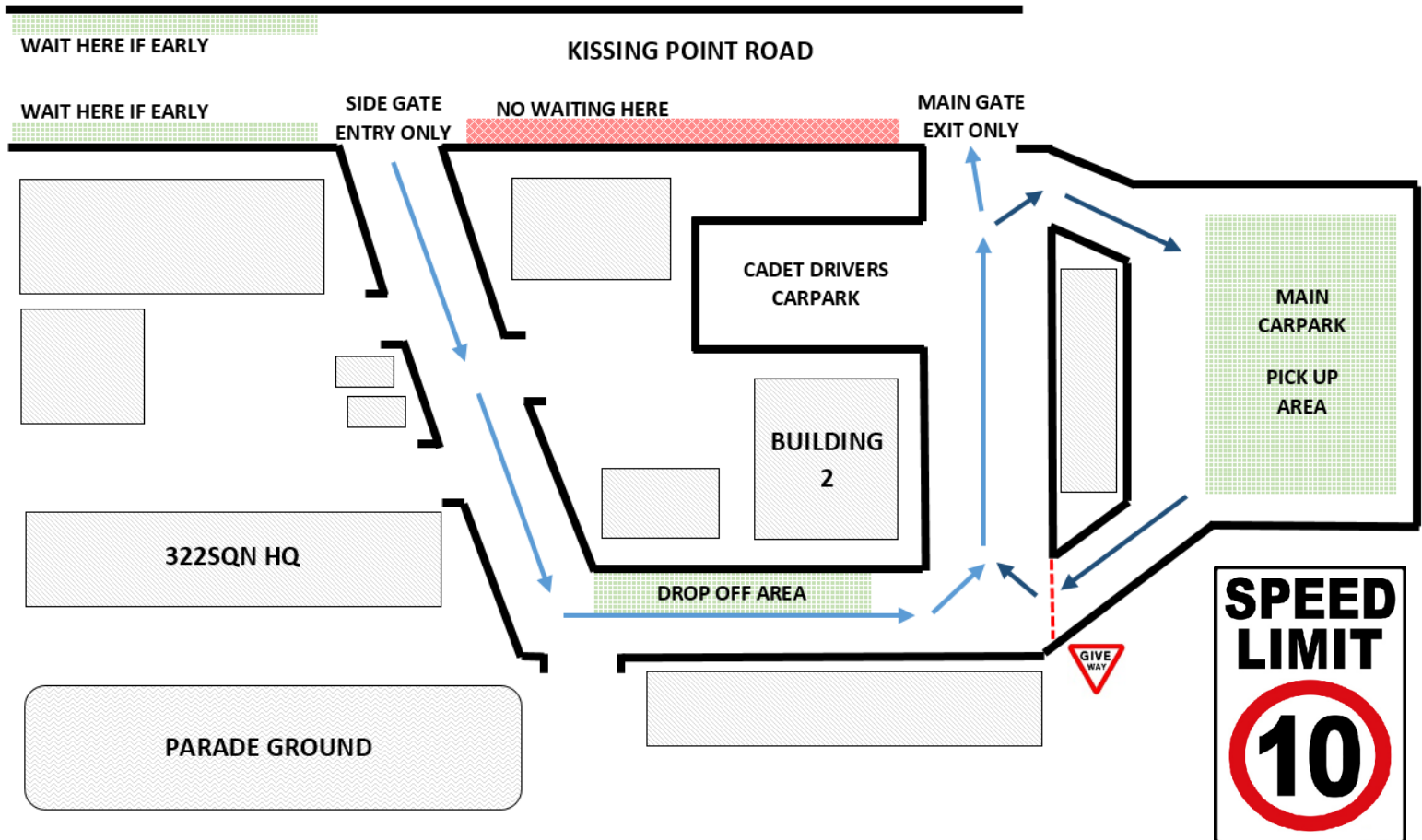




Timor Barracks
Drop Off and Pick Up Procedure
effective Wed 07 Feb 2018



Important reminders

- The speed limit on base is **10km/h**
- **Do not park in front of or near the gate** when waiting for it to be opened
- All vehicles must display a 322SQN authorised vehicle pass
- If exiting when the gate is not manned, vehicles **must stop and wait** for it to close

Traffic flows in one direction only with entry through the side gate and exit out the main gate. The main gate will open automatically when a vehicle approaches to exit.

Speed limit and right of way

The speed limit whilst on base is **10 km/h**. This is a serious safety issue and must be adhered to at all times. Marching troops have right of way on all Australian Defence Force bases. Vehicles are **not to overtake** flights of marching cadets at any time.

Annex L to Unit Standing Instructions 2019

Dropping off

The side gate will be opened at **1730 h** (5:30pm) on Wednesday nights. Cadets are to avoid arriving prior to this time however if you do arrive early, please park well away from the gate in the areas indicated on the diagram and do not block traffic on Kissing Point Road.

Vehicles are to drive onto base following the arrows in the diagram above. All vehicles must show a 322SQN 'authorised vehicle' pass upon entering. Cadets are to be dropped off on the left hand side of the bottom roadway and cross at the pedestrian crossing. Cars are then to drive out the main gate. Do not use the main carpark or cadet carpark. During congestion, parents/guardians are to turn left out of the base to assist with traffic flow.

The gate is locked at approximately **1805 h** (6:05pm). If you are late and the gate is closed, call the Squadron on 9858 8910 so that it can be opened.

Picking up

The side gate will be opened at approximately **2115 h** (9:15pm). If parents/guardians arrive prior to this time, please park well away from the gate and refrain from calling staff as the gate will be opened as soon as practically possible. All vehicles must show a 322SQN 'authorised vehicle' pass upon entering. The side gate will be locked at **2145 h** (9:45pm).

Vehicles are to drive onto base following the arrows in the diagram above. Parents/guardians are to park in the main carpark and remain in their vehicles as they do not have authority to move around the base unless officially signed in as a visitor. After the cadets have been dismissed they will be marched up to the main carpark to depart. Vehicles are to exit from the bottom of the main carpark, adhering to the Give Way sign, and loop back up to the main gate to leave the base.

All cadets below the rank of Cadet Warrant Officer are to vacate the base no later than **2200 h** (10:00pm). If for some reason a cadet is still on base at 2200 h they are to make their way to 322SQN HQ to wait to be collected. The gate will be opened for the cadet to depart once their parent/guardian has arrived.

Both gates will be manned during designated drop off and pick up times, however please note if exiting the main gate at times when it is NOT manned, individual vehicles or the last in a line of vehicles are required to pass through the gate and then stop and wait for it to automatically close behind them before moving off. Please be aware that all movements through the main gate are video recorded and this security procedure will be enforced.

Weekend activities

On weekend extra-curricular activities at Timor Barracks, the gate will normally be opened **15 minutes** before the start/finish times of the activity for drop off and pick up respectively.

Cadet drivers

Cadets below the rank of Cadet Warrant Officer who have their provisional license and have been authorised by their parent/guardian and the Commanding Officer 322SQN to drive, are to park in the small carpark in front of Building 2, but not in reserved spaces. If that carpark becomes full, cadet drivers are to park in the main carpark.