

**REQUEST FOR  
NON-EMERGENCY/ NON-LAW ENFORCEMENT  
DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY OR THE CIVIL USE OF  
DEFENCE ESTATE**

**DACC/ CUDEM Registration Number:**  
(JOSS Use Only)

**SECTION 1  
PART A**

***Before Submitting a Request for Non-emergency Defence Assistance to the Civil Community (DACC) and/or to access Defence estate to conduct your own activity, the following should be noted:***

1. To access Defence estate, there should be a benefit to Defence or the Commonwealth
2. Defence resources are intended for internal use only. Any use of Defence resources by external organisations is extraordinary and should be regarded as **the exception not the rule**.
3. The granting of DACC support for an activity does not entitle requesters of DACC to receive the same support for their next activity, i.e. there is NO precedent set.
4. Organisations seeking Defence support for their activity must ensure that all other appropriate avenues have been exhausted PRIOR to approaching Defence, including commercial options.
5. Defence will undertake cost recovery for its support to the activity or event.
6. Defence is NOT a substitute for responsibilities of other Government Authorities.
7. By supporting the event, there should also be demonstrable benefits to Defence, in the form of worthwhile training or public affairs benefits that will accrue to Defence as a result of the provision of assistance.
8. In submitting this request, I agree that:
  - (a) I have explored all other options, including commercial options to fulfil this request.
  - (b) Defence may withdraw the support at any time if there is higher priority, operational requirement for the support.
  - (c) If this request is supported, I understand that this does not set a precedent for future activities; and
  - (d) Defence has the right to undertake full cost recovery.

**Risk Assessment**

9. Defence will not be able support external activities for which there are no activity risk plan submitted.

**Insurance**

10. The **recipient shall be solely responsible** for personal injury, public risk and property loss or damage and that **non-Commonwealth recipients shall indemnify the Commonwealth** against all liability arising out of the assistance, except where such liability was caused by, or arose out of, any act or omission by the Commonwealth, its officers, employees or agents in providing assistance. Indemnity relieves the Commonwealth from ultimate liability for claims made by recipients of DACC, or third parties, for any loss, damage or injury to any person or property arising from DACC assistance where the Commonwealth was not at fault.

11. Recipients of Defence assistance (excluding other Commonwealth, State/Territory and Local Government recipients and activities in support of dedicated ceremonial activities) must produce documentary evidence of having obtained appropriate insurance cover for the assistance requested, at its own expense, naming the Commonwealth as an assured party.

12. This documentary evidence, in the form of a Certificate of Currency, that is valid for the duration of the activity or event, must be submitted as part of this application.

### **Cost Recovery**

13. If the request is approved, it is Defence policy to recover all direct and commercial costs incurred by Defence in supporting the activity.

### **Public Security and Safety**

14. Events at which there are expected to be over 2000 people attending (participating and spectating) large gatherings and/or high-risk events, event organisers must liaise with the relevant state/ territory Government event planning authorities to ensure that proper stakeholder consultation has occurred.

15. Organisers of major events are to ensure that they have met their obligations under [Australia's Strategy for Protecting Crowded Places Against Terrorism](#).

### **Lead Time**

16. To allow sufficient time for the required Defence authorisations and approvals to be obtained, you will need to submit this request a minimum of **eight weeks** before you require a decision from Defence on whether the DACC request is able to be supported or not.

## PART B

### 1. Recipient Organisation Details

Name of Organisation:	
Organisation's ABN:	<i>(go to: <a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> to find an ABN)</i>
Organisation Type:	<input type="checkbox"/> Federal Government Agency <input type="checkbox"/> Government Business Enterprise/ Statutory Authority <input type="checkbox"/> State/ Territory Government Agency <input type="checkbox"/> Non-Profit Organisation/ Community Group/ Charity <input type="checkbox"/> School/ Educational Institution <input type="checkbox"/> Commercial Enterprise <input type="checkbox"/> Other:
Organisation's Street Address:	
Organisation's Postal Address:	
Contact Officer Name:	
Contact Officer Position/ Appointment:	
Contact Officer Details:	BH Ph _____
	Mob: _____
	E-Mail: _____
Organisation's Internet Address:	

### 2. Your Activity/ Event Details

Activity/ Event Name:	
Date/s of Activity:	Time From – To:
Activity or Event Type:	<input type="checkbox"/> Training Activity <input type="checkbox"/> Commercial Spectator Event (e.g. V8 supercars) <input type="checkbox"/> Community Event (e.g. fete) <input type="checkbox"/> Private event (e.g. school camp) <input type="checkbox"/> Other:
Purpose of the Event:	
Description of Event:	
Event Website (if applicable):	
No. of Participants:	Expected No. of Spectators:
Will you be charging a patron entry or attendance charge for this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, state cost:</i> \$ _____ / unit (head/ team etc)
Will There Be Media Coverage?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please detail</i>

### 3. Details of Defence Support to the Activity or Event

This section is applicable to all DACC Requests and needs to be completed. Failure to properly complete all fields in this section will result in the request being not supported.

Type/s of Defence Support being sought:	<b>Select the general type/s of assistance that you are seeking:</b>		
	<input type="checkbox"/> Access to or use of Defence estate (including facilities, accommodation and catering)		
	<input type="checkbox"/> Use of Defence equipment and/or stores		
	<input type="checkbox"/> ADF support (Navy, Army, AF personnel, capabilities, assets or other resources)		
<input type="checkbox"/> Other Defence support			
Defence Support Description:	<i>Please provide details on what Defence support you are seeking. Include full description</i>		
Conditions / Requirements:	<i>Please include any relevant conditions or requirements that you have for the DACC support.</i>		
Location(s) of DACC Assistance:	<input type="checkbox"/> Same as event location/s		<input type="checkbox"/> Different from event location/s. (If different, state location below)
Date/s and Times of DACC Assistance:	Date:	Time: From:	To:
	Date:	Time: From:	To:
	Date:	Time: From:	To:
Are the dates and/or times of the DACC support flexible? Please indicate:	Date:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Time:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you already directly engaged with any Defence area/s regarding this activity?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
If yes, please include contact details:			
Reason/s for Seeking Defence Support:	<i>Why are you seeking assistance from Defence in particular? What is the benefit to Defence in providing support to this activity?</i>		
Other Avenues of Support Pursued Prior to this Request.	<i>Please provide advice on what other avenues of support that you followed before this request to Defence.</i>		

### 4. Other Documents

As well as this document, you must also submit the following:

Proof of Insurance:	<input type="checkbox"/> A Certificate of Currency for your organisation's Public Liability coverage
	<ul style="list-style-type: none"> <li>• With a minimum of \$20 million coverage</li> <li>• That will be valid on the date of the activity</li> </ul>
<i>Note: Australian Federal, State and Territory Government agencies will not generally be required to provide proof of insurance.</i>	
Activity Risk Management Plan	<input type="checkbox"/> Activity-specific and in accordance ISO31000

## 5. Submission of DACC Requests

All sections are to be completed before submitting your application to your regional JOSS. Failure to do so will result in your application being returned to you for further explanation/comments and may result in your application being submitted without sufficient lead time to complete the approval / authorisation process which may lead to your application being NOT APPROVED.

*Please submit your DACC Request to the relevant JOSS office (contact details for all JOSS offices can be located on the next page).*

## 6. DACC Submissions – Contact Details

Region	JOSS Office	E-Mail	Postal Address	Fax
ACT, SNSW & Commonwealth	Joint Operations Support Staff ACT/SNSW	<a href="mailto:Joss.actsnsw@defence.gov.au">Joss.actsnsw@defence.gov.au</a>	GF, 105 Tennant Street Fyshwick PO Box 7936 CANBERRA BC ACT 2610	(02) 6266 1085
N NSW	Joint Operations Support Staff NSW	<a href="mailto:Joss.nsw@defence.gov.au">Joss.nsw@defence.gov.au</a>	Level 13, DP-S Locked Bag 18 DARLINGHURST NSW 2010	(02) 9393 2754
N QLD	Joint Operations Support Staff NQ	<a href="mailto:Joss.nq@defence.gov.au">Joss.nq@defence.gov.au</a>	Bldg 3000 MILPO, Lavarack Barracks TOWNSVILLE QLD 4813	(07) 4411 7742
NT	Joint Operations Support Staff NT	<a href="mailto:Joss.nt@defence.gov.au">Joss.nt@defence.gov.au</a>	Building 4 Larrakeyah Barracks Packard St DARWIN NT 0820	(08) 8935 5020
S QLD	Joint Operations Support Staff SQ	<a href="mailto:Joss.sq@defence.gov.au">Joss.sq@defence.gov.au</a>	Bldg F065, Lloyd St Gallipoli Barracks ENOGGERA QLD 4051	(07) 3332 6093
SA	Joint Operations Support Staff SA	<a href="mailto:Joss.sa@defence.gov.au">Joss.sa@defence.gov.au</a>	Building 32 Keswick Barracks ANZAC Highway KESWICK SA 5035	(08) 8305 6504
Tas	Joint Operations Support Staff Tas	<a href="mailto:Joss.tas@defence.gov.au">Joss.tas@defence.gov.au</a>	Building A9-First-1/08 Anglesea Barracks Davey Street HOBART TAS 7000	(08) 6237 7119
Vic	Joint Operations Support Staff Vic	<a href="mailto:joss.sv@defence.gov.au">joss.sv@defence.gov.au</a>	Lvl 8, Defence Plaza – Melbourne 661 Bourke St MELBOURNE VIC 3000	(03) 9282 7693
WA	Joint Operations Support Staff WA	<a href="mailto:Joss.wa@defence.gov.au">Joss.wa@defence.gov.au</a>	Bldg 12-112, Leeuwin Barracks Locked Bag 5001 EAST FREMANTLE WA 6959	(08) 9311 2527