



Sydney University Regiment

TEL: (02) 9519 6716, City Rd, DARLINGTON NSW 2008

SUR 00X/08
871-21-1

See distribution

ADMINISTRATIVE INSTRUCTION

EXERCISE HAPPY WANDERER 28 – 30 MAR 08

References:

- A. SUR Parade Card dated Feb 08
- B. Majura Training Area Range Standing Orders
- C. 11th Infantry Battalion, Standing Operating Procedures, Oct 2006
- D. LWD 1 *The Fundamentals of Land Warfare* of 1 Jan 02
- E. MLW 3-4-2 *The Handbook of the Army Training System* of 1 Jan 97
- F. ADF Pay and Conditions Manual

Introduction

1. Sydney University Regiment (SUR) is to conduct a training weekend over the period 28-30 Mar 08. This is an obligatory, paid activity for all members of SUR. Members who are unable to attend are to request leave in accordance with (IAW) annex A of this instruction.

Aim

2. The aim of this instruction is to detail the administrative planning required for the conduct of Exercise Happy Wanderer (EX HW).

Objectives

3. The primary objective of EX HW is to provide SCDTs with an opportunity to practice navigation.

General Outline of Training

4. Trainees will be divided into three groups:

- a. Navex Group: all Junior and Senior Group SCDTs;
- b. Induction Group: SCDTs who are yet to complete the module 1 course; and
- c. Pre Mod 4: Pre Mod 4 SCDTs will undertake non residential training in the Werriwa Defence Facility.

5. The Navex Group will conduct a navex in small groups, with each group under the supervision of a Small Group Instructor (SGI). The Navex will be conducted by day and by night and will take place on Saturday 29 Mar 08. On Sunday 30 Mar 08, the Navex Group will conduct a position finding and map to ground activity. The Induction Group will receive introductory training on various basic military skills. Canberra-based SCDTs will conduct

WTSS practices Friday night (28 Mar 08) prior to the arrival of personnel from other depot locations.

6. EX HW will be conducted in Areas A, B, C and D of Majura Military Training Area. The Exercise CP is to be located at Minor HQ Building, Camp Blake for the duration of the exercise.

Planning Conference

7. A planning conference is to take place at the conclusion of the CO's conference at approx 2000 hrs on 25 Mar 08. Those personnel required to attend are detailed in the Master Events List (MEL) in annex A. If unable to attend, suitable representatives are to attend on their behalf.

Sequence of Events

8. The sequence of events for EX HW is as per the MEL in annex A. There are to be no changes to the MEL without authorisation from the Exercise Officer-in-Charge (OIC) (MAJ Richardson – 0403 169 806).

Personnel

9. Principal appointments, instructor and support staff requirements and details are in annex B.

10. Members who are unable to attend EX HW are to request leave using an AD 097 through their chain of command. Authority to grant leave for EX HW (less principal appointments) is delegated to company OC and XO SUR for RHQ personnel. Granting of leave for principal appointments will be on authority of CO SUR. Leave will be granted to those specific appointments only when they have appointed a replacement (suitable to the CO) or in exceptional circumstances.

11. Planned leave applications are to be submitted IAW annex A of this instruction. Unplanned leave applications may be submitted any time up to the commencement of EX HW but will be approved only in exceptional circumstances. Members who fail to attend EX HW, and who do not have leave, are liable to disciplinary and/or administrative action.

12. WO2 Kidd is to compile a passenger manifest for each vehicle travelling to Canberra from Sydney, and fax them to Allara Street Depot upon departure from RHQ. CAPT Ovari is to compile a manifest of all Canberra and Wagga Wagga based personnel attending the training activity. A Coy and ANU Coy manifests are to detail the group (Senior or Junior) for each trainee attending the activity. All manifests are to be given to the Exercise CSM upon arrival at Camp Blake.

13. The Exercise CSM is to raise and maintain an attendance record (PA 93) for all members. Copies of the PA 93 are to be submitted to respective SUR CSM and the CClk NLT 1600 hrs on 30 Mar 08 for entry into company roll books. All training activity visitors and those SUR personnel joining the activity late are to be directed to report to the Exercise CP upon arrival. All personnel leaving the training activity prior to ENDEX are to report to the Exercise CP before departure.

14. On completion of the training activity, WO2 Kidd is to compile a passenger manifest for each vehicle returning to Sydney from Canberra. CAPT Ovari is to compile a manifest of

all Canberra and Wagga Wagga -based personnel who have attended the training activity, and for what duration. All manifests are to be given to the Exercise CSM upon departure from Camp Blake.

Safety and Welfare

15. Safety and welfare is the highest priority during EX HW. EX HW safety and welfare instruction, risk assessment and medical plan are in annexes C, D and E respectively. The Exercise OIC is to ensure that:

- a. a safety brief is issued to all personnel who participate or visit field activities;
- b. a full casualty evacuation rehearsal is conducted prior to the exercise commencing; and
- c. an environmental brief IAW relevant range standing orders is issued to all personnel who participate in or visit field activities.

Administration and Logistics

16. The activity code for EX HW is 009NC. The financial allocation for EX HW is detailed in annex F.

17. Ammunition and resource requirements are in annex F.

18. Transport requirements and tasks are in annex H.

19. Administrative and stores requirements are in annex G.

Command and Signals

20. The key appointments for EX HW are as follows:

- a. Officer Scheduling the Exercise (OSE) – LTCOL K.J. Campbell;
- b. Exercise OIC - MAJ Richardson (0403 169 806); and
- c. Exercise CSM – WO2 Saduaskas (0434 272 576).

The Communications Plan is in annex I and includes mobile phone contact details (TBI). The Exercise OIC is to ensure communications are tested on arrival in the field. Procedures, frequencies and equipment are to be confirmed at the planning conference on 25 Mar 08.

K.J. CAMPBELL
LTCOL
CO

Tel: (02) 9516 3051

Mar 08

Annexes:

- A. Master Events List
- B. Appointments and Responsibilities
- C. Safety and Welfare Instruction
- D. Risk Assessment
- E. Medical Plan
- F. Financial, Ammunition and Resource Allocation
- G. Administrative and Stores Requirements
- H. Transport Requirements and Tasks
- I. Communications Plan

Distribution:

List B

MASTER EVENTS LIST

Exercise Sequence of Events

1. The planning sequence of events for EX HW is as follows:

Serial	DTG	Activity	Location	Responsible	Remarks
1	9 Mar 08	Admin Instruction to RHQ		OC Trg Coy	
2	11 Mar 08	Admin Instruction complete and signed		OPSO	
3	18 Mar 08	Leave applications due		Coy Staff	A Coy and ANU Coy to provide OIC with 'first cut' of attendee numbers
4	25 Mar 08 (approx 2000 hrs)	Planning telephone conference	Sydney, Canberra, Wagga	MAJ Richardson	Attendees: Exercise OIC, Exercise CSM, OIC Navex Group, OIC Induction Group, OPSO, RQMS, OPSWO
5	25 Mar 08	A Coy and ANU Coy to provide final list of attendee names to OIC		Coy Staff	
6	28 Mar 08	Personnel manifests provided to Exercise CSM on arrival at Camp Blake	Camp Blake	ANU Coy, CSM A Coy	Required for welfare and safety purposes, troops to task issues and roll books.
7	30 Mar 08	Personnel manifests provided to Exercise CSM on departure from Camp Blake	Camp Blake	ANU Coy, CSM A Coy	Required for welfare and safety purposes, and roll books.
8	NLT 1600 hrs on 30 Mar 08	Roll book submitted to RHQ		Exercise CSM/ CCLK	Roll books to all CSM who are to enter the days on Coy electronic attendance registers.
9	NLT 1600 hrs on 01 Apr 08	Resources acquitted to OPSO		OPSWO/ RQMS/ TPR SPVR	

Exercise Sequence of Events

2. The sequence of events for the conduct of EX HW is as follows:

Serial	DTG	Activity	Location	Responsible	Remarks
1	NLT 281200 MAR 06	Advance Party Departs Sydney for Canberra	Sydney	OPSWO/ RQMS	To arrive at Camp Blake and place stores in CP
2	281900 - 282200 MAR 08	WTSS activity for Canberra-based pers	RMC WTSS facility	SGT Pickersgill	Canberra-based Induction Group pers to observe
3	281900 MAR 08	A COY pers leave Sydney for Canberra.	Canberra	Coy Staff	Wagga pers depart as required and RV at Camp Blake.
4	282300 MAR 08	A COY pers arrive at Camp Blake	Canberra	Coy Staff	Wagga pers anticipated to arrive earlier
5	282315 - 290015 MAR 06	Briefs and stores issued	Camp Blake	WO2 Sadauskas	Concurrent staff coord conference.
6	290030 MAR 08	All groups move to accommodation at Camp Blake	Camp Blake	Exercise and Group OICs	
7	290730 MAR 08	Daytime Navex Group Training	Majura Military Training Area	Group DS	
8	29 MAR 06	Induction Group Training	Majura Military Training Area	SGT George	
9	292000 MAR 06	Navex Group commences night navigation	Majura Military Training Area	Group DS	
10	292359 MAR 06	All groups RV at Camp Blake	Camp Blake	Group DS	All pers to sleep in lines
11	30 MAR 06	Navex Group moves to field to continue navigation training	Majura Military Training Area	Group DS	Detailed timings below
12	NLT 301000 MAR 08	All pers to RV at Camp Blake hard standing	Camp Blake	Group DS	
13	301000 MAR 08	Post Exercise Admin Commences	Camp Blake	WO2 Sadauskas	
14	301045 MAR 08	Final Brief	Camp Blake	CO, Exercise OIC	
15	NLT 301100 MAR 08	Sydney / Wagga pers depart	Camp Blake	Coy Staff	Cut lunch provided
16	NLT 301100 MAR 06	Canberra Pers move to Allara St Depot	Camp Blake	Coy Staff	Cut lunch provided

APPOINTMENTS AND RESPONSIBILITIES

Principal Appointments

1. The principal appointments for EX HW are as follows:
 - a. Officer Scheduling the Exercise (OSE) - CO SUR;
 - b. Chief Evaluating Officer (CEO) - TDO SUR;
 - c. Chief Safety and Welfare Officer (CSWO) - RSM;
 - d. Exercise Officer-in-Charge (OIC) - MAJ Richardson; and
 - e. Exercise CSM - WO2 Sadauskas.
2. The duties of principal appointments are as follows:
 - a. **OSE.** Provide guidance to activity OIC and approve activity CONOPS. Allocate inter-company staff effort and resource effort.
 - b. **CEO.** Assist activity OIC in the preparation of post activity reports (PAR). Collate and present an executive summary (with recommendations) of PAR to CO SUR IAW Annex B of this instruction.
 - c. **CSWO.** Provide advice to activity OIC on individual activity safety and welfare plans and monitor safety and welfare during the exercise.
 - d. **OIC.** Conduct training activity IAW all safety regulations and applicable instructions.
 - e. **Exercise CSM.** Support the OIC in conducting the training activity IAW all safety regulations and applicable instructions.

Instructors

3. Subject to availability, instructional appointments are as follows:
 - a. CAPT Dillon - Navex Group;
 - b. CAPT Wicks - Navex Group;
 - c. CAPT Watts - Navex Group;
 - d. CAPT Hands - Navex Group;
 - e. CAPT Ovari - Navex Group;
 - f. CAPT Fuller - Navex Group;
 - g. WO1 Clarke - Pre Mod 4 Group;

- h. WO2 Kidd - Navex Group;
- i. SGT Kenter - Navex Group;
- j. SGT Pickersgill - Navex Group;
- k. SGT George - Navex Group;
- l. SGT Mielens - Navex Group; and
- m. SGT Maher - OIC Induction Group.

4. Trg Coy is to source and confirm all appointments. All staff are to forward their availability for EX HW to MAJ Richardson NLT 1700 hrs on 25 Mar 08. Other instructors will be notified as to their intended appointment upon confirmation of attendance. Appointments and duties of all staff are subject to change depending on personnel availability and trainee numbers.

5. For the navex, a minimum of one DS member will remain with each junior group at all times. DS Notes will be issued NLT 1900 hrs on 25 Mar 06 and will include separate guidance for each respective Group.

6. Any staff member who undertakes the role of DS is required to produce a minimum of one 'SUR SCDT Appraisal Report' on all SCDT within the group.

Support Staff

7. Training Support Company (TSC) is to provide the following support staff for the duration of the exercise:

- a. two medics;
- b. two drivers (Unimog x 1, Land Rover x 1); and
- c. one Q staff member (must be Unimog coded).

SAFETY AND WELFARE INSTRUCTION

Introduction

1. EX HW will involve moderate intensity and physically demanding activities. The training will involve vehicle movement as well as coverage of distances on foot. Though a relatively low risk exercise, the potential for accidents resulting in injury or death is present. The safety mission for EX HW is therefore, “to conduct all activities within a realistic and safe training environment.” The following applies regardless of training location, with CASEVAC and other considerations to be adjusted to meet the local environment as required.

Aim

2. The aim of this instruction is to detail the safety appointments, responsibilities and the minimum safety measures to be used in all activities throughout EX HW. It is to be read in conjunction with the relevant references.

Appointments

3. The Chief Safety and Welfare Officer (CSWO) for all activities on EX HW is RSM SUR.
4. All Staff (DS) are appointed as Safety/Welfare Officers and are responsible to ensure that training, whilst tough and realistic, is safe for the Officer Cadets.

SAFETY

Risk Management

5. The risk management work sheet for EX HW is in annex D. All exercise appointments and staff are to ensure they are conversant with this document.

Medical and Evacuation Plan

6. The medical and evacuation plan is to be IAW casevac plan and is to be displayed in the activity command post (CP). All staff are to be fully conversant with the medical and evacuation plan prior to commencing activity related duties.

Safety Brief

7. The OIC is to ensure that safety briefs are prepared and given to all personnel attending the exercise prior to their deployment into exercise areas.

Vehicle Safety

8. Vehicles are to be operated IAW DRTIs. Each vehicle is to carry a serviceable first aid kit and a fire extinguisher.
9. Vehicles are not to exceed designated speed limits and drivers are to receive proper convoy orders if more than one vehicle is moving, or an appropriate brief if independent.

- a. The following maximum speed limits apply for the duration of EX HW:
- i. Public road – signposted civilian speed; and

- ii. Roads within range areas – IAW relevant range standing orders.
 - b. Where road conditions are not conducive to, or sign-posted limits are lower than the above drivers are to slow down.
10. **Night operations.** When operating vehicles at night, the following points are to be observed:
- a. Vehicles may not operate under Blackouts or NVG conditions whilst on public roads;
 - b. Vehicles conveying NODUF casualties are to move using white light;
 - c. A dismounted guide is to be used when moving about in areas where personnel are in close proximity; and
 - d. Personnel are **not** to sleep directly in front of, behind, or under vehicles.
11. **Hazardous goods.** Drivers are to ensure that vehicles display the appropriate signs when conveying hazardous goods, eg POL, ammunition, etc.
12. **Carriage of troops.** All in-exercise road movement will be classified as Operational Training Movement and is to be conducted IAW DRTIs. Commanders at all levels and drivers must be aware of the contents and implications of this instruction.
13. **Fire prevention.** Fire fighting equipment is to be held by field CP for the duration of the activity. All other fire prevention requirements for the Majura Military Training Area are contained within Ref B.

WELFARE

Introduction

14. The welfare of trainees and staff is vital to the successful completion of SUR's mission. Commanders are empowered to stop training at any time and in any place if the safety and welfare of our trainees cannot be guaranteed.
15. Staff are to be aware of the mental state of their trainees and be prepared to modify or amend exercise events in order to ensure that the welfare of trainees is not jeopardised. Staff must exercise judgement and discretion when in order to strike a balance between tough and realistic training objectives and the capacity of trainees to cope with training stress. Staff must ascertain at the start of the activity the relative levels of training and experience of their trainees in order to tailor the activities appropriately.

Smoking

16. Smoking in tents, under canvas, and in hutchies is prohibited.
17. Smoking within 50m of POL or 15m of ammunition points is forbidden.

Road Transport Operations

18. All personnel involved in road transport operations are to adhere to DTRI. The transport commander is to ensure all personnel have received convoy orders before conducting road moves.

Vehicle Safety

19. It is essential that all drivers comply with DTRI during the exercise. Specifically, the following principles are to be observed:

- a. Alcohol is not permitted to be consumed within 8 hrs of driving;
- b. Ensure seat belts, where fitted are worn whilst the vehicle is operating;
- c. use guides at all times, when reversing;
- d. when guiding, be responsible and alert; and
- e. white light is to be used at all times, blackout light use is not permitted.

Medical (Staff)

20. **Snake/spider bite.** Snakes and spiders are known to inhabit the training area. In the event of a snake or spider bite:

- a. do not cut the wound; do not use a tourniquet;
- b. do not wash the wound;
- c. apply compression bandage down the limb, and then up as far as possible;
- d. immobilise the limb and reassure the patient;
- e. evacuate as fast as possible; and
- f. attempt to identify the perpetrator (snake/spider).

21. **Hypothermia.** Occurs when the heat loss from the body is greater than the heat produced. If not treated promptly it can be fatal. Signs are characterised by disorientation and reduced mental and physical performance, lethargy, confusion, trouble walking, difficulty in talking, poor hand eye motor skills, shivering (this stops as condition worsens), and unconsciousness, followed by death. Treat as follows:

- a. Remove casualty from elements and keep horizontal;
- b. Remove wet clothing if possible and replace with dry. Otherwise leave wet clothes on and wrap in waterproof material and additional insulation;
- c. Give hot sweet drinks if casualty is conscious;
- d. Evacuate to medical care. If evacuation is delayed attempt to warm the casualty by placing water bottles filled with warm/hot water in groin and armpit regions;
- e. If required another person should join the casualty in sleeping bag to transfer body heat;
- f. A shivering conscious casualty may benefit from a warm bath or shower
- g. DO NOT attempt to stimulate by rubbing or massaging;
- h. DO NOT encourage exercise; and

- i. DO NOT expose to excessive heat (risk of burns).

22. **Heat exhaustion/stroke.** The difference between the stages can be generally identified by the difference between profuse sweating and dry clammy skin. Sweating is the natural method of cooling the body in hot conditions. Once a patient stops sweating this is an indication that fluid levels are dangerously low and as the body temperature starts to raise the brain will start shutting down functions.

- a. move patient to cool, shaded area; (may give signs of nausea, irritability, faintness);
- b. remove/loosen restrictive clothing;
- c. If conscious give patient cool water to drink; and
- d. If unconscious, (condition very serious - noted by the now absence of sweating) attempt to cool the patient rapidly with ice packs around the groin and armpits - evacuate as Pri 1.

23. **Water.** Only water issued from the water resupply points is to be used for drinking.

24. **Field dressings.** All personnel are to carry one field dressing at all times.

CASEVAC (All)

25. **Pri 1 & 2 Casevac:** In the event of a NODUFF Pri 1 casualty, the following is to occur:
- a. immediate First Aid given to the casualty;
 - b. CP is to be notified via CASEVAC Pri 1 request given in clear;
 - c. the safety vehicle is to travel immediately to the site of the injured member(s) and the medic is to render first aid;
 - d. CP Duty Officer is to call 000 to report the emergency, and is also to alert Canberra Hospital. Range Control is also to be informed;
 - e. EX OIC is to be informed immediately and is to coordinate the evacuation of the injured member. EX is to be ceased immediately;
 - f. Once the medic has stabilised the casualty, they are to move to Range Control Gate for Marry up with civil road ambulance evacuation to Canberra Hospital;
 - g. OSE and ADJT are to be notified;
 - h. EX HW may recommence only after direction by EX OIC following guidance from Unit Safety Officer. The safety vehicle and medic are to be available before the exercise recommences; and
 - i. Form AC563 is to be completed by EX OIC. Part 1 of this form is to be faxed to Comcare within 2 hours of the incident occurring.
26. **Pri 3 Casevac:** In the event of a NODUFF Pri 3 casualty, the following is to occur:
- a. immediate First Aid given to the casualty;
 - b. CHQ to be notified via CASEVAC Pri 3 request given in clear;
 - c. the safety vehicle is to travel to the site of the injured member(s) and the medic is to render first aid;
 - d. After advice from medic, CP Duty Officer is to call CAMU-D;
 - e. CP Duty Officer is to liaise with medic and is to coordinate the evacuation of the injured member to CAMU-D if deemed necessary. EX is to be ceased immediately if safety vehicle has left the exercise;
 - f. EX recommence only after direction by CP Duty Officer if safety vehicle is available; and
 - g. Form AC563, if required, is to be completed by ADJT.

General Safety Considerations

27. **Alcohol.** Alcohol consumption and possession is forbidden during the exercise.
28. **Personal safety.** Pl DS are to closely monitor the physical condition of participants throughout the exercise

29. **UXO.** Trg is being conducted in area where field firing has occurred. There is a possibility of finding unexploded ordinance. The grid is to be reported to DS for passing on to Range Control. If a member encounters an unidentified object, it is to be left on the ground. **DO NOT PICK IT UP.**
30. **Fence lines.** Range boundary fences are not to be climbed. Access is by assigned gates.
31. **Fire.** Specific fire restrictions due to the season will be advised by Range Control on arrival. Unintentional fires are to be attempted to be put out by unit personnel. The following actions are to be taken in the event of fire:
- a. no fire is to be left unsupervised unless there is a danger to life or limb,
 - b. in the event of a fire DS are to be notified of all fires immediately, and
 - c. cooking fires are to be lit with a 1m clear area around the stove.
32. **Vehicles.** Vehicle movement is to be restricted to the existing track/road system throughout the AO except in an emergency.
33. **Flora & fauna.** No trees are to be cut down, broken or damaged. Care is to be taken when erecting tents and hutchies. Range Control inspect areas after the exercise. If damage does occur, it is best to be reported by the unit first. There is to be no deliberate harassment/destruction of native fauna.

RISK ASSESSMENT

UNIT: SUR
ACTIVITY: Ex HAPPY WANDERER
DATE: 28- 30 MAR 08
LOCATION: MTA
NO OF PERSONNEL: 50 TRAINEES, 20 STAFF

Summary

Risk No	Classification	Risk Title	Risk Score	Risk Accepted	Risk Register Ref No
1	Training	Vehicle accident	Moderate	Yes	/08
2	Training	Ammunition incident – UXO	Moderate	Yes	/08
3	Flora/Fauna	Snake, spider or insect bite	Moderate	Yes	/08
4	Training	Injury during cross country movt	Moderate	Yes	/08
5	Environment	Bushfire within training area	Moderate	Yes	/08
6	Climate	Heat injury	Moderate	Yes	/08

S. RICHARDSON
MAJ
OC TRG COY

Mar 08

K.J. CAMPBELL
LTCOL
CO SUR

Mar 08

Risk Classification:	Training		Risk No:	/08		Risk Title:	Vehicle accident	
Activity:	Ex HAPPY WANDERER				Persons at Risk:	70		
Comments on identified risk:	The likelihood of a vehicle accident occurring is low due to the short distances travelled and the minimised vehicle use for trainees. The consequences are catastrophic. Consequences will vary depending on the type of vehicle involved and location of the accident.							
Consequence								
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	Risk Score:	High risk	
Very High	M	H	H	E	E			
High	M	M	H	E	E	Treatment Required:	Yes	
Medium	L	M	M	H	E			
Low	L	L	M	H	H			
Very Low	L	L	M	M	H			
Risk Control								
Possible control options:	<ol style="list-style-type: none"> Ensure drivers abide by DRTI and have suitable rest periods. Avoid driver error by ensuring all drivers are trained and competent in the operation of the vehicle and by appointing a qualified co-driver. Liaise with RCO to determine degraded road conditions. Set speed limits for poor quality roads. Limit driving at night and in poor driving conditions (ie: poor visibility, poor road conditions). Ensure drivers are aware of any road works on or near Majura Rd and Fairbairn Ave. Ensure that trainees are briefed on proper conduct within the vehs, including wearing of seatbelts where applicable, keeping arms inside the veh etc... Place a staff member on each veh to supervise trainee behaviour and enforce rules. 							
Preferred option and why:	Options 1 and 3-8 are recommended as they can all be achieved. Option 2 can only be influenced to a limited degree by checking the codes of drivers when they report for duty.							
Implementation Plan								
Risk Owner:	CAPT M.J. Allison		Resources Required:	<ol style="list-style-type: none"> Staff to implement the above measures. Sufficient time to conduct road moves. Applicable safety briefs. Allocated time to conduct safety briefs. 		Milestones/Timelines:	<ol style="list-style-type: none"> Continuous throughout execution of exercise. 	
Appointment:	OPSO SUR							
Reassess Risk								
Consequence								
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	Residual Risk Score:	Moderate risk	
Very High	M	H	H	E	E			
High	M	M	H	E	E			
Medium	L	M	M	H	E			
Low	L	L	M	H	H			
Very Low	L	L	M	M	H			
Review								
Review Date:			Are control measures in place?	Yes		Are control measures adequate?	Yes	
Does residual risk level require referral to higher Comd for endorsement?							No	
Additional control options: (if required)						Higher Comd signature:		
N/A						N/A		

Risk endorsed?

N/A

Risk Classification:	Training	Risk No:	/08	Risk Title:	Ammunition incident – UXO encountered by trainees.		
Activity:	Ex HAPPY WANDERER	Persons at Risk:	70				
Comments on identified risk:	The likelihood of trainees sustaining an injury as a result of encountering a UXO within MTA is very low. The consequences are major.						
Consequence							
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	Risk Score:	Moderate risk.
Very High	M	H	H	E	E		
High	M	M	H	E	E	Treatment Required:	Yes
Medium	L	M	M	H	E		
Low	L	L	M	H	H		
Very Low	L	L	M	M	H		
Risk Control							
Possible control options:	<ol style="list-style-type: none"> 1. Ensure all personnel receive safety brief prior to conduct of activities including 'actions on' finding a UXO. 2. Ensure all personnel are aware of the 'no-go' area within MTA. 3. Provide all SGI and groups with means of communications IOT initiate CASEVAC. 4. Adhere to blank ammunition policy. 5. Safety veh (FFS) and driver to be located at CHQ at all times. 6. Ensure all staff and trainees are aware of the medical plan. <p>All of the above control measures should be implemented.</p>						
Preferred option and why:							
Implementation Plan							
Risk Owner:	CAPT M.J. Allison		Resources Required:	Milestones/Timelines:			
Appointment:	OPSO SUR		<ol style="list-style-type: none"> 1. Applicable safety and medical briefs. 2. RTF 500 WAGTAIL with batteries and CES. 3. Safety veh that is FFS and correctly coded driver. 	<ol style="list-style-type: none"> 1. Safety brief to all trainees prior to Ex. 2. Safety brief to all SGI. 3. Additional brief to all trainees on arrival at Camp Blake. 			
Reassess Risk							
Consequence							
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	Residual Risk Score:	The risk remains moderate due to the potential consequences.
Very High	M	H	H	E	E		
High	M	M	H	E	E		
Medium	L	M	M	H	E		
Low	L	L	M	H	H		
Very Low	L	L	M	M	H		
Review							
Review Date:			Are control measures in place?	Yes	Are control measures adequate?	Yes	
Does residual risk level require referral to higher Comd for endorsement?						No	
Additional control options: (if required)				Higher Comd signature:			
N/A				N/A			

Risk endorsed?

N/A

Risk Classification:	Flora and fauna.	Risk No:	/08	Risk Title:	Injury due to snake, spider or insect bite.	
Activity:	Ex HAPPY WANDERER			Persons at Risk:	70	
Comments on identified risk:	The likelihood of participants sustaining a snake, spider or insect bite resulting in injury or illness, is medium. The consequences depend on the type of bite however they are assessed as major as hospitalisation is likely.					
Consequence						
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	Risk Score: High risk
Very High	M	H	H	E	E	
High	M	M	H	E	E	Treatment Required: Yes
Medium	L	M	M	H	E	
Low	L	L	M	H	H	
Very Low	L	L	M	M	H	
Risk Control						
Possible control options:	<ol style="list-style-type: none"> 1. Ensure all personnel receive safety brief. 2. Ensure all personnel receive environment brief. 3. Issue all sections with section med kits including snake bite bandage. 4. Ensure that all groups have comms means (eg. sections are to have RTF 500). 5. Ensure that all pers are aware of med plan. 6. Est med asst with safety vehicle at CHQ. 7. Check with RCO for any insect infestation problems. 					
Preferred option and why:	All of the above control measures should be implemented as they are all achievable within allocated resources and the scope of the training.					
Implementation Plan						
Risk Owner:	CAPT M.J. Allison		Resources Required:	<ol style="list-style-type: none"> 1. Applicable safety, medical and environment briefs. 2. Section med kits – correctly stocked by FMSS. 3. RTF 500 WAGTAIL, batteries and CES. 4. Safety veh, driver, stretcher and med asst. 		
Appointment:	OPSO SUR			Milestones/Timelines: <ol style="list-style-type: none"> 1. OIC to liaise with RCO 72 h prior to Field deployment. 2. FMSS to have med kits correctly stocked by 72 h prior to Field deployment. 		
Reassess Risk						
Consequence						
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	Residual Risk Score: Moderate risk.
Very High	M	H	H	E	E	
High	M	M	H	E	E	
Medium	L	M	M	H	E	
Low	L	L	M	H	H	
Very Low	L	L	M	M	H	
Review						
Review Date:	.	Are control measures in place?	Yes	Are control measures adequate?	Yes	
Does residual risk level require referral to higher Comd for endorsement?						No
Additional control options: (if required)				Higher Comd signature:		

N/A	N/A
Risk endorsed?	N/A

Risk Classification: Training	Risk No: /08	Risk Title: Injury during cross country movement.
Activity: Ex HAPPY WANDERER	Persons at Risk:	70

Comments on identified risk: The likelihood of participants sustaining a physical injury during cross-country movement is very high due to their inexperience in conducting such movement and the nature of the terrain. The consequence is moderate.

Consequence						Risk Score:	High risk
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic		
Very High	M	H	H	E	E	Treatment Required:	Yes
High	M	M	H	E	E		
Medium	L	M	M	H	E		
Low	L	L	M	H	H		
Very Low	L	L	M	M	H		

Risk Control

Possible control options:	<ol style="list-style-type: none"> 1. Ensure all personnel receive safety brief. 2. Identify personnel with med restrictions and task and manage them accordingly. 3. Ensure adequate rest is allowed. 4. Ensure type of trg is within capabilities of trainees. 5. Estb med asst with safety veh at CHQ during navexes. 6. Ensure that all pers are aware of med plan. 7. Allow sufficient time to complete tasks so trainees are not forced to rush their movement. 8. Issue each section with a section med kit including bandages suitable for strapping sprained ankles or splinting limbs. 9. Conduct activities in Patrol Order. <p>All of the above control measures should be implemented as they are all achievable within allocated resources and the scope of the training.</p>
Preferred option and why:	

Implementation Plan

Risk Owner: CAPT M.J. Allison	Resources Required: <ol style="list-style-type: none"> 1. Applicable safety and med briefs. 2. Copies of med plan. 3. Med asst, safety veh (FFS) and driver. 4. Section med kits x 5 – correctly stocked by FMSS. 	Milestones/Timelines:
Appointment: OPSO SUR		

Reassess Risk

Consequence						Residual Risk Score:	Moderate risk.
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic		
Very High	M	H	H	E	E		
High	M	M	H	E	E		
Medium	L	M	M	H	E		
Low	L	L	M	H	H		
Very Low	L	L	M	M	H		

Review

Review Date:	Are control measures in place? Yes	Are control measures adequate? Yes
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Does residual risk level require referral to higher Comd for endorsement?		No
Additional control options: (if required)	Higher Comd signature:	
	N/A	
	Risk endorsed?	N/A

Risk Classification: Environment.	Risk No: /08	Risk Title: Bushfire within MTA during field exercises.
Activity: Ex HAPPY WANDERER	Persons at Risk:	70

Comments on identified risk: The likelihood of a bushfire occurring while the course is deployed to MTA is medium, as it is summer at the time of year during which the course is being conducted. The consequences are most likely to be minor (inconvenience to execution of mission or task), however they could range up to catastrophic.

Consequence						Risk Score: High risk
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	
Very High	M	H	H	E	E	Treatment Required: Yes
High	M	M	H	E	E	
Medium	L	M	M	H	E	
Low	L	L	M	H	H	
Very Low	L	L	M	M	H	

Risk Control

Possible control options:	<ol style="list-style-type: none"> Ensure all personnel receive safety and environmental briefs including requirement to clear 1.5 m around hexamine stoves and appropriate employment of trip flares. Monitor local weather and fire conditions. Conduct regular liaison with Range Control regarding bushfire threat. Ensure all DS have a copy of the range safety net freq (72.475 Mhz) and phone number (02 6241 5696) so they can activate deployment of the fire tender. Est and promulgate procedures for activating Range Control in event of bushfire. Prohibit use of stoves under cam nets and tents. Position fire fighting equip at all night harbours and Camp Blake. Comply with civilian fire restrictions.
Preferred option and why:	All of the above control measures should be implemented as they are all achievable within allocated resources and the scope of the training.

Implementation Plan

Risk Owner: CAPT M.J. Allison	Resources Required: <ol style="list-style-type: none"> Applicable safety, medical and environment briefs. Copies of MTA Range Standing Orders (ref I). Radios and mobile phones. Fire fighting equip – beaters, knapsacks, sand buckets, water, extinguishers. 	Milestones/Timelines: <ol style="list-style-type: none"> Equip to be coord 72 h prior to deployment to MTA
Appointment: OPSO SUR		

Reassess Risk

Consequence						Residual Risk Score: Moderate risk
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	
Very High	M	H	H	E	E	
High	M	M	H	E	E	
Medium	L	M	M	H	E	
Low	L	L	M	H	H	
Very Low	L	L	M	M	H	

Review

Review Date:	Are control measures in place? Yes	Are control measures adequate? Yes
Does residual risk level require referral to higher Comd for endorsement?		No
Additional control options: (if required) N/A		Higher Comd signature: N/A
		Risk endorsed? N/A

Risk Classification: Climate	Risk No: /08	Risk Title: Heat Injury				
Activity: Ex HAPPY WANDERER	Persons at Risk: 70					
<p>Comments on identified risk: The likelihood of an injury through climate is assessed as medium due to anecdotal evidence from previous training at MTA in the Mar- Apr period. The consequences are assessed as major with possible consequences being heat exhaustion if extreme temperatures are encountered for an extended period whilst deployed on Ex HW.</p> <p>IAW SAFETYMAN, vol 1 Part 3 para 6.17 the following risk factors are identified:</p> <ol style="list-style-type: none"> environmental conditions anticipated are hot; the majority of trainees will arrive from coastal cities and not be acclimatised to operating for extended periods in the field in inland at the height of summer; activity type is Low- Moderate Work (as detailed in annex D to Chap 25, SAFETYMAN, vol 2, pt 3); lack of routine access to and supervision of water intake; imbalance of both fresh and hard rations (including salt replacements); human factors include generally low fitness levels of trainees and some overweight pers; and no revision trg on heat injury signs, symptoms and treatment procedures. 						
Consequence						Risk Score: High risk
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	
Very High	M	H	H	E	E	
High	M	M	H	E	E	
Medium	L	M	M	H	E	
Low	L	L	M	H	H	Treatment Required: Yes
Very Low	L	L	M	M	H	
Risk Control						

Possible control options:	<ol style="list-style-type: none"> All participants to wear appropriate clothing for the climatic conditions. Issue all participants with sunscreen. Re-brief all participants on heat illness symptoms and treatment. Ensure a suitably qualified and equipped medic is available to provide assistance IAW SAFETYMAN, Vol 2, Part 3 Chap 25, Annex D. CASEVAC to level 2 med facy is <40 mins from trg loc. DS oversee water consumption of trainees. Encourage the 'buddy' system for trainees to keep an eye out for one another. Water cache IAW CSS plan are known to all staff and located at waiting areas, harbour locations and ranges. WBGT readings to be taken every hour by SUR staff and restrictions for work/rest ratios to be promulgated on occurrence IAW SAFETYMAN, Vol 2, Part 3 Chap 25, Annex D. Acty will be adjusted as required to comply with mandated work/rest ratios. Given acty rates are identified as Moderate in the worst instance, training plan must identify this likely limitation in order to achieve exercise objectives. Where necessary, acty will cease in order to meet mandated rest period timings. Activities cannot be engineered within a climate controlled environment due to the nature of the field trg, however activities can be suspended during warmer periods of the day and conducted at night if necessary. Where an extreme hazard level is identified, this will require critical management by SI and OIC. In this situation, no acty can be undertaken without the express prior authorisation of the COMDT RMC-A (fnn comd). <p>Options 1-5 and 7-10 are recommended as they can all be achieved. Option 6 can only be influenced to a limited degree by constantly reminding trainees to keep a watchful eye over other trainees.</p>
Preferred option and why:	

Implementation Plan

Risk Owner: CAPT M.J. Allison	Resources Required: <ol style="list-style-type: none"> All staff and trainees to be issued with appropriate equipment. Adequate medical supplies are issued. Staff to implement the above measures. All trainees and staff to view Heat Injury trg videos as contained on the Army SAFE website. WBGT measuring equipment to be deployed in all field activities. 	Milestones/Timelines: <ol style="list-style-type: none"> Physical resources issued NLT 72 h prior to deployment to MTA. Heat Inj videos viewed by staff and trainees prior to field deployment. Briefs continuous throughout execution of the activity. WBGT checked every hour and sent to all DS with SI guidance IAW SAFETYMAN, Vol 2, Part 3 Chap 25, Annex D.
Appointment: OPSO SUR		

Reassess Risk

Likelihood	Consequence					Residual Risk Score: Moderate risk
	Insignifican	Minor	Moderate	Major	Catastroph	
Very High	M	H	H	E	E	
High	M	M	H	E	E	
Medium	L	M	M	H	E	
Low	L	L	M	H	H	
Very Low	L	L	M	M	H	

Review

Review Date: Continuous	Are control measures in place? Yes	Are control measures adequate? Yes
Does residual risk level require referral to higher Comd for endorsement?		No
Additional control options: (if required) N/A		Higher Comd signature: N/A
		Risk endorsed? N/A

MEDICAL PLAN

Introduction

1. This medical plan details the reporting actions to be taken in the event of an injury occurring during any component of EX HW. Evacuation plans are to be implemented at Exercise level as per annex C.

Evacuation

2. Casualty evacuation is to be controlled by the Exercise OIC.

Reporting

3. All injuries are to be reported. The Exercise OIC is responsible for complying with the following mandatory procedure:

- f. **AC 563.** Submitted IAW timings stated on the cover of the AC 563;
- g. **FATALCAS/NOTICAS.** Is to be submitted in message format to CCik for release.
- h. **Initial Incident Report (IIR).** An IIR is to be submitted IAW Ref I. Activity OIC is to contact SI SST 3A by.
- i. Follow-up reporting in the form of Subsequent Incident Reports (SIR) and Closure Incident Reports (CIR) are to be submitted by ADJT.

FINANCIAL ALLOCATION, AMMUNITION AND RESOURCE REQUIREMENTS

1. The following is the allocation of financial resources:

ARTDS	\$20,000.00	ARTDS to be cost against 009NC.
ROMAN - 21329	\$300.00	Veh hire.
ROMAN - 21037	\$2600.00	Bus Hire.

Ammunition and Firearms

2. The following firearms are required for EX HW:

- a. F88 Austeyr – As required by Buna Platoon; and
- b. F89 Minimi -As required by Buna Platoon.

Resources

4. The following resources are required for the activity:

Accommodation, Rations and POL		
Accommodation – Camp Blake	70	Staff and SCDT for 28-30 Mar 08.
CRP	140	Trainees, Instructors and Support Staff – approx 70 members for 2 x CRP. Numbers TBC.
Rations – Cut Lunch	70	Trainees, Instructors and Support Staff – approx 70 members for 30 Mar 08. Numbers TBC.
POL	200 L	For Unit Veh.

5. The OPSWO/ RQMS is to provide the OPSO a summary of resources used for the exercise NLT 1600 hrs on 01 Apr 08.

Stores

1. The following stores are required for each phase of EX HW:

Item	Number	Remarks
Whiteboard	1	
Whiteboard Markers	Qty	
Whiteboard Eraser	1	
Wet Bulb Globe Thermometer	1	Plus demineralised water
Maps (Majura)	40	
Cork Board	1	Plus pins
Stationary (pens, pencils, eraser, stapler, map markers, post-it notes, mil symbols template)	Qty	
Methylated Spirits	1 bottle	Plus rags
RTF-500 Radio + Handset	20	
Leight Weight Antenna	20	
RTF-500 Batteries	40	
CP Lights (Pop Up)	4	
'D' Cell Batteries	36	
FS Table	4	
CP Chairs	6	
Fold Up CP Map Board	1	
Map Board	2	3 x talc per map board
Fold Back Clips	8	
Map Cases	30	
Compasses	30	
Protractor	30	
Pace Counter	30	
Compression Bandage	30	
Field Message Notebook	30	
Section Med Kit	15	
Fire Fighting Equipment	Qty	
CP Trunk	1	
Water Jerries	30	Full of Water
Misc Equipment	Qty	Foot powder, garbage bags, toilet rolls etc.

Cyalume Sticks (various colours)	30	
Black Electrical Tape	2 rolls	
Stretcher	6	For safety vehicles + CP Staff
Minimi	4	
Minimi Tripod	4	Include locking pin

TRANSPORT REQUIREMENTS AND TASKS

Transport Requirements

- The following transport is required for the duration of EX HW:

Capability	Vehicle Type	Quantity	Remarks
Range Safety Veh	Landcruiser	1	Fitted with stretcher. Located at CP.
CP1	Ford Courier	1	Located at CP.
CP2 / second safety vehicle	Land Rover 110	1	Fitted with stretcher. Located at CP.
Stores Veh	Unimog	1	Located IVO CP. On-range transport if required.
TCV	Unimog	1	To carry personnel
Hire Car	Wagga	1	

Transport Tasks

- The following transport tasks are required for the activity:

Organisation	Pick up	Delivery	Load	DTG ETD
Sydney-based pers	Darlington Depot	Camp Blake, Majura	50 pax with marching order	28 1900 Mar 08
Canberra-based pers	Allara Street Depot	WTSS – RMC	28 pax with marching order	28 1900 Mar 08
Canberra-based pers	WTSS – RMC	Camp Blake, Majura	28 pax with marching order	28 2130 Mar 08
Navex Group	Camp Blake	Location TBA within MTA	50 pax with patrol order	29 0700 Mar 08

Navex Group	Location TBA within MTA	Camp Blake, Majura	50 pax with patrol	301000 Mar 08
Sydney-based pers	Camp Blake, Majura	Darlington Depot	50 pax with marching order	30 1100 Mar 08
Canberra-based pers	Camp Blake, Majura	Allara Street Depot	28 pax with marching order	30 1100 Mar 08

3. RQMS is to arrange vehicle(s) to transport Sydney-based personnel to and from Canberra.

Convoy Orders/Control

4. The senior transport driver is to issue convoy orders prior to road moves and maintain a CP log of vehicle movements. He / she is to be familiar with the National Recovery Plan including relevant phone numbers and advise the OIC of recovery plans for any vehicles requiring recovery or rendered unserviceable for the duration of the exercise.

COMMUNICATIONS PLAN

Net Diagram

1. The net diagram for EX HW is attached in Appendix 1.

Frequencies

2. Frequencies will be issued during each respective coordination conference.

Reporting

3. Radio Checks are to be conducted at a minimum of every hour on the hour.
4. Each call sign is required to give a LOCSTAT every hour on the half hour.

NET DIAGRAM

1. The net diagram for EX HW is as follows:

