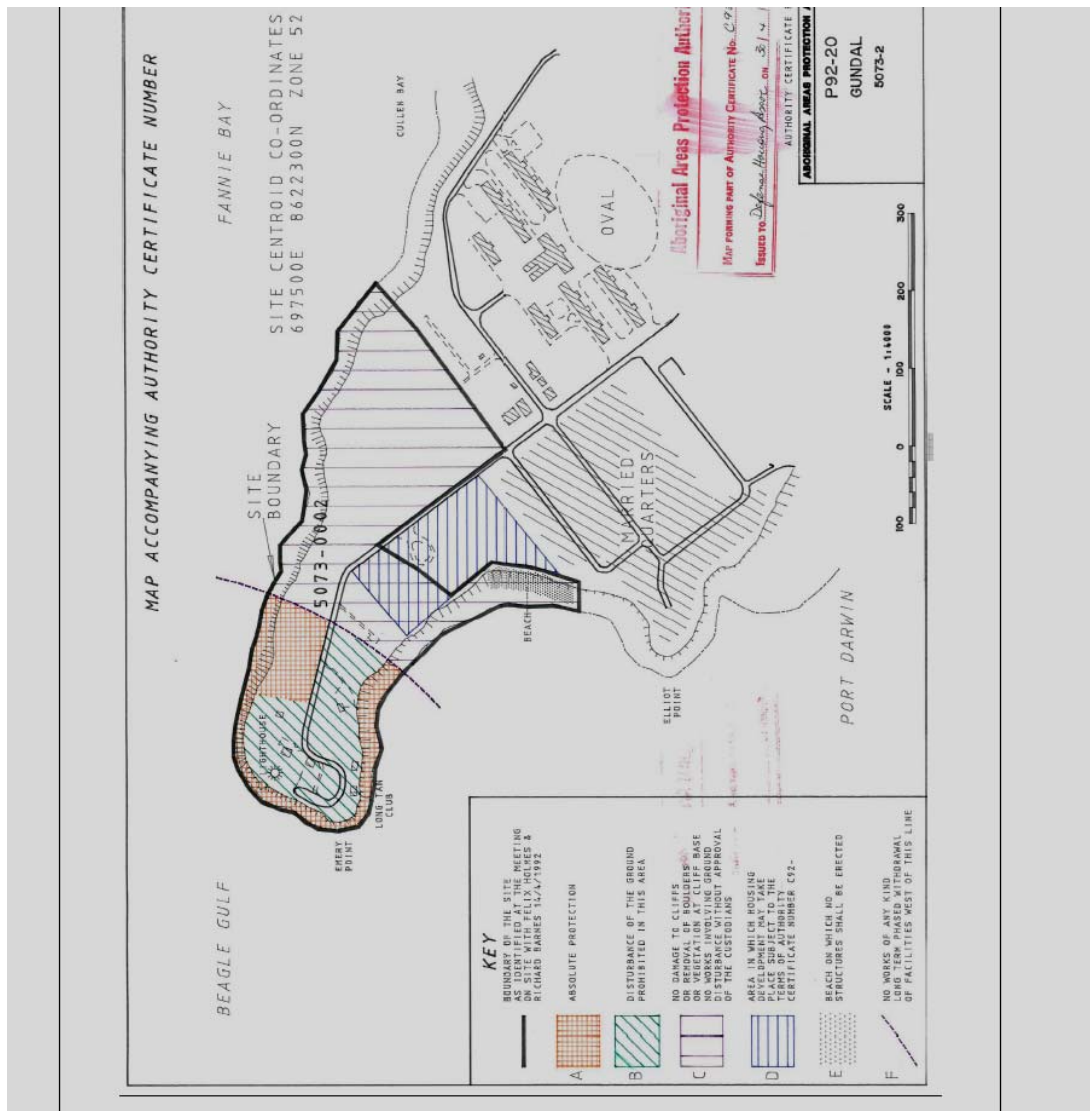
78. Defence respects the original inhabitants of the land in which we work and live, the Larrakia people, and their elders past and present. Larrakeyah Barracks, and the surrounding suburb, is named after these people. Aboriginal sites of significance exist within Larrakeyah Barracks and we are privileged to be living near them, however some areas in Larrakeyah have restrictions; these are mainly at Emery Point. A map of the areas concerned is below.

79. Absolute protection is afforded to the area of the cliff face surrounding Emery Point. There is to be NO ENTRY to the cliff face past the perimeter fence currently erected or the land on the Western side of the peninsular from the 'site boundary' as marked in the map below (Area's A and B in the map legend). All Vehicles, personnel and their families and guests, (and their pets) within the 'Area of protection' sacred site section are to remain on the road surface so as to avoid disturbance.



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Other Restricted Areas

80. The Larrakeyah Magazine, located at Emery Point, is only to be accessed by authorised personnel.
81. All construction areas are out of bounds to all personnel on base, only the contractors are to enter the area. The main contractor is responsible for all security and safety of their work area. The contractor is required to isolate the area with appropriate fencing and signage, including contact numbers.
82. All Living In Accommodation (LIA) buildings are out of bounds except for personnel 'living in', who have access only to the building in which they live. Guests and visitors must be escorted at all times by a live in member.



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83. **HMAS Coonawarra.** The commissioned Naval Establishment part of the base, called HMAS Coonawarra, is a busy, complex, and congested workspace space / industrial zone that is in use 24/7 supporting Naval Operations and Patrol Boat maintenance activities. Access to HMAS Coonawarra is strictly restricted to Service personnel, Public Servants and contractors who have a legitimate duty to perform there. All other persons including Service personnel, and their families / visitors (whether residents or not) are NOT permitted access to HMAS Coonawarra. This includes accessing the 'Outpipes' Navy Canteen facility. The Coonawarra site is particularly unsafe for children.

TROPICAL CYCLONES

Cyclone Season

84. The Top End of the Northern Territory is naturally prone to tropical cyclone events with some two to three cyclones affecting the region between November and April each year. The cyclone season officially commences on 1 November and ceases on 30 April, but cyclonic events have been known to occur outside this period. Cyclones usually affect coastal areas up to 50km inland from the sea. Learning to protect yourself, your family and your property from cyclones can assist in minimising the potential losses and trauma that you might suffer.

Building Code

85. All Services Residences are built to withstand a mid-range category 4 cyclone, such as Cyclone Tracy. Category 4 cyclones have wind speeds between 225-279km/hr. Service Residences comply with the National Construction Code of Australia and are generally referred to as being 'built to code'. However, at ultimate design wind loads they would be expected to be at design capacity and it is likely that significant structural damage and/or structural failure may occur. Houses built to 'code' may be used as a cyclone shelter using the most secure room. In the on base Service Residences this is the Laundry.

Building Maintenance

86. Over time, buildings that were originally built to code may deteriorate unless they are appropriately maintained. If you observe any deterioration in the structure of your Service Residence it should be reported to DHA at the first available opportunity.

Preparation

87. ADF members and their families are encouraged to prepare for cyclonic events prior to the commencement of cyclone season. The minimum recommended preparations include:

- a. Trimming any tree tops and branches well clear of your home
- b. Clearing your property of loose material that could become missiles and possibly cause injury or damage during extreme winds



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- c. Prepare an emergency kit that can sustain every member of the household for at least 72 hours.
 - d. Be included on the base SMS Alert system by emailing name/s, address, email address and mobile number to hqnorcom.watchkeeper@defence.gov.au
88. Under normal circumstances Service Residents will not be given shelter in base working buildings or medical facilities.
89. More information can be found on the following websites:
- e. www.securent.nt.gov.au
 - f. www.bom.gov.au

DOMESTIC MATTERS

Rubbish and Garbage Collections

90. Household garbage is collected by the City of Darwin. The City of Darwin provided general waste and recycle bins are to be positioned within a metre of the road verge in front of the Service Residences on collection day. General waste bins are emptied every Monday and recycle bins fortnightly on Mondays.
91. Dumping of domestic rubbish is not permitted anywhere within Larrakeyah Barracks, including base industrial bins, garbage receptacles or over cliff faces.
92. Excess domestic rubbish and larger items are to be taken to the City of Darwin tip by residents. DHA provide access dongles for each house.

Noise

93. Excessive noise can cause annoyance. Residents are to minimise noise before 0800 hrs (8.00am) on working days, before 0900 hrs (9.00am) on weekends and public holidays and after 2200 hrs (10.00pm) on all days.

Animals and Pets

94. Keeping pets in Service Residences within Larrakeyah Barracks is governed by the Department of Defence 'Tenancy Agreement for Service Members' and the City of Darwin By-Laws. In accordance with the tenancy agreement, residents are to keep any pets under control and in a clean condition. The only animals and pets to be kept on Larrakeyah Barracks are those animals that are able to be included in a removal at Commonwealth expense.
95. Dogs and cats are only to be kept on Larrakeyah Barracks provided their owners conform to City of Darwin Animal Management By-Laws and the NT Government Animal Welfare Act. Contact City of Darwin on (08) 8930-0606 for further information, or submit complaints in writing.



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96. Personnel exercising dogs and other pets in common areas are to have them on leads and/ or under control of their owners at all times. Owners are also responsible for the hygiene (including disposal of faeces) of their animals.
97. Any dog or cat found unrestrained on base will be sent to the City of Darwin pound.
98. Any instance of attack by an animal on people or other animals, as well as animals running loose will result in:
- g. Notification to the City of Darwin Ranger for immediate action
 - h. Consideration by the SADFO whether to ban the animal from Larrakeyah Barracks.
99. Any Service Residence tenant who violates a City of Darwin order in relation to the management of their pet may lose their licence to live on base for a breach of their Defence Residential Agreement.
100. Electricity Meter Readings for Service Residents – on occupation and departure of your service residence you are required to take a photograph of the meter and email it to: bssc@broadpectrum.com for initial / final invoice purposes. The scheduled quarterly readings will occur as a matter of course and sent to the member.

COMMUNICATIONS AND KEY CONTACTS

Key Contact Numbers

Emergency Services	000
NT Police	131 444
Base Incident and Outage Information Line	893 55000
Larrakeyah Barracks Pass Office	893 55599
Larrakeyah Barracks Front Gate	893 55598
Neighbourhood House – Stevens Terrace	893 55498
Hairdresser	893 55596
Swimming Pool	893 55128
Gymnasium	893 55530
Australian Military Bank	8981 2245
Royal Darwin Hospital	8922 8888
City of Darwin	8930 0300 (After Hours: 1800 099 557)
Defence Housing Australia (DHA)	139 DHA (139 342)

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Defence Community Organisation (DCO)	1800 624 608
Service Delivery – Base Support Manager	893 55315

Useful Links

DHA: <https://www.dha.gov.au/>

DCO Darwin: <http://www.defence.gov.au/dco/nt.htm>

Royal Darwin Hospital:
http://www.health.nt.gov.au/hospitals/Royal_Darwin_Hospital/index.aspx

Larrakeyah Barracks Community Facebook Page:
<https://www.facebook.com/groups/LarrakeyahBCN/>



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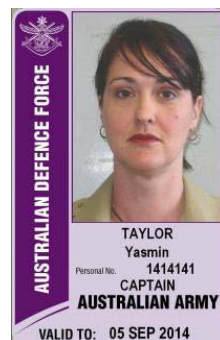


LARRAKEYAH BARRACKS IDENTIFICATION

Permanent/Active Reserve ADF identity card (purple)

Permanent Defence Civilian (APS) identity card (blue)

- 24/7 access to the base and escorting privileges.
- Allows holders to sponsor visitors for 24 hours.
- With BSM endorsement a 10 day temporary visitors pass can be approved.
- These visitors must be escorted at all times.



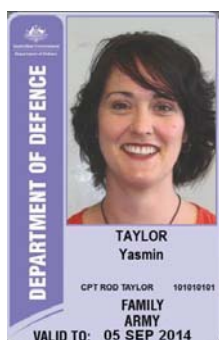
National Families identity card (mauve)

Base Access Only Family identity card (red/black)

Uncleared Foreign National identity card (red/green)

- Issued to ADF (mauve) and APS (red/black) dependants.
- Issued to ADF or APS dependants who are not Australian citizens (red/green)
- Allow national access to all bases - 24/7 access (mauve only).
- Red/black and red/green series are restricted to base, time and scope.
- Allows the bearer to access domestic accommodation and community areas only, such as gym and pool.
- Restricts the holder to sign on visitors (Larrakeyah only) for 24 hours.
- Red/black and red/green series cards holder may escort visitors only if 'escort' is printed on the back of the card – BSM approval required.
- Red/black and red/green series are also issued to contractors and may be restricted by base, time and escorting rights.

Note: Questions about the DCAC should be made through the Defence Member's unit in the first instance.





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Temporary Visitors Pass (TVP)

- ADF (Purple) or APS (Blue); or
- Mauve/Green/Red series, identified for LAR, with escort entitlements.
- Approval must be sought from the BSM three (3) working days prior to arrival.
- Sponsor must be present at the Pass Office to sign the visitor in.
- Visitor must carry their TVP and photo ID on them at all times.
- Used for family or friends visiting for a maximum of 10 days.
- Visitors who are not Australian citizens required approval from the BSM.



Australian Government
Department of Defence
Estate and Infrastructure Group

ENCLOSURE 2
BSI SEC 2 – ACCESS CONTROL
15 JAN 16

Temporary Visitors Pass Request Form
Defence Employee 'ONLY' to Sponsor (maximum 10 days)

I _____ (Requestor) certify that the person (s) named below is/are employed by _____
and require(s) access to ☐ **LARRAKEYAH BARRACKS** ☐ **DEFENCE ESTABLISHMENT BERRIMAH** indicate which site(s)

Name	Australian Citizen - yes/no	Drivers Licence No and State	Date of Birth	Start Date	End Date	Pass Number

Note: Sponsors are responsible for ensuring that visitors adhere to current Base Standing Instructions at all times. Passes are to be handed in at the front gate upon expiration.

Reason for pass issue: _____

Name: _____ Signature: _____ PMKeyS: _____ Date: _____ Ext: _____
(Defence Sponsor)

Base Access: Approved by BSM-LAR or delegate.

Name _____ Signature _____ PMKeyS _____ Date: _____

Present this form to Estate Services LAR BKS/DEB for endorsement - once endorsed a pass will be issued from the pass office.

Requires Induction: ☐ YES ☐ NO

Version 2.3
Last Updated: 15/01/2016
Objective ID: M4406199



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LARRAKEYAH BARRACKS EMERGENCY PROCEDURES

LIVING-IN-ACCOMMODATION (LIA) **SERVICE RESIDENCE (SR)** **Incident and Outage Line - 08 893 55000**

1. **PURPOSE** To identify procedure/s when informed that an emergency has been declared at a Larrakeyah Barracks site, including Defence Establishment Berrimah (DEB).

SCOPE

2. Applicable to all LIA and SR personnel on Larrakeyah Barracks and DEB.

ALERT

Beep beep beep tone, a voice command of **alert alert alert**.

- If outside return to your LIA/SR.
- Close all access gates, external doors/windows, blinds/curtains in the LIA/SR.
- Access in and out of the base will be restricted to emergency vehicles/personnel only.
- Monitor the Incident and Outage line for information – 893 55000.
- Stand by and await further instructions.

EVACUATE

Whoop whoop whoop tone, a voice command of **evacuate evacuate evacuate**

- Upon activation personnel are to follow directions from civilian or military authorities.

LOCKDOWN

Rapid Beeping tone, a voice command of **lockdown lockdown lockdown**.

- When informed that a lockdown has been initiated, follow the CLOSE procedures below.
- **C**lose all access gates, external doors/windows, blinds/curtains in the LIA/SR. Lights are switched off.
- **L**ock up. Barricade doors if possible.
- **O**ut of sight and minimise movement. Stay low, adjacent to internal walls and away from windows.
- **S**tay silent and avoid drawing any attention. All mobile phones and radios switched to silent.
- **E**ndure. Be aware you may be in lockdown for some time.
- If outside a building or secured area, personnel are to take cover in the nearest safe area.
- The front gate may be closed and locked.
- Contact the Base Emergency Operation Centre (BEOC) on 893 58541 (b/h) or 0417 843 949 (a/h) **if assistance is required**.
- Remain in the secure area and obey all instructions until the 'stand-down/all clear' is given.
- No attempt is to be made by personnel to intercept or detain any intruder.

STAND-DOWN

- **Low pitched buzzing** tone, voice command of **stand-down stand-down stand-down**.
- Once the stand-down tone has been activated the emergency will have reached a state where there is no longer a requirement to remain in a secure area.
- Although the immediate emergency is over there may still be a requirement to provide assistance in support of the emergency.
- Personnel are to remain on base until the Senior ADF Officer (SADFO) has stood the base down from the emergency.

**** All residents are encouraged to be included on the base SMS Alert system. This is done by emailing name/s, address, email address and mobile numbers through to hgnorcom.watchkeeper@defence.gov.au ****

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SERVICE DELIVERY DIVISION LARRAKEYAH BARRACKS

EMERGENCY RESPONSE PROCEDURE

In the event of an emergency please follow the below procedure:

EMERGENCY ACTION

CONTACT “000”
NT POLICE, FIRE & EMERGENCY SERVICES

AND THEN ADVISE

LAR BKS SECURITY FRONT GATE
893 55599

**Defence members can view/print a copy of
Larrakeyah Barracks Base Standing Instructions at:**

<http://intranet.defence.gov.au/dsg/sites/LarrakeyahBarracks>

Service Delivery Division - Base Support Contact List

Base Support Manager	893 55315
Base Support Operations Manager	893 55680
LAR BKS Outage & Incident Line	893 55000