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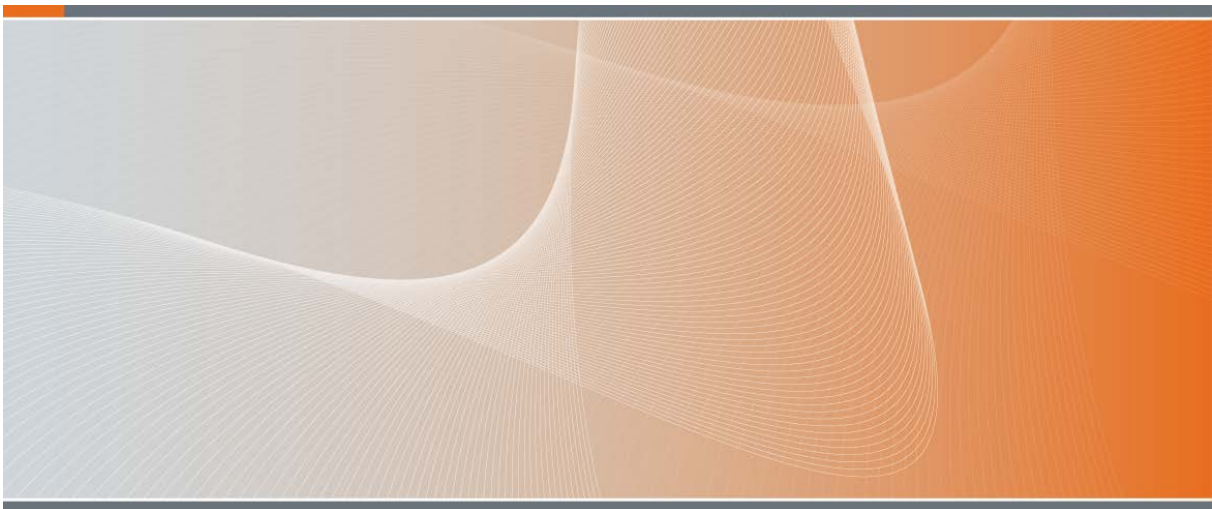


**Australian Government**  
**Department of Defence**

## **YOUTH POLICY MANUAL PART 2**

### **EDITION 3 AL1**

This manual refers to youth policy



A handwritten signature in black ink, appearing to read 'RJ Griggs'.

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30 September 2017

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AMENDMENT CERTIFICATE

| Amendment number | Chapter(s)                                | Amendment | Effectuated date  |
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| 1                | Chapter 17: ADF Cadets: Defence weapons   | Review    | 30 September 2017 |
| 1                | Chapter 18: ADF Cadets: Cadet firearms    | Review    | 30 September 2017 |
| 1                | Chapter 22: ADF Cadets: Protection orders | New       | 30 September 2017 |

## YOUTH POLICY MANUAL PART 2

|                      |   |
|----------------------|---|
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| Document management: | This manual will be reviewed five years from its date of issue or sooner if necessitated by business requirements and to ensure it continues to meet the intent of Defence's policy on this subject. Minor amendments may be made at quarterly intervals commencing three months after the date of issue.   |
| Availability:        | The latest version of this manual is available internally from the Defence Documents website and externally from the <a href="#">YOUTH HQ</a> website. Its currency cannot be guaranteed if sourced from other locations. It is available for public release.   |
| Policy domain:       | Cadets and Reserves   |
| Accountable officer: | Vice Chief of Defence Force   |
| Policy owner:        | Reserve and Youth Division  |
| Policy contact:      | Directorate of Youth <a href="mailto:defence.youth@defence.gov.au">defence.youth@defence.gov.au</a>   |
| Purpose:             | <p>The participation of young people in Australian society is fundamental to our future as a nation. Working for and with young people is crucial to the nation's economic and social wellbeing.</p> <p>Defence is uniquely positioned to support whole-of-Government youth policy. We have strong community ties brought about through our national presence, high community profile, custodianship of Australian history and culture, and commitment to the values and principles that have shaped our nation. It is in Defence's interests to engage proactively with youth, to enable us to attract the right people, with the right skills, behaviours and attitudes to secure Australia and its interests into the future, and to contribute to an Australian society that is interested in and informed about Defence.</p> <p>Engagement with youth brings important responsibilities, including the obligation to ensure that youth safety and wellbeing is paramount. It is also incumbent on Defence to ensure that Defence youth activities are delivered in a coordinated, coherent and well governed manner to maximise outcomes for both participants and Defence, and to ensure the effective use of</p> |

resources; that the Australian Government's important commitments to Human Rights in the delivery of youth activities are maintained; that Defence youth activities are inclusive, regardless of gender, ethnicity, sexual orientation and disability; and, that Defence youth activities align with good practice youth development principles.

Defence is therefore committed to providing a range of safe, challenging, high quality and contemporary youth engagement and development activities in metropolitan and regional areas across Australia.

This Youth Policy Manual (YOUTHPOLMAN) provides the policy and procedures that govern and inform Defence's engagement with youth (between the ages of 12 and 25) and the conduct of youth engagement and development programs within Defence—including the Australian Defence Force (ADF) Cadets. YOUTHPOLMAN assembles prime source policy and governance guidance to produce a single reference point on youth policy, ADF Cadets and the conduct of Defence youth engagement and development programs for all Defence, ADF Cadets and Defence Approved Helpers and volunteers.

Structure: See Contents below.

Cancellation: Nil

Definitions: See YOUTHPOLMAN Glossary

Scope and applicability: This manual is an administrative policy framework document (framework document) and applies to all Defence personnel.

The terms of a relevant contract may extend the application of this manual to a contractor, consultant or outsourced service provider.

The Secretary and the CDF require Defence personnel to comply with provisions in manuals unless the particular circumstances warrant departure from the provisions.

Some provisions in policies and manuals support Defence personnel to comply with obligations that exist in:

- a. applicable laws
- b. the Defence Enterprise Agreement
- c. directives and determinations issued under the Public Service Act 1999 or the Defence Act 1903 or the Defence Enterprise Agreement

or

- d. Defence Instructions.

Defence personnel must not depart from manual or policy provisions in a way that would result in any breach of those obligations.

When considering a possible departure from a manual the Secretary and the CDF require Defence personnel to:

- a. consider whether the proposed departure would be inconsistent with:
  - (i) applicable laws
  - (ii) the Defence Enterprise Agreement
  - (iii) directives and determinations issued under the Public Service Act 1999 or the Defence Act 1903 or the Defence Enterprise Agreement

or

- (iv) Defence Instructions.

If yes, the departure is not permitted;

- b. consider whether a proposed departure is reasonable and justified in the circumstances and will produce a better outcome for Defence
- c. consult their supervisor, wherever practicable, about a proposed departure – a properly informed decision also involves consulting the policy owner
- d. be responsible and accountable for the consequences of departing from, or not adhering to, the content of a manual including where such departure or non-adherence results in a breach of applicable laws or leads to adverse outcomes for Defence.

Defence personnel may be subject to performance management, administrative action or, in some circumstances, disciplinary action where their decision to depart from manual provisions involves serious errors of judgement.

Failure to adhere to administrative policy may result in a breach of legislation or other legal requirement and sanctions under that legislation may apply.

Defence personnel who are authorised by the Secretary to execute contracts on behalf of the Commonwealth should consider whether there is a specific and documented reason to include in the terms of a contract the requirement for contractors, consultants and outsourced service providers to comply with the provisions of this manual and, if so, include such terms.

## CONTENTS

|   |             |
|---|-------------|
| <b>Chapter 1</b>  | <b>i</b>    |
| <b>Australian Defence Force cadets: enterprise governance</b>                             | <b>i</b>    |
| <b>Introduction</b>   | <b>i</b>    |
| <b>Policy intent</b>  | <b>i</b>    |
| Accountabilities  | ii          |
| <b>Governance principles</b>  | <b>ii</b>   |
| <b>Policy practice and measures</b>   | <b>iii</b>  |
| <b>Roles and responsibilities</b>   | <b>vi</b>   |
| Chief of Defence Force  | vi          |
| Vice Chief of Defence Force   | vi          |
| Service Chiefs  | vi          |
| Head Reserve and Youth Division/Commander Australian Defence Force Cadets                 | vii         |
| Cadet Directors General/Lead Enabling Managers  | vii         |
| Australian Defence Force cadets and Defence personnel engaging external service providers | vii         |
| Monitoring and reporting  | vii         |
| <b>References</b>   | <b>viii</b> |
| <b>Chapter 2</b>  | <b>i</b>    |
| <b>Australian Defence Force cadets: youth safety</b>                                      | <b>i</b>    |
| <b>Introduction</b>   | <b>i</b>    |
| <b>Purpose</b>  | <b>i</b>    |
| <b>Implementation</b>   | <b>ii</b>   |
| <b>Australian Defence Force cadets context</b>  | <b>ii</b>   |
| <b>Relationships between adults and persons under the age of 18</b>                       | <b>ii</b>   |
| <b>Australian Defence Force cadets culture and governance</b>                             | <b>iii</b>  |
| Youth safety culture  | iii         |
| <b>Youth safety governance</b>  | <b>iii</b>  |
| <b>Australian Defence Force cadets general risk management</b>                            | <b>iii</b>  |
| Defining and addressing youth safety risk   | iv          |
| <b>Australian Defence Force cadets people risk management</b>                             | <b>iv</b>   |
| <b>Australian Defence Force cadets youth safety incident management</b>                   | <b>v</b>    |
| <b>Incident responding</b>  | <b>v</b>    |
| <b>Incident reporting</b>   | <b>vi</b>   |
| <b>CHAPTER 3</b>  | <b>i</b>    |
| <b>Australian Defence Force cadets - youth safe behaviours (adults)</b>                   | <b>i</b>    |
| Introduction  | i           |
| Policy intent   | i           |
| Policy principles   | ii          |
| Policy practice and measures  | ii          |
| Expected behaviours   | ii          |
| Annex 3A  | 3A-1        |
| Adult youth safety behaviour protocol   | 3A-1        |
| <b>Chapter 4</b>  | <b>i</b>    |
| <b>Australian Defence Force cadets youth safe behaviours (youth)</b>                      | <b>i</b>    |
| <b>Introduction</b>   | <b>i</b>    |

|  |                              |
|--|------------------------------|
| Policy intent  | i                            |
| Principles   | i                            |
| Policy practice and measures   | i                            |
| Related policy   | Error! Bookmark not defined. |
| Annex 4A   | i                            |
| Youth safe protocol  | i                            |
| <b>Chapter 5</b>   | <b>i</b>                     |
| <b>Australian Defence Force cadets: ADF cadets membership management</b> | <b>i</b>                     |
| Introduction   | i                            |
| Policy intent  | i                            |
| Policy principles  | i                            |
| Policy practices and measures  | i                            |
| Roles and responsibilities   | ii                           |
| Service Chiefs   | ii                           |
| Related policy   | ii                           |
| Defence  | ii                           |
| <b>Chapter 6</b>   | <b>i</b>                     |
| <b>Australian Defence Force cadets: complaint resolution</b>             | <b>i</b>                     |
| Introduction   | i                            |
| Policy intent  | i                            |
| Policy principles  | ii                           |
| Policy measures and practices  | ii                           |
| Related policy   | v                            |
| Annex 6A   | i                            |
| ADF cadet complaints management  | i                            |
| <b>Chapter 7</b>   | <b>i</b>                     |
| <b>Australian Defence Force cadets: work health and safety</b>           | <b>i</b>                     |
| Introduction   | i                            |
| Policy intent  | i                            |
| Roles and responsibilities   | i                            |
| Principles   | i                            |
| Reporting  | ii                           |
| Monitoring   | ii                           |
| Policy principles  | ii                           |
| Policy practices and measures  | ii                           |
| Related policy   | ii                           |
| <b>Chapter 8</b>   | <b>i</b>                     |
| <b>Australian Defence Force cadets: rehabilitation and compensation</b>  | <b>i</b>                     |
| Introduction   | i                            |
| Policy intent  | i                            |
| Policy principles  | i                            |
| Policy practices and measures  | i                            |
| Roles and responsibilities   | iii                          |
| Service Chiefs   | iii                          |
| Director-General Defence Community Organisation                          | iii                          |
| Related policy   | iii                          |
| Defence  | iii                          |
| <b>Chapter 9</b>   | <b>i</b>                     |

|  |            |
|--|------------|
| <b>Australian Defence Force cadets: use of defence road transport assets</b>   | <b>i</b>   |
| <b>Introduction</b>  | <b>i</b>   |
| <b>Policy intent</b>   | <b>i</b>   |
| <b>Policy principles</b>   | <b>i</b>   |
| <b>Policy practices and measures</b>   | <b>i</b>   |
| <b>Related policy</b>  | <b>iii</b> |
| <b>Chapter 10</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: common core curriculum elements—officers of cadets and instructors of cadets</b> | <b>i</b>   |
| <b>Introduction</b>  | <b>i</b>   |
| <b>Policy intent</b>   | <b>i</b>   |
| <b>Policy principles</b>   | <b>i</b>   |
| <b>Policy practices and measures</b>   | <b>i</b>   |
| <b>Roles and responsibilities</b>  | <b>ii</b>  |
| Service Chiefs   | <b>ii</b>  |
| Annex 10A  | <b>i</b>   |
| Australian Defence Force Cadets Common Core Curriculum Elements Officers of Cadets and Instructors of Cadets         | <b>i</b>   |
| <b>Chapter 11</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: common core curriculum elements – cadets</b>                                     | <b>i</b>   |
| <b>Introduction</b>  | <b>i</b>   |
| <b>Policy statement</b>  | <b>i</b>   |
| <b>Scope</b>   | <b>i</b>   |
| <b>Glossary</b>  | <b>ii</b>  |
| <b>Roles and responsibilities</b>  | <b>ii</b>  |
| Vice Chief of Defence Force  | <b>ii</b>  |
| Service Chiefs   | <b>ii</b>  |
| Head of Cadet Reserve and Employer Support Division  | <b>ii</b>  |
| Chief Executive Officers of service registered training organisations  | <b>ii</b>  |
| Directors-General Cadets   | <b>iii</b> |
| Australian Defence Force cadets Commanding Officers  | <b>iii</b> |
| <b>Resources</b>   | <b>iii</b> |
| <b>Reporting</b>   | <b>iii</b> |
| <b>Delegations</b>   | <b>iii</b> |
| <b>Monitoring</b>  | <b>iv</b>  |
| <b>Implementation</b>  | <b>iv</b>  |
| <b>Related legislation</b>   | <b>iv</b>  |
| <b>Related documents</b>   | <b>iv</b>  |
| Annex 11A  | <b>i</b>   |
| Australian Defence Force Cadets Common Core Curriculum Elements Officers of Cadets and Instructors of Cadets         | <b>i</b>   |
| <b>Chapter 12</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: management and use of Defence information and communication technology</b>       | <b>i</b>   |
| <b>Introduction</b>  | <b>i</b>   |
| <b>Policy intent</b>   | <b>i</b>   |
| <b>Policy principles</b>   | <b>i</b>   |
| <b>Policy practices and measures</b>   | <b>i</b>   |
| <b>Related policy</b>  | <b>iv</b>  |



|  |            |
|--|------------|
| <b>Chapter 13</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: security</b>   | <b>i</b>   |
| <b>Chapter 14</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: management of specialised health needs</b>                   | <b>i</b>   |
| <b>Introduction</b>  | <b>i</b>   |
| <b>Policy statement</b>  | <b>i</b>   |
| <b>Risk management</b>   | <b>i</b>   |
| <b>Notification of relevant health conditions</b>  | <b>ii</b>  |
| Care Plans   | ii         |
| Allergies  | iii        |
| <b>Scope</b>   | <b>iii</b> |
| <b>Chapter 15</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: emergency health treatment</b>                               | <b>i</b>   |
| <b>Chapter 16</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: honorarium</b>   | <b>i</b>   |
| <b>Chapter 17</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: Defence weapons</b>  | <b>i</b>   |
| <b>Introduction</b>  | <b>i</b>   |
| <b>Policy intent</b>   | <b>i</b>   |
| <b>Policy principles</b>   | <b>i</b>   |
| <b>Policy practices and measures</b>   | <b>i</b>   |
| Use of Defence weapons must be on authorised ranges  | ii         |
| Approved activities  | ii         |
| Familiarisation activities   | iii        |
| Qualification shoots   | iii        |
| Use of similar weapons of Defence forces of other nations in approved international competitions | iv         |
| Range sentries   | iv         |
| Records of Defence weapons training  | iv         |
| Targets  | iv         |
| Ammunition   | iv         |
| Sourcing, handling and transporting Defence weapons and ammunition                               | v          |
| <b>Roles and responsibilities</b>  | <b>v</b>   |
| Service Chiefs   | v          |
| Directors-General Cadets   | v          |
| <b>Related international agreements</b>  | <b>v</b>   |
| <b>Chapter 18</b>  | <b>i</b>   |
| <b>Australian Defence Force cadets: cadet firearms</b>   | <b>i</b>   |
| <b>Introduction</b>  | <b>i</b>   |
| <b>Policy intent</b>   | <b>i</b>   |
| <b>Policy principles</b>   | <b>i</b>   |
| <b>Policy practices and measures</b>   | <b>i</b>   |
| Participation  | i          |
| Approved firearms  | ii         |
| Cadet firearms register  | ii         |
| Approved activities  | iii        |
| Use of firearms of other nations in approved international competitions                          | iv         |
| Records of firearms training   | iv         |
| Safety   | iv         |

|   |             |
|---|-------------|
| Targets   | v           |
| Officers in Charge, range control officers and safety supervisors for Australian Defence Force cadets cadet firearms activities | v           |
| Procurement and allocation  | vi          |
| Servicing   | vi          |
| Security appointment briefings  | vi          |
| Physical security   | vii         |
| <b>Security keys</b>  | <b>vii</b>  |
| Authorised ranges   | viii        |
| Standing orders   | ix          |
| Range sentries  | ix          |
| <b>Loss or theft of cadet firearms and ammunition</b>   | <b>ix</b>   |
| Service Chiefs  | x           |
| Chief of Army (as lead capability manager)  | x           |
| Head Reserve and Youth Division   | x           |
| Directors-General Cadets  | xi          |
| Australian Defence Force cadets chain of command  | xi          |
| Firearms manager  | xii         |
| Assistant firearms manager  | xii         |
| <b>Delegations</b>  | <b>xii</b>  |
| <b>Monitoring</b>   | <b>xii</b>  |
| <b>Related International agreements</b>   | <b>xiii</b> |
| <b>Chapter 19</b>   | <b>i</b>    |
| <b>Australian Defence Force cadets: management of Australian Defence Force cadets funds and assets</b>                          | <b>i</b>    |
| <b>Chapter 20</b>   | <b>i</b>    |
| <b>Australian Defence Force cadets: management of Joint activities</b>  | <b>i</b>    |
| <b>Chapter 21</b>   | <b>i</b>    |
| <b>Australian Defence Force cadets: management of military-like activities</b>  | <b>i</b>    |
| <b>Chapter 22</b>   | <b>22-1</b> |
| <b>Australian Defence Force cadets: Protection orders</b>   | <b>22-1</b> |
| <b>Introduction</b>   | <b>22-1</b> |
| <b>Policy statement</b>   | <b>22-1</b> |
| <b>Roles and responsibilities</b>   | <b>22-1</b> |
| Responsibilities of ADF cadets members as respondents to a PO   | 22-1        |
| Responsibilities of ADF cadets members as aggrieved person under a PO   | 22-2        |
| Responsibilities of chain of command  | 22-2        |
| Responsibilities of respective Directors-General or their delegates   | 22-2        |
| Recording of Protection orders  | 22-3        |

## **CHAPTER 1**

# **AUSTRALIAN DEFENCE FORCE CADETS: ENTERPRISE GOVERNANCE**

This chapter is currently under review

### **INTRODUCTION**

1.1 The Australian Defence Force Cadets (ADF Cadets) is the collective title for the three individual community based cadet organisations - the Australian Navy Cadets (ANC), the Australian Army Cadets (AAC), and the Australian Air Force Cadets (AAFC).

1.2 Enhancement of ADF Cadets governance represents the centrepiece of the organisational reform flowing from the [Royal Commission into Institutional Response to Child Sexual Abuse Case Study 40](#).

1.3 Reform is focussed on achieving the most appropriate structure and governance protocols to provide a safe environment for young people participating in ADF Cadets activities. Reform includes:

- a. consolidation and centralisation of accountabilities for common elements of the ADF Cadets program; and
- b. development of One Cadet culture and governance akin to the One Defence approach to mitigating risks arising from disparate approaches to the delivery of standard program elements.

### **POLICY INTENT**

1.4 Effective ADF Cadets governance is key to ensuring Defence can meet its obligations to provide a safe environment for young people participating in ADF Cadets activities. The Defence Youth Safety Framework provides the definitive guidance with respect to achievement and maintenance of youth safety across Defence.

1.5 This policy outlines the approach, structures and mechanisms required to:

- a. give effect to the administrative powers of the Chief of the Defence Force (CDF), Vice Chief of the Defence Force (VCDF), the Service Chiefs and their delegates;
- b. implement an overarching child safety system; and
- c. enhance the management and effectiveness of the ADF Cadets via a consistent administration regime across common elements of the ADF Cadets enterprise.

## ACCOUNTABILITIES

1.6 Commander Australian Defence Force Cadets (CADF Cadets) is accountable to VCDF for the development, implementation and application of centralised accountabilities for common policies, procedures, training and enabling functions of the ADF Cadets as well as the overarching child safety system across the ADF Cadets enterprise.

1.7 Deputy Commander ADF Cadets is accountable to CADF Cadets for the development of common policies and procedures, the ADF Cadets enterprise assurance regime, and analysis of incident reporting across the three ADF Cadets.

1.8 Director-General ANC and Reserves – Lead Enabling Manager-Support (LEM-S) – is accountable to CADF Cadets for liaison with Estate and Infrastructure Group (E&IG), legal support, incident reporting, commercial/contractual liaison and, logistics management for common elements.

1.9 Commander Australian Army Cadets – Lead Enabling Manager–Training – is accountable to CADF Cadets for development and delivery of common training curricula for Officers and Instructors of Cadets, and for delivery of common elements of Cadets’ educational programs.

1.10 Director-General Cadets – Air Force – Lead Enabling Manager–Communications – is accountable to CADF Cadets for the management of ADF Cadets communications elements comprising ICT, Information/Records Management, liaison with Chief Information Officer Group, digitisation and Public Relations.

1.11 Each of the three LEMs remain responsible to their Service Chiefs for Service - specific elements of the three individual programs that comprise the ADF Cadets as well as each of those operational aspects best managed along single-Service lines, (eg Work Health Safety, financial management, incident management and unique cadets’ environmental development activities).

1.12 The Glossary provides a list of definitions and abbreviations which apply to the YOUTHPOLMAN.

## GOVERNANCE PRINCIPLES

1.13 The ANC, the AAC and the AAFC are established under section 62 of the [Defence Act 1903](#) and consist of people who have volunteered and been accepted by the CDF as Officers and Instructors of Cadets and Cadets.

1.14 Officers and Instructors of Cadets and Cadets are not members of the ADF and persons with roles in the administration, management, supervision and training of Cadets do not become members of the ADF because of those roles.

1.15 The ADF Cadets governance principles together with the Defence and ADF Cadets rights and responsibilities charter provide the foundations for the governance of the ADF Cadets.

1.16 The policies contained in Youth Policy Manual (YOUTHPOLMAN) Parts 1 and 2 provide leading practice evidence-based direction on the day to day management of the ADF Cadets enterprise.

1.17 The ADF Cadets Governance principles focus on promoting the actions needed to achieve good governance practices and outcomes.

**Principle 1** – Roles and responsibilities are clearly defined across all levels of the enterprise and include performance expectations of key Defence personnel, ADF Cadets members and governance boards.

**Principle 2** – There are appropriate systems for both ADF Cadets risk management and assurance that include both internal and external controls, and that track incident data.

**Principle 3** – The ADF Cadets information management system supports timely, effective and transparent administration and decision making.

**Principle 4** – Wherever appropriate the ADF Cadets have common procedures, assurance, education and training programs that reflect leading practice and innovative approaches to achievement; and

**Principle 5** – The ADF Cadets enterprise utilises the Defence Youth Safety Framework as the foundation for its child safety regime.

## POLICY PRACTICE AND MEASURES

**Principle 1 – Roles and responsibilities are clearly defined across all levels of the enterprise and include performance expectations of key Defence personnel, ADF Cadets members and governance boards.**

1.18 Good governance requires all people associated with the ADF Cadets enterprise, both Defence personnel and members of the ADF Cadets, to have clarity with respect to their responsibilities and expectations of behaviour, particularly those whose roles include governance responsibilities as they relate to the Defence Youth Safety Framework and duties at law which may include, but are not limited to, duties under the:

- a. [Work Health and Safety Act 2011](#), under which all ADF Cadets members and Defence Approved Helpers are considered workers;
- b. The [Military Rehabilitation and Compensation Act 2004](#), which makes provision for the compensation of Officers of Cadets (OOC), Instructors of Cadets (IOC) and cadets for injuries and illnesses incurred while participating in approved ADF Cadets activities
- c. [Performance and Accountability Act 2013](#)
- d. [Privacy Act 1988](#) and the Defence privacy policy; and
- e. Relevant [state and territory laws](#), particularly as they apply to child safety.

1.19 Because ADF Cadets members are all volunteers they are not expected to have the same detailed knowledge or expertise as the Defence personnel who administer the ADF Cadets enterprise. However there is an expectation that all ADF Cadets adults, particularly those in leadership and management roles, are sufficiently skilled and knowledgeable to maintain a child safe environment and can respond to appropriately to a youth safety incident.

1.20 All responsibilities and expectations should be made clear prior to membership and confirmed in a Letter of Acceptance for OOC, IOC and Defence Approved Helpers and a Letter of Enrolment for cadets. All ADF Cadets members should be formally advised of their roles and responsibilities, the terms of their membership, any conditions on or limits to their membership, expectations of behaviour and training requirements (including initial and ongoing training).

1.21 Strong and effective leadership across the ADF Cadets enterprise is critical particularly in modelling expected behaviours, encouraging active pursuit of the Defence Youth Safety Framework and an ethical and values-based culture supported by:

- a. Codes of Conduct.
- b. Well-documented and understood procedures for dealing with complaints based on fairness, transparency, independence and appropriate record keeping.
- c. Frequent and consistent communication.
- d. Appropriate training and support commensurate with the level of responsibility, and the complexity and risk of the decision-making context.

**Principle 2 – There are appropriate systems for both ADF Cadets risk management and assurance that include both internal and external controls and mechanisms that track incident data.**

1.22 Having appropriate and effective systems of risk oversight and internal controls in place is critical to ensuring Defence and the ADF Cadets can deliver a safe and enjoyable program of youth development activities with respect to legal, work health and safety, financial and operational compliance obligations.

1.23 Effective ADF Cadets enterprise risk management requires:

- a. risk identification and analysis;
- b. the use of a risk register that contains information such as likelihood, consequence, impact and tolerance;
- c. strategies to manage risk including risk avoidance, risk transfer and risk mitigation and treatment as appropriate; and
- d. regular monitoring of how identified risks are being managed.

1.24 Effective risk management also requires clearly articulated risk management responsibilities and accountabilities for both Defence personnel who administer the program and ADF Cadets members whose roles include program leadership and management.

1.25 The broad categories of potential ADF Cadets enterprise risk include:

- a. compliance risks (eg failure to complete appropriate suitability screening or mandatory reporting in accordance with state and territory legislation);
- b. governance risks (eg ineffective oversight);
- c. reputational risks (eg event failure or adverse commentary);
- d. work health safety risks (eg inadequate identification and management of risks inherent in adventure training activities); and
- e. youth safety risks (eg failure by relevant staff to complete assigned youth safety training).

1.26 Effective assurance plays a pivotal role in good governance, particularly with respect to external accountability and legislative compliance as they relate to decision making, record keeping, financial management, procurement and youth safety program delivery.

1.27 Effective assurance requires systems and processes which allow changing needs and circumstances to be identified, current systems and actions to be scrutinised and new approaches to be investigated, tested and implemented.

1.28 ADF Cadets enterprise assurance in its mature state will include regular monitoring of systems and practices to ensure systems are robust, and sustainable over time yet flexible in their application; and practice demonstrates compliance with relevant frameworks with a focus on;

- a. policies that are risk and principle based and evolve with changing needs.
- b. processes that are understood, repeatable and will withstand scrutiny;
- c. data collection that is accessible, centralised and captures all artefacts, activities and results through a technology system that is user-centric.

**Principle 3 – The ADF Cadets information management system supports timely, effective and transparent administration and decision making.**

1.29 To meet the requirements for timely, effective and transparent administration and decision making Defence and the ADF Cadets need information management systems that combine all elements of best practice information management, including:

- a. information governance – the people, policies and information processes are guided by relevant legislation;
- b. information collection - gathering information that will deliver quality and useful data, mindful always of privacy guidelines;
- c. information organisation - arranging information in a way that makes it easy to identify, retrieve and use;
- d. information security - actions that protect both information integrity and management in accordance with the Privacy Act and principles;
- e. information use - consideration of how information and data can be utilised, analysed, synthesized, evaluated and interpreted;
- f. information sharing – actions that facilitate the most efficient and appropriate use of available information; and
- g. information maintenance - appropriate storage, and disposal and archival of data.

**Principle 4 – Wherever appropriate the ADF Cadets enterprise will have common procedures, training programs and assurance regimes across the three organisations.**

1.30 To optimise best use of limited resources and minimise the risk to youth safety incurred through disparate approaches to key business elements the ADF Cadets Reform agenda includes the development of single approaches to:

- a. policy, training and assurance regimes;
- b. people and ICT management;
- c. incident management and reporting;
- d. the use of social media;

- e. firearms management; and
- f. E&IG support services.

**Principle 5 – The ADF Cadets enterprise will utilise the Defence Youth Safety Framework as the foundation of its child safety regime.**

1.31 The Defence Youth Safety Framework incorporates policy and procedural guidance, risk management strategies and a range of supporting tools and resources designed to enable Defence and specified outsourced service providers to understand and meet their responsibilities relating to:

- a. youth safe behaviours;
- b. youth safe practices;
- c. youth safety training; and
- d. reporting and management of youth safety concerns.

**ROLES AND RESPONSIBILITIES**

**CHIEF OF DEFENCE FORCE**

1.32 CDF is responsible for the administration of the ADF Cadets. In doing so the CDF must comply with any relevant directions of the Minister. To facilitate that administration, the CDF can direct the VCDF, a Service Chief or any other member of the ADF to provide him/her with assistance.

**VICE CHIEF OF DEFENCE FORCE**

1.33 VCDF, as the delegate of CDF, provides the single ultimate point of policy, governance and accountability for the ADF Cadets enterprise and is responsible for:

- a. issuing direction to the Service Chiefs in relation to the administration of the ADF Cadets;
- b. ensuring that the ADF Cadets comply with applicable legislation;
- c. promulgating ADF Cadets policies;
- d. overseeing the governance of the ADF Cadets;
- e. investigating, and where appropriate, establishing joint ADF Cadets cells within Reserve and Youth Division to achieve consistency, uniformity, synergies and economies; and
- f. providing advice to CDF on ADF Cadets matters.

**SERVICE CHIEFS**

1.34 Service Chiefs are responsible for:

- a. ensuring that their respective cadet organisations comply with any relevant direction of the Minister, the CDF or the VCDF, and the policies contained in this manual;



- b. ensuring that their cadet organisations' procedures align with the ADF Cadets policies contained in this Part; and
- c. resourcing the implementation of this policy, including the provision of ordinary recurrent funding, permanent and Reserve ADF staff, Australian Public Service staff, and logistics support.

## HEAD RESERVE AND YOUTH DIVISION/COMMANDER AUSTRALIAN DEFENCE FORCE CADETS

- 1.35 Head Reserve and Youth Division (HRYD)/CADF Cadets is responsible for:
- a. commanding all staff assigned to the ADF Cadets Headquarters in delivering common elements of the ADF Cadets program;
  - b. developing ADF Cadets policies in accordance with Defence's policy process, and conducting regular reviews of those policies;
  - c. implementing the Defence Youth Safety Framework;
  - d. monitoring and reporting on the governance of the ADF Cadets, including compliance with the policies contained in this Part;
  - e. allocating any special additional financial support that Government may wish to channel directly to the ADF Cadets; and
  - f. advising VCDF on ADF Cadets matters.

## CADET DIRECTORS GENERAL/LEAD ENABLING MANAGERS

- 1.36 The Cadet Directors General/Lead Enabling Managers are responsible for:
- a. undertaking their duties as Lead Enabling Managers in accordance with the ADF Cadets Headquarters One Cadet Model and their respective Joint Directives from VCDF and their Service Chiefs;
  - b. complying with any relevant direction of the CDF, VCDF or Service Chief, and the policies contained in the YOUTHPOLMAN;
  - c. ensuring that all relevant ADF Cadets procedures are consistent with policies in Part 2 of this manual;
  - d. supporting preparation of the annual report on the administration of the ADF Cadets enterprise; and
  - e. ensuring that all ADF Cadets members are aware of policies in this manual and their obligations under them.

## AUSTRALIAN DEFENCE FORCE CADETS AND DEFENCE PERSONNEL ENGAGING EXTERNAL SERVICE PROVIDERS

- 1.37 Defence personnel engaged in procuring external service providers to provide goods or services to ADF Cadets must ensure that contracts include provisions that explicitly require compliance with all relevant ADF Cadets policies in this manual.

## MONITORING AND REPORTING

1.38 In accordance with section 62 D of the Defence Act 1903 the CDF must prepare an annual report on the administration of the ADF Cadets, including the use of ADF and Departmental resources.

1.39 HRYD/CADF Cadets, on behalf of VCDF, is responsible for monitoring and reporting on all aspects of the 'One Cadet' Governance model including overarching assurance functions, compliance with the policies contained in YOUTHPOLMAN and the Defence Youth Safety Framework.

1.40 The three Cadet Directors General are responsible for implementing, monitoring and reporting on all aspects of overarching assurance functions within their respective ADF Cadets organisations.

## IMPLEMENTATION

1.41 Each Service must ensure that appropriate arrangements and adequate resourcing are in place to enable the policies contained in YOUTHPOLMAN to be implemented.

1.42 The ADF Cadets policies contained within Part 2 of this manual supersede all relevant extant single-Service Cadets policies on the matters to which they relate, and in the event of any inconsistency YOUTHPOLMAN policies prevail over single-Service Cadets policies.

## REFERENCES

[Royal Commission into Institutional Response to Child Sexual Abuse Case Study 40](#)

[Defence Act 1903](#)

[Privacy Act 1988](#)

[Performance and Accountability Act 2013](#)

[Military Rehabilitation and Compensation Act 2004](#)

[Work Health and Safety Act 2011](#)

## CHAPTER 2

### AUSTRALIAN DEFENCE FORCE CADETS: YOUTH SAFETY

This chapter is currently under review

#### INTRODUCTION

2.1 The source policy for the Australian Defence Force Cadets (ADF Cadets) specific youth safety policy is the Defence Youth Safety policy suite in youth policy in this Manual. The four primary policies specify:

- a. Defence Youth Safety Commitment Statement;
- b. b. Defence Youth Safety Governance;
- c. c. Defence Youth Safety Risk Management; and
- d. d. Defence Youth Safety Responding and Reporting

2.2 The youth safety commitment policy details the Defence approach and commitment to youth safety, the four contexts in which Defence interacts with youth, the principles that underpin youth safety action, and key roles and responsibilities.

2.3 The youth safety governance policy details the Defence focus on consistent application of youth safety policies, procedures and practices.

2.4 The youth safety risk management and responding and reporting policies provide direction for Defence youth safety risk and incident management.

2.5 The ADF Cadets operates within, and is subject to, the [Defence Youth Safety Framework](#). The ADF Cadets youth safety policy supplements the policy suite in this manual. It details action and provides direction specific to the ADF Cadets context.

#### PURPOSE

2.6 The purpose of this policy is to provide specific guidance to ensure ADF Cadets youth safety actions are consistent with the overarching youth safety principles and commitments articulated in this manual.

2.7 This policy details the actions required to:

- a. prioritise and promote youth safety risk management appropriate to the ADF Cadets;
- b. ensure all adults involved in ADF Cadets activity demonstrate their commitment to youth safety through their agreement to undertake their responsibilities in accordance with the organisation's code of conduct;
- c. ensure all adults involved in ADF Cadets activity complete the mandated suitability screening articulated in the Defence Suitability Screening Guide before they commence working unsupervised in the ADF Cadets;
- d. ensure all adults working in the ADF Cadets complete youth safety education and training appropriate to their role;
- e. maximise proactive engagement with parents, guardians and other responsible third parties involved in the protection of young people;
- f. ensure the involvement of cadets in creating and maintaining a youth safe environment;

- g. ensure ADF Cadets members, Defence Approved Helpers (DAH), Defence personnel, cadets, their families and the wider community know what to do if they have concerns about youth safety in the ADF Cadets context and the process for responding and reporting to ADF Cadets youth safety incidents articulated in this chapter and the overarching [Defence Youth Safety Framework](#) in this manual; and
- h. ensure all breaches of the youth safety framework are identified and addressed.

## **IMPLEMENTATION**

2.8 The ADF Cadets Youth Safety Policy will be implemented through a single common set of ADF Cadets processes and procedures applicable to all three cadet organisations. When differences between the individual cadet organisations Australian Navy Cadets, Australian Army Cadets and Australian Air Force Cadets make a single process or procedure unworkable, the individual cadet organisation process and procedure must be consistent with and reflect the principles, approach and direction articulated in this chapter and the overarching [Defence Youth Safety Framework](#).

## **AUSTRALIAN DEFENCE FORCE CADETS CONTEXT**

- 2.9 The ADF Cadets is one of four Defence contexts in which adults interact with young people under the age of 18. Interactions in this context are routinely between cadets under the age of 18 and:
- a. Officers of Cadets (OOC), Instructors of Cadets (IOC) and DAH;
  - b. Cadets over the age or 18; and
  - c. Defence personnel associated with cadet activities.

## **RELATIONSHIPS BETWEEN ADULTS AND PERSONS UNDER THE AGE OF 18**

2.10 All cadets under the age of 18 are by legal definition 'children' and because of their age and physical and emotional immaturity are considered vulnerable and prone to be less risk averse than adults. For this reason the law regards those adults who have, or assume, responsibility for their care and supervision as owing them a special duty of care as detailed in Defence youth safety policy Relationships between adults and youth under 18.

2.11 Defence considers all Defence personnel as well as all adults associated with ADF Cadets activities (OOC, IOC, DAH, and cadets over the age of 18) to have a responsibility for providing 'special care' to cadets under the age of 18 particularly as it relates to sexual interaction.

2.12 Regardless of individual state or territory legislation that defines age of consent, Defence does not tolerate any sexual interaction between adults and persons under the age of 18 as detailed in Defence youth safety policy Relationships between adults and youth under 18.

2.13 Any adult associated with ADF Cadets activities (Defence personnel, OOC/IOC, DAH and adult cadets) who breaches the prohibition against sexual interaction with cadets and/or other minors will be subject to administrative or

disciplinary action. They may also be subject to criminal action, depending on the state or territory jurisdiction.

## **AUSTRALIAN DEFENCE FORCE CADETS CULTURE AND GOVERNANCE**

### **YOUTH SAFETY CULTURE**

2.14 Creating a youth safe organisation means taking all reasonably practicable measures to keep young people under the age of 18 safe from harm, abuse or neglect. Creating a youth safe organisation is also about creating an environment in which:

- a. everyone, adults and young people alike, feels confident to report incidents or events of abuse or harassment;
- b. young people know that persons to whom they report will provide immediate support, comfort and assistance to them; and
- c. cadets and other minors who have been exposed to harm, abuse, or neglect, know that they are entirely without blame for the situation in which they find themselves.

2.15 To create an ADF Cadets youth safe culture requires the ADF Cadets to:

- a. incorporate youth safety in all vision, mission and role statements;
- b. feature youth safety in internal and public program messaging; and
- c. make specific provision for the safety of youth with disabilities as well as youth from indigenous and culturally or linguistically diverse backgrounds.

### **YOUTH SAFETY GOVERNANCE**

2.16 Effective ADF Cadets youth safety governance means youth safety responsibilities are clearly defined for each role undertaken by each member, helper and cadet as they relate to:

- a. individual compliance with ADF Cadets youth safety requirements and direction, particularly compliance with suitability screening requirements before members are accepted and volunteers are approved and registered;
- b. individual compliance with code of conduct behaviour requirements;
- c. management action when behaviour is at odds with the code of conduct;
- d. individual compliance with education and training requirements;
- e. adhering to both legislated and Defence reporting requirements; and
- f. managing breaches of the youth safety framework.

### **AUSTRALIAN DEFENCE FORCE CADETS GENERAL RISK MANAGEMENT**

2.17 Risk is minimised and managed most effectively when organisations use a variety of strategies appropriate to the context, nature and level of risk. The key ADF Cadets youth safety risks are considered to be:

- a. the involvement of unsuitable people (adults and/or youth) in ADF Cadets activities;

- b. the development of inappropriate relationships of trust between adults associated with ADF Cadets activities and cadets under the age of 18; and
- c. the exposure of young people under the age of 18 to alcohol and/or prohibited substances and/or age inappropriate materials of any sort.

## DEFINING AND ADDRESSING YOUTH SAFETY RISK

2.18 The three main elements to be taken into consideration when defining and addressing youth safety risks in the ADF Cadets context are ADF Cadets culture, the ADF Cadets environment and ADF Cadets people practices. To deliver effective ADF Cadets youth safety risk management the ADF Cadets as a program and its members and helpers as individuals must:

- a. pursue a culture of individual and collective responsibility in which:
  - (1) the interests of young people are given the highest priority;
  - (2) young people, family members, and all adults associated with ADF Cadets activities (Defence personnel, OOC/IOC, DAH and adult cadets) are empowered to report suspicions, allegations, and disclosures of harm or abuse or neglect;
  - (3) all adults associated with ADF Cadets activities act in accordance with their legal and moral obligations as persons who have a special duty of care for the young people under their care and supervision;
  - (4) all persons associated with ADF Cadets activities, whether adults or young people, know the standards to which they are held and the consequences of any breaches of the [Defence Youth Safety Framework](#);
- b. develop an environment in which:
  - (1) cadet activities are conducted in a way that is welcoming and supportive;
  - (2) all persons associated with ADF Cadets activities, whether adults or young people, are supported to make informed youth safety decisions;
  - (3) risk management is proactive and reflects a learning environment in which all adults associated with ADF Cadets activities are aware of the complexities and indicators of risks of child abuse and neglect;
- c. pursue ADF Cadets people practices whereby:
  - (1) all adults associated with ADF Cadets activities complete the minimum mandated suitability screening actions before they are accepted or registered and commence working unsupervised with young people under the age of 18;
  - (2) all persons associated with ADF Cadets activities receive youth safety training appropriate to their role and responsibilities; and
  - (3) all persons associated with ADF Cadets activities interact with each other only in accordance with this policy and the ADF Cadets Code of Conduct.

2.19 In addition to general risk management actions, effective youth safety risk management requires the ADF Cadets to pay particular attention to its youth safety people practices. These are based on suitability screening, education and training, the use of codes of conduct, and performance monitoring.

- a. Suitability screening. Finding the right people for adult roles in the ADF Cadets starts with attracting the right applicants, then assessing their suitability. Effective suitability screening requires a process that:
  - (1) identifies factors that may indicate a risk to youth safety, such as a lack of understanding of youth safety requirements or incidences of, and/or unwillingness to declare, any investigation by an employer, law enforcement agency or any integrity body of prior conduct;
  - (2) includes face to face interview, qualification and referee checks, police check and formal working with children/working with vulnerable person checks in accordance with state and territory legislation; and
  - (3) incorporates a probation period (including for cadets who transition to OOC, IOC, or DAH).
- b. Codes of Conduct. Codes of Conduct are an important element in advancing youth safe behaviours and creating a youth safe environment. The ADF Cadets will adopt a single ADF Cadets Code of Conduct written in user friendly language that makes clear:
  - (1) the expectations of behaviour and boundaries for youth/youth interaction as well as adult/youth interaction;
  - (2) the requirement for compliance as a condition of membership /registration/enrolment;
  - (3) the consequences for breaches of the code of conduct; and
  - (4) the prescribed procedures for handling breaches of the ADF Cadets code of conduct.
- c. Education and training. Education and training is an integral part of delivering a youth safe organisation. ADF Cadets training needs to be appropriate to role and responsibilities and include no less than:
  - (1) induction training;
  - (2) annual refresher training;
  - (3) remedial training as part of performance management;
  - (4) transitional training for cadets who remain in the ADF Cadets program after turning 18; and
  - (5) role-specific training, particularly for persons in positions of authority.

## AUSTRALIAN DEFENCE FORCE CADETS YOUTH SAFETY INCIDENT MANAGEMENT

2.20 The principles and generic processes for youth safety incident management are provided in the Defence Youth Safety Responding and Reporting policy in this manual, supplemented by the Youth Safety Incident Management Guide.

### INCIDENT RESPONDING

2.21 Effective youth safety incident management requires all members of the ADFC, DAH and Defence personnel involved in ADF Cadets activities to understand and act on their responsibilities when they become aware of a youth safety incident.

2.22 In addition to ensuring all disclosures and allegations are handled in a sensitive, prompt and confidential manner with all persons acting in the best interests of the young person at all times, immediate responsibilities include:

- a. removing the young person from the source of the risk, calling 000 or the local police for assistance if the young person is in immediate danger;
- b. providing immediate support and comfort in accordance with the advice contained in the [Defence Youth Safety Incident Management Guide](#);
- c. ensuring cadets and other minors who have been exposed to harm, abuse, or neglect, know that they are entirely without blame for the situation in which they find themselves;
- d. taking all reasonable steps to ensure the young person's safety and protection from further abuse through appropriate notification and referral; and
- e. reporting in accordance with ADF Cadets procedures and protocols.

2.23 In addition to an effective immediate response, successful ongoing incident management includes additional responsibilities for Commanders and Supervisors to ensure the needs, safety and well-being of all parties involved in an incident are taken into consideration. These include, but are not limited to:

- a. the young person's parent/guardian/specified next of kin;
- b. the person against whom the allegation is made;
- c. any witnesses to the event; and
- d. external stakeholders.

## **INCIDENT REPORTING**

2.24 All youth safety incidents are to be reported as soon as practicable in accordance with the requirements of YOUTHPOLMAN Part 1 Chapter 6 – Defence Youth Safety Responding and Reporting.

2.25 If the incident is about actual abuse of, or harm perpetrated on the young person the incident must be reported to the relevant State based Child Protection Statutory Authority.

2.26 If the allegation involves a potential criminal matter it must be reported to the local police as soon as practicable.



## CHAPTER 3

# AUSTRALIAN DEFENCE FORCE CADETS - YOUTH SAFE BEHAVIOURS (ADULTS)

This chapter has had limited consultation.

### INTRODUCTION

3.1 Young people are able to enjoy a variety of activities within the Australian Defence Force Cadets, (ADF Cadets). This is made possible by the many adults involved, both Defence personnel and ADF Cadets: Officers of Cadets, Instructors of Cadets and Defence Approved Helpers (DAH).

3.2 Defence has a responsibility to provide a safe and supportive environment that secures the wellbeing and best outcomes for cadets participating in the program.

3.3 Critical to that experience is how Defence and ADF Cadets Adults including DAH behave when interacting with cadets.

### POLICY INTENT

3.4 This policy seeks to ensure that the duty to promote and safeguard the wellbeing of young people participating in ADF Cadets is achieved. It does so by outlining the minimum standards for adult behaviours and raising awareness of illegal, unsafe and inappropriate behaviour.

3.5 While every attempt has been made to cover the full range of adult youth interactions and expected behaviours, no policy can cover every possible eventuality. There may be situations not covered by this policy, or that require an adult to act outside this policy to keep a young person safe. Should such a situation arise, it is expected that adults advise ADF Cadets leadership, in accordance with individual cadet organisation guidance, of any action already taken, or proposed, as soon as reasonably practicable to do so. The ADF Cadets Code of Conduct (Adults) [Annex 3A](#) gives effect to this policy.

3.6 The code of conduct applies to both Defence personnel involved in the administration of the ADF Cadets and all adult ADF Cadets members, Officers of Cadets, Instructors of Cadets and Defence Approved Helpers.

3.7 The standards of behaviour set out in the code of conduct are expected both during ADF Cadets 'contact' hours and whenever an adult's behaviour has the potential to impact on the ADF Cadets or the broader Defence organisation. This may include and is not limited to ADF Cadet member interactions outside normal 'contact' hours, social functions involving fellow ADF cadets members and activities on social media.

## POLICY PRINCIPLES

3.8 The principles are:

- a. **Principle 1** – All Defence and ADF Cadet Adults, including DAH, behave in a manner that supports a youth safe organisation.
- b. **Principle 2** – All Defence and ADF Cadet Adults, including DAH, are responsible for their own actions and behaviour.
- c. **Principle 3** – All incidents of unsafe, inappropriate and/or unacceptable behaviour are reported, recorded and managed in accordance with relevant Defence and ADF Cadet guidance.

## POLICY PRACTICE AND MEASURES

3.9 Following the guidance in this policy and adhering to all other relevant Defence and ADF Cadets guidance will enable all adults associated with ADF Cadets to maintain the standard of behaviour expected of adults interacting with young people. This will reduce the risk of abuse and harm and any possibility of unfounded allegations of abuse or harm.

## EXPECTED BEHAVIOURS

3.10 All adults working with young people are acting in a position of trust. All young people, cadets particularly, are likely to view both Defence and ADF Cadets Adults, including cadets over the age of 18, as role models.

3.11 All Defence and ADF Cadets Adults are required to act and behave:

- a. with the best interests of young people in mind at all times;
- b. with integrity – acting honestly and decently at all times, accepting responsibility for decisions and actions and not allowing mateship to be misused to cover up bad behaviour or bring the organisation into disrepute;
- c. with respect for each other, respect for the ADF Cadets, respect for the broader Defence and ADF Cadets community and reputation; and
- d. in a way that encourages young people and adults alike to feel comfortable enough to point out attitudes or behaviours considered inappropriate, unacceptable or unsafe.

3.12 To provide further guidance to Defence and ADF Cadets Adults involved with ADF Cadets, Defence has developed a set of youth safe behaviours. These focus on behaviours that safeguard young people against sexual, physical, psychological and emotional abuse or harm.

3.13 Annex A, [Table 3A–1](#) details the youth safe behaviours required of all adults associated with ADF Cadets. Annex A, [Table 3A–2](#) provides a summary of youth safe behaviours and behaviour that is unsafe, inappropriate, or unacceptable.

### Annex:

3A [Adult youth safety behaviour protocol](#)

## ADULT YOUTH SAFETY BEHAVIOUR PROTOCOL

Table 3A–1 Adult youth safe behaviour

| Item   | Expected behaviours   | Principles           |
|--|---|----------------------|
| <p>Duty of care: All Defence and ADF Cadets Adults who interact with young people are accountable for the way in which they exercise authority, manage risk, use resources and safeguard young people. Young people have a right to be treated with respect and dignity</p>  | <p>All adults associated with ADF Cadets should:</p> <ul style="list-style-type: none"> <li>• understand their responsibilities as an adult member of the ADF Cadets, the behaviours expected and that sanctions will be applied if these responsibilities and obligations are not met</li> <li>• take responsibility for their own actions and behaviours</li> <li>• avoid any conduct which could lead any reasonable person to question their reputation, motivation or intentions</li> </ul>  | <p>1<br/>2<br/>3</p> |
| <p>Position of trust: All adults working with young people are in positions of trust and should not abuse it. A relationship between an adult and a young person is never a relationship between equals. Adults have a responsibility to ensure that the unequal balance of power is not used for their own or another's personal advantage or gratification</p> | <p>Defence and ADF Cadets Adults must not:</p> <ul style="list-style-type: none"> <li>• use their position to gain access to information for their own or others' advantage</li> <li>• use their position to intimidate, bully, humiliate, threaten, coerce or undermine a young person</li> <li>• use their status and standing to form or promote relationships which are of a sexual nature or which may become so.</li> </ul> <p>NB: It is a criminal offence for an adult to engage in sexual activity with, or in the presence of, a young person under the age of consent, or to cause or incite that young person to engage in or watch sexual activity</p> | <p>1<br/>2</p>       |
| <p>Confidentiality: While fulfilling their roles and responsibilities Defence and ADF Cadets Adults may have access to confidential information</p>  | <ul style="list-style-type: none"> <li>• should be clear about what information can be shared and in what circumstances it is appropriate to do so</li> </ul>   | <p>1<br/>2<br/>3</p> |

| Item  | Expected behaviours  | Principles           |
|---|--|----------------------|
| <p>about young people. Appropriately preserving this confidentiality is important</p>   | <ul style="list-style-type: none"> <li>• are expected to treat personal information in a circumspect and confidential manner</li> <li>• should seek advice from a more senior person if they are in any doubt about sharing information</li> <li>• should know to whom, how and when any concerns, allegations or disclosures of abuse should be reported.</li> </ul> <p>NB: Adults associated with ADF Cadets should not confuse keeping official information or personal information gained through official duties confidential with a request to keep quiet about or not to act on information provided by a cadet or another adult. These requests must be balanced against the need to provide a safe environment and to report suspicions of abuse – while it is important to listen and support young people, it is equally important for adults not to promise to keep inappropriate secrets or request young people keep secrets</p> |                      |
| <p>Exercising judgement: There may be occasions or circumstances where no guidance exists or in which adults have to make decisions or take action that could contravene guidance. In these cases, all adults need to consider whether their decision or actions are warranted, proportionate, safe and equitable</p> | <p>Where a situation is not covered by specific policy, all adults associated with ADF Cadets should:</p> <ul style="list-style-type: none"> <li>• discuss the circumstances that inform their action, or the proposed action, in accordance with individual cadet organisation procedures</li> <li>• report any actions which could be misinterpreted in accordance with individual cadet organisation procedures</li> <li>• record all discussions and reasons why actions were taken in accordance with individual cadet organisation guidance.</li> </ul> <p>NB: The basic principle here is to act with the best interests of young people in mind at all</p>   | <p>1<br/>2<br/>3</p> |

| Item  | Expected behaviours   | Principles           |
|---|---|----------------------|
| <p>Propriety: All adults working with young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of young people. All adults need to avoid any behaviour that might compromise their position or indicate an unsuitability to work with young people (e.g. use of drugs, alcohol or prohibited substances, acts of violence, inappropriate use of information communication technology).</p> | <p>times</p> <p>All Defence and ADF Cadets Adults must:</p> <ul style="list-style-type: none"> <li>• be aware that behaviour in their personal lives may impact on their work with young people</li> <li>• avoid any conduct which could lead any reasonable person to question their reputation, motivation or intentions</li> <li>• follow all relevant codes of conduct</li> </ul>   | <p>1<br/>2<br/>3</p> |
| <p>Personal living space: No young person should be in, or invited into, the home of an adult involved in ADF Cadets, unless a clear need for this has been firmly established and agreed with parents/guardians and senior management</p>  | <p>All Defence and ADF Cadets Adults should:</p> <ul style="list-style-type: none"> <li>• be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations</li> <li>• be mindful of the need to maintain boundaries for interaction with young people</li> <li>• refrain from asking young people to undertake personal jobs or errands</li> </ul>   | <p>1<br/>2</p>       |
| <p>Gifts, rewards and favouritism: An adult giving a gift is acceptable only if the adult has first discussed the gift giving including the reason for it with a senior ADF Cadet member and/or the parent/guardian, and when the gift is given openly. Giving gifts can be misinterpreted by others as a gesture either to influence or groom a young person</p>   | <p>All Defence and ADF Cadets Adults should:</p> <ul style="list-style-type: none"> <li>• ensure that gifts received or given in situations which may be misconstrued are declared</li> <li>• in general, give gifts to an individual only as part of an agreed reward system</li> <li>• ensure that all selection processes which concern young people are fair and that wherever practicable are undertaken and agreed by more than one person</li> </ul> | <p>1<br/>2</p>       |
| <p>Communication between adults and young people: Communication between adults associated with the ADF Cadets and cadets under 18, by whatever method, including the</p>  | <p>Defence and ADF Cadets Adults should:</p> <ul style="list-style-type: none"> <li>• not exchange personal contact details with young people</li> <li>• use only Defence/ADF Cadets ICT systems</li> </ul>   | <p>1<br/>2</p>       |

| Item   | Expected behaviours  | Principles           |
|--|--|----------------------|
| <p>wider use of ICT (calls via mobiles, text messaging, emails, digital photography, use of web cams, websites and blogs), should take place within clear and explicit boundaries</p>  | <p>to communicate with young people wherever reasonable and practicable, ensuring that parents/guardians have given permission for this form of communication</p> <ul style="list-style-type: none"> <li>• make contact with young people only for official ADF Cadets purposes and in accordance with organisational policy</li> <li>• ensure that all communications are transparent and open to scrutiny to avoid any possible misinterpretation of adult motives or any behaviour which could be construed as grooming.</li> </ul> |                      |
| <p>Social contact: Social contact between adults associated with the ADF Cadets and cadets under 18, or their families, should only occur if the reason for the contact has been firmly established and agreed.<br/>Social contact in certain situations can be misconstrued as grooming</p> | <p>All adults associated with ADF Cadets should:</p> <ul style="list-style-type: none"> <li>• consider the appropriateness of social contact according to their role and the nature of their responsibilities</li> <li>• report and record any situation which may place a young person at risk or which may compromise the organisation or their own standing</li> </ul>  | <p>1<br/>2<br/>3</p> |
| <p>Sexual contact: Intimate or sexual relationships between young people and the adults who work with them are regarded as the gravest breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable</p>        | <p>Defence and ADF Cadets Adults must not:</p> <ul style="list-style-type: none"> <li>• engage in an intimate or sexual relationship with a cadet under 18</li> <li>• allow or encourage a relationship to develop in a way which might lead to a sexual relationship.</li> </ul> <p>NB: Any sexual activity between an adult and a young person under the age of consent is a criminal offence</p>  | <p>1<br/>2<br/>3</p> |
| <p>Physical contact: Physical contact between adults associated with the ADF Cadets and cadets under 18 should only occur if required for a legitimate official reason such as safety (e.g. to demonstrate technique in the use of a</p>   | <p>All adults associated with ADF Cadets should:</p> <ul style="list-style-type: none"> <li>• never touch a young person in a way that may be considered indecent or inappropriate</li> <li>• always explain to the young person the</li> </ul>  | <p>1<br/>2<br/>3</p> |

| Item  | Expected behaviours   | Principles           |
|---|---|----------------------|
| <p>particular piece of equipment, adjust posture, or support a young person so they can perform an activity safely without injury)</p>  | <p>reason why physical contact is necessary and what form that contact will take</p> <ul style="list-style-type: none"> <li>• conduct activities involving physical contact only where they can be seen and heard by others at all times</li> <li>• be aware of gender cultural or religious issues that may be need to be considered prior to initiating physical contact</li> <li>• always be prepared to report and explain actions and accept that all physical contact is open to scrutiny</li> <li>• be aware that even well intentioned physical contact may be misconstrued by a young person.</li> </ul> |                      |
| <p>One-on-one situations: One-on-one situations have the potential to make young people more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one-on-one settings may also be more vulnerable to unjust or unfounded allegations, particularly by a young person who may have developed an infatuation with an adult.<br/>It is not realistic to state that one-on-one situations should never take place so sensible precautions are essential to avoid risk to either the young person or the adult</p> | <ul style="list-style-type: none"> <li>• All adults associated with ADF Cadets should:</li> <li>• do everything possible to avoid one to one interaction in a secluded space</li> <li>• reduce the duration of the interaction and the number of such interactions to the absolute minimum if one to one interaction is required</li> <li>• inform another adult of the need for the one-on-one before the interaction and report immediately on conclusion of the interaction particularly if the young person became emotional during the interaction</li> </ul>  | <p>1<br/>2<br/>3</p> |
| <p>Activities including overnight stays: Activities that include overnight stays carry an additional degree of risk and careful consideration needs to be given to sleeping arrangements and advice to the parents/guardians prior to the activity.<br/>Activity consent should include advice to the</p>   | <p>All adults associated with ADF cadets should:</p> <ul style="list-style-type: none"> <li>• avoid shared sleeping arrangements (young people and adults) unless it involves a dormitory situation and the arrangements have been risk assessed and parental consent received in advance</li> </ul>  | <p>1<br/>2</p>       |

| Item   | Expected behaviours   | Principles           |
|--|---|----------------------|
| <p>parent/guardian about adult young person ratios, gender makes and the proposed sleeping arrangements.</p>   |   |                      |
| <p>Visual imagery: All taking/recording of images should take place with due regard to the law and the need to safeguard the privacy, safety and well-being of young people. Informed written consent from parents/guardians and agreement, where possible, from the young person should always be sought before an image/recording is taken regardless of purpose.</p>  | <p>All adults associated with ADF Cadets should:</p> <ul style="list-style-type: none"> <li>• be clear about the purpose of the image/recording, how the image/recording will be stored, used and who will have access to it</li> <li>• be sensitive to the young person’s wishes and ensure the young person is appropriately dressed</li> <li>• be able to justify images of young people in their possession</li> <li>• avoid making images/recording of one-on-one situations or which show a single child/young person without surrounding context</li> <li>• avoid taking images/recordings “in secret” or taking images/recordings in situations that may be construed as being secretive</li> <li>• report any concerns about any inappropriate or intrusive images/recordings found</li> </ul> | <p>1<br/>2<br/>3</p> |
| <p>Access to inappropriate images: Adults must ensure that children and young people are not exposed to any inappropriate images or web links where indecent images of children or other unsuitable material is found. Such an instance must be reported immediately and the ADF Cadet Adult should not attempt to investigate the matter or evaluate material themselves as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution</p> | <p>All adults associated with ADF Cadets should:</p> <ul style="list-style-type: none"> <li>• comply with all guidance on the use of Information and Communication Technology</li> <li>• ensure that all material shown to children and young people is age-appropriate</li> <li>• report any concerns or suspicions of age inappropriate materials in accordance with Defence and ADF Cadet policy.</li> </ul> <p>NB: There is no circumstance that would justify an adult possessing indecent images of children/young people. Adults who access and</p>  | <p>1<br/>2<br/>3</p> |



| Item | Expected behaviours   | Principles |
|------|---|------------|
|      | possess links to such websites are viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children/young people on the Internet is illegal. Should this occur it will lead to criminal investigation and the individual being barred from working with children and young people, if proven |            |

**Table 3A–2 Adult youth safe behaviours summary**

| <b>Youth safe behaviour</b>  | <b>Unsafe/inappropriate/unacceptable behaviour</b>   |
|--|--|
| <ul style="list-style-type: none"> <li>• Ensuring all contact with young people is appropriate and in relation to your role in the ADF Cadets.</li> <li>• Following the YOUTHPOLMAN social media policy</li> </ul> | <ul style="list-style-type: none"> <li>• Conducting a sexual relationship with a young person or indulging in any form of sexual contact with a young person (this includes grooming).</li> <li>• Initiating unnecessary physical contact with a young person or doing things of a personal nature for a young person that he/she can do for themselves.</li> <li>• Developing relationships that are not directly related to your role in ADF Cadets activity or agreed with the ADF Cadets leadership.</li> <li>• Having contact with a young person or their family outside of ADF Cadets activity without the knowledge and/or consent of the young person’s parent/guardian.</li> <li>• Having any online contact with a young person (using any form of social media) or their family unless truly necessary e.g. dialogue associated with ADF Cadets activity.</li> <li>• Exchanging personal contact details such as phone numbers, social networking sites or email addresses other than your CadetNet address</li> </ul> |
| <p>Avoiding conduct which would lead any reasonable person to question your reputation, motivation or intentions</p>   | <ul style="list-style-type: none"> <li>• Participating in ADF Cadets activity while under the influence of alcohol or illegal substances.</li> <li>• Consuming alcohol or illegal substances during ADF Cadets activities.</li> <li>• Being alone with a cadet out of sight or hearing of other adults.</li> <li>• Acting in a way that can be perceived as threatening or intrusive.</li> <li>• Making inappropriate promises to young people, particularly in relation to confidentiality</li> </ul>   |
| <p>Challenging unacceptable behaviour and responding to/reporting all suspicions, allegations or disclosures of abuse or harm</p>  | <ul style="list-style-type: none"> <li>• Ignoring or disregarding any unacceptable behaviour or suspected or disclosed abuse.</li> <li>• Allowing any allegations of abuse or misconduct to go unreported</li> </ul>   |
| <p>Listening to and respecting young people at all times/valuing and taking what young people say seriously</p>  | <ul style="list-style-type: none"> <li>• Ignoring or disregarding allegations of abuse or misconduct.</li> <li>• Exaggerating or trivialising abuse issues.</li> <li>• Patronising a young person as if they were silly</li> </ul>   |
| <p>Avoiding favouritism and treating all young people fairly and without prejudice or discrimination</p>   | <ul style="list-style-type: none"> <li>• Developing any ‘special’ relationship with a young person that could be seen as favouritism, e.g. offering of gifts or special treatment.</li> <li>• Treating cadets unfairly, or being viewed</li> </ul>   |

| <b>Youth safe behaviour</b>  | <b>Unsafe/inappropriate/unacceptable behaviour</b>  |
|--|---|
|  | to treat cadets unfairly, because of their gender, culture, race, religion or sexuality. <ul style="list-style-type: none"> <li>• Expressing, personal views on gender, culture, race, religion or sexuality in the presence of young people</li> </ul> |
| Ensuring language is appropriate, including to age and ability, and not offensive or discriminatory            | Using inappropriate language in the presence of young people or making sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of young people  |
| Recognising that caution is required when discussing sensitive issues in the presence of, or with young people | engaging in open discussion of a mature or adult nature in the presence of young people   |

## CHAPTER 4

# AUSTRALIAN DEFENCE FORCE CADETS YOUTH SAFE BEHAVIOURS (YOUTH)

### INTRODUCTION

4.1 Defence recognises that engagement with youth brings important responsibilities. Defence is committed to delivering coordinated, coherent and well governed youth activities that are safe, positive and inclusive of all young people, regardless of gender, ethnicity, sexual orientation or ability.

4.2 The ADF Cadets are community-based youth organisations delivering programs focussed on Defence customs, traditions and values. Membership of the ADF Cadets enables young people to make new friends, be a part of a team, and experience challenges that develop their skills as potential leaders, as well as developing skills that equip them for life.

### POLICY INTENT

4.3 This policy builds on Defence's commitment to promote and safeguard the wellbeing of young people participating in ADF Cadets by outlining the:

- a. minimum standards of behaviour for youth participating in ADF Cadets; and
- b. role of ADF Cadets adults in enabling the expected behaviours.

4.4 While every attempt has been made to cover the full range of expected situations and behaviours, no policy can cover every possible eventuality. If a situation not covered by this policy arises, the supervising adult should advise ADF Cadets leadership in accordance with individual cadet organisation guidance as soon as reasonably practicable to do so.

4.5 The ADF Cadets Code of Conduct (Youth) gives effect to this policy.

### PRINCIPLES

4.6 The principles that underpin this policy are:

4.7 **Principle 1** – Cadets are supported to behave in a manner that is safe, inclusive and respectful of others and promotes the goals of the ADF Cadets program.

4.8 **Principle 2** – Appropriate Cadet behaviours are promoted through positive and proactive role models and access to appropriate learning and development opportunities.

### POLICY PRACTICE AND MEASURES

4.9 This policy, particularly the Youth Safe Behaviours Protocol (Youth) at Annex A, provides the foundation for achieving the behaviours expected of all young people participating in an ADF Cadets program. These behaviours are pivotal to a positive and safe experience.

4.10 This policy needs to be read in conjunction with the ADF Cadets Behaviours (Adults) policy that outlines the behaviours expected of all adults associated with ADF Cadets. ADF Cadets Behaviours (Adults) also provides the foundation for adults to act as role models for the behaviours expected of youth, particularly behaviours

related to preventing or responding to allegations, observations or disclosures of harm or abuse.

4.11 [Annex 4A](#) provides a comparative summary of youth safe behaviours and behaviours that are considered to be unsafe, inappropriate or unacceptable.

4.12 When participating in ADF Cadets programs, Defence and ADF Cadets adults have a right to expect all cadets to behave and act with respect, courtesy and honesty and participate in a safe, purposeful and non-disruptive way.

**Principle 1 – Cadets are supported to behave in a manner that is safe, inclusive and respectful of others and promotes the goals of the ADF Cadets program.**

4.13 When participating in ADF Cadets activities, all cadets are encouraged to develop an understanding of the balance between personal freedoms and choices and the responsibilities associated with being a member of the ADF Cadets.

4.14 ADF Cadets adults are to ensure that all cadets are encouraged to feel confident to speak up against inappropriate behaviours and report incidents of inappropriate behaviours to a senior ADF Cadet adult.

4.15 By signing the ADF Cadets Code of Conduct (Youth) all cadets acknowledge their participation in the ADF Cadets program requires teamwork and a commitment to:

- a. being respectful, courteous and honest;
- b. ensuring their behaviour is not disruptive to others;
- c. behaving in a way that protects the safety and wellbeing of others;
- d. ensuring their behaviour does not intimidate others; and
- e. ensuring they are punctual, polite, prepared and display a positive manner at all times.

**Principle 2 – Cadet behaviours are promoted through positive role models and access to appropriate learning and development opportunities.**

4.16 All adults associated with ADF Cadets activities are role models. By behaving with integrity and respect and being courteous and mindful of others at all times, adults play an important part in enabling youth to behave in a safe and appropriate manner.

4.17 All ADF Cadets programs are to include the provision of role and age appropriate training that includes direction to both adults and young people about their rights and responsibilities concerning:

- a. the conduct of activities in a purposeful and supportive environment;
- b. the maintenance of a safe and secure, environment;
- c. interactions that are based on respect, courtesy and honesty;
- d. interactions that occur in an atmosphere free from any form of harassment or bullying; and
- e. a program in which everyone is treated equally regardless of race, gender, sexual orientation, or physical ability.

**RELATED POLICY**

Youth Policy Manual

**Annex:**

4A [Youth safe protocol](#)

## YOUTH SAFE PROTOCOL

Table 4A–1 Youth safe protocol

| Item  | Expected behaviours  | Principles |
|---|--|------------|
| Safe and respectful behaviour: The way ADF Cadet members interact with each other is a vital element in creating a good ADF Cadet experience. To achieve this, all members of the ADF cadets should behave in a manner that is safe, inclusive, respectful, and considerate of others | Cadets must: <ul style="list-style-type: none"> <li>• understand their responsibilities as a member of the ADF Cadets and the behaviours expected</li> <li>• base their interaction with others on respect, courtesy and honesty</li> <li>• contribute to creating an atmosphere free from any form of harassment or bullying and where everyone is treated equally regardless of race, gender, sexual orientation or physical ability</li> <li>• take responsibility for their own actions and behaviours</li> </ul>  | 1<br>2     |
| Imbalance of power: An abuse of power or authority attributed to rank and position in order to harass, discriminate against or bully.   | Cadets must not use their rank, status or age to: <ul style="list-style-type: none"> <li>• gain access to information for their own or others' advantage;</li> <li>• intimidate, bully, humiliate, threaten, coerce or undermine another person;</li> <li>• form, initiate or foster relationships that are of a sexual nature or which may become so.</li> </ul>  | 1<br>2     |
| Sexual contact: Intimate or sexual relationships between young people is considered an inappropriate relationship and is strictly prohibited during ADF Cadet activities  | Cadets must: <ul style="list-style-type: none"> <li>• not engage in public or private displays of affection of a sexual nature during ADF Cadet activities contact hours;</li> <li>• not provide preferential treatment to another cadet with whom they have an intimate relationship; and</li> <li>• understand age of consent laws in each State and Territory.</li> </ul> NB: Age of consent laws vary between States and Territories; penalties include imprisonment. Irrespective of the age of consent in each State and Territory, Defence has defined the age of consent across Defence, including the ADF Cadets, as 18 | 1<br>2     |
| Sexual harassment: Verbal or physical affront of a sexual nature including: staring or leering, unnecessary physical familiarity such as patting, pinching, brushing up against, unwelcome touching, suggestive comments or jokes, insults or taunts of a sexual                      | Cadets must not: <ul style="list-style-type: none"> <li>• make offensive comments or innuendo of a sexual nature;</li> <li>• make sexually offensive jokes;</li> <li>• comment on a person's sexual activity, sexual appeal or private life;</li> <li>• make offensive sexual gestures; or</li> <li>• make unwelcome sexual advances or unwelcome requests for sexual favours.</li> </ul> NB: The Sex Discrimination Act 1984 enforces the above statements as law, so conduct that breaches them may be subject to criminal   | 1<br>2     |

| Item  | Expected behaviours   | Principles           |
|---|---|----------------------|
| <p>nature, sending sexually explicit emails or text messages, inappropriate advances on social networking sites, requests for sex or repeated unwanted requests to go on dates, or stalking. Sexual harassment makes those experiencing it feel upset or unsafe</p>   | <p>prosecution</p>  |                      |
| <p>Inappropriate images/videos: Taking, keeping, sharing or requesting inappropriate or sexually explicit images or videos can harm, exploit and embarrass others and is prohibited in the ADF Cadets. Sexually explicit images or videos of persons under 18 is Child Pornography and taking, keeping, sharing (including sexting) or requesting them is a serious crime. Refer to the <a href="#">Using Social Media Safely</a> and <a href="#">Safe Social Networking</a> fact sheets.</p> | <p>Cadets:</p> <ul style="list-style-type: none"> <li>• must not take, keep, share or request sexually explicit or inappropriate images or videos, either of themselves or others, regardless of whether they are friends or they in a relationship with the other person;</li> <li>• must not pressure others to take, keep, share or request explicit images or videos of themselves regardless of whether they are friends or in a relationship with the other person; and</li> <li>• must report all incidents of inappropriate image or video sharing to a senior ADF Cadet adult.</li> </ul> <p>NB: Sexting can be a serious crime for persons under 18 years of age, as images and videos of young persons under 18 is Child Pornography and sending them electronically, or in hard copy is distribution of pornographic material to minors. Both possession and distribution of child pornography are illegal.</p> | <p>1<br/>2<br/>3</p> |
| <p>Bullying: Bullying is aggressive, hostile and persistent behaviour directed at a particular person</p>   | <p>Cadets must not:</p> <ul style="list-style-type: none"> <li>• give a person a greater proportion of unpleasant work than that given to others;</li> <li>• humiliate a person through sarcasm, criticism and insults, especially in front of other cadets;</li> <li>• overload a person with work, or require work to be done without sufficient time to do it; or</li> <li>• make insulting and inflammatory comments in person or via other media such as social media sites or other electronic media (referred to as cyber bullying – see next item).</li> </ul>  | <p>1<br/>2</p>       |
| <p>Cyber bullying: The deliberate use of</p>  | <p>Cadets must not:</p> <ul style="list-style-type: none"> <li>• encourage or engage in any form of cyber</li> </ul>  | <p>1<br/>2</p>       |



| Item   | Expected behaviours  | Principles     |
|--|--|----------------|
| <p>social media platforms, information and communication technologies, e.g. email, chat rooms, discussion groups, instant messaging, blogs, video clips, cameras, hate websites/pages) to harm, belittle, harass, insult or molest. Refer to the Using Social Media Safely and Safe Social Networking fact sheets.</p> | <p>bullying, including harassing, making insulting and inflammatory comments, threatening somebody, humiliating and victimising others.</p> <p>NB: Cyber bullying may be criminal behaviour under the Commonwealth Crimes Legislation Amendment (Telecommunications Offences and Other Measure Act) – (No.2) 2004. This makes it a crime to use a carriage service (such as the internet or telephone) to menace, harass or cause offence with a maximum penalty of up to three years in prison</p>  |                |
| <p>Bystander behaviour: Behaviour displayed by a person who witnesses a problem, considers some kind of positive action but does nothing.</p>  | <p>Cadets are encouraged:</p> <ul style="list-style-type: none"> <li>• to speak up against inappropriate behaviours when they feel confident and safe to do so;</li> <li>• to report incidents of inappropriate behaviours to a senior ADF Cadet adult; and</li> <li>• to provide support to those they have seen victimised by involving them in group activities, talking to them and trying to establish a supportive relationship.</li> </ul>  | <p>1<br/>2</p> |
| <p>Team behaviour: All cadets have a responsibility for the welfare of other cadets. All cadets need to avoid any behaviour that might cause a safety risk to themselves or make them unsuitable to work with others (e.g. acts of violence or use of drugs, alcohol or other prohibited substances).</p>              | <p>Cadets must:</p> <ul style="list-style-type: none"> <li>• be aware that their behaviour outside of ADF Cadets could impact on their contributions and interactions within the cadet team environment (such as consumption of drugs, alcohol and other prohibited substances);</li> <li>• be aware that pre-existing relationships, or relationships outside of ADF Cadets, could impact on team cohesiveness; and</li> <li>• follow all relevant Codes of Conduct and instructions from Commanders/Managers/Supervisors/Instructors.</li> </ul> | <p>1<br/>2</p> |
| <p>Privacy: Spreading or creating rumours or discussing personal information that could harass, threaten, humiliate or victimise another with the intention to cause harm, reputation damage, discomfort and intimidation may be considered 'verbal harassment'</p>  | <p>Cadets:</p> <ul style="list-style-type: none"> <li>• must not repeat any information they have been told or have overheard of another person if this information is likely to cause embarrassment or humiliation, unless the sharing of the information is with the intention to minimise harm and ensure the safety of the person;</li> <li>• must not encourage or engage in inappropriate conversations or spread/perpetuate rumours about another person; and</li> <li>• report any incidents of rumour spreading or</li> </ul>             | <p>1<br/>2</p> |

| Item  | Expected behaviours   | Principles     |
|---|---|----------------|
|   | inappropriate conversations to a senior ADF Cadet adult.  |                |
| <p>Discrimination: The intentional act of making another cadet feel degraded or excluded based on their gender, cultural or religious beliefs, disabilities, sexual orientation, social class or home life; or based on a person who has disclosed information in relation to a youth safe incident. Prejudicial behaviour will not be tolerated in the ADF Cadets.</p> | <p>In regard to gender, cultural or religious beliefs, disabilities, sexual orientation, social class or home life, cadets must not:</p> <ul style="list-style-type: none"> <li>• openly discuss views that portray another as inferior or subordinate;</li> <li>• use as a base for derogatory remarks including jokes, comments, demeaning remarks, or unequal treatment; or</li> <li>• change their behaviour, either positively or negatively, based on their prejudice.</li> <li>• In regard to disclosure of a youth safe incident, cadets must not negatively change their behaviour towards the person who disclosed based on this.</li> </ul> <p>NB: The Human Rights and Equal Opportunity Commission ACT 1986 defines discrimination as being exclusion or preference that has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.</p> | <p>1<br/>2</p> |
| <p>Emotional abuse: Behaviours or actions that have the effect of making a person feel rejected, isolated, terrorised or ignored.</p>   | <p>Cadets must not:</p> <ul style="list-style-type: none"> <li>• treat others with harsh criticism, name calling, belittling, or swearing at;</li> <li>• communicate through threatening or intimidating behaviours including ridiculing or humiliating others or verbal threats; and</li> <li>• isolate or alienate others from activities or groups, or encourage others to participate in isolating or alienating a person.</li> </ul>   | <p>1<br/>2</p> |
| <p>Physical contact: Some ADF Cadet activities require legitimate physical contact for the purposes of demonstrating or teaching. Outside of these activities, ADF Cadets employs a 'no-touching' rule.</p>   | <p>Cadets must not:</p> <ul style="list-style-type: none"> <li>• use any part of their body or an object, with the purpose of sexual arousal, gratification or intimidation, or to cause harm to others.</li> </ul>   | <p>1<br/>2</p> |

## CHAPTER 5

# AUSTRALIAN DEFENCE FORCE CADETS: ADF CADETS MEMBERSHIP MANAGEMENT

This chapter is currently under review.

### INTRODUCTION

5.1 Australian Defence Force Cadets (ADF Cadets) embraces diversity and inclusion, encourages the fair treatment of all members and responds promptly to complaints ADF Cadets recognises the rights of all ADF Cadets Members to a fair hearing, to raise a complaint or to seek to have it resolved.

### POLICY INTENT

5.2 The policy outlines the principles which define how the cadet organisations are to manage complaints.

### POLICY PRINCIPLES

5.3 The principles applicable to this policy are:

- a. **Principle 1** – Complaints should be resolved at the lowest practicable level in the shortest possible timeframe to achieve an appropriate resolution.
- b. **Principle 2** – Training processes and procedures must be implemented by each cadet organisation to enable their members to manage and resolve complaints.
- c. **Principle 3** – Each cadet organisation will make reasonable efforts to ensure that all parties to a complaint are treated fairly and without victimisation or disadvantage.

### POLICY PRACTICES AND MEASURES

**Principle 1 – Complaints should be resolved at the lowest practicable level in the shortest possible timeframe to achieve an appropriate resolution.**

5.4 ADF Cadets members have the right to make a complaint to their cadet organisation. ADF Cadets members are encouraged to utilise the internal cadet organisation complaint resolution process. Each cadet organisation will respect the rights of members to lodge complaints directly with external agencies.

5.5 All parties to a complaint must be advised of their rights and their responsibilities.

5.6 A complaint may be made verbally in the first instance. Subsequent to the initial complaint, all details relating to the complaint are to be documented.

5.7 Support to ADF Cadets members will be provided in accordance with the parent Service policy. Support to Defence members is to be consistent with the relevant Defence policy.

5.8 When a complaint is made by or against a cadet, assistance of an Officer of Cadets, Instructor of Cadets, parent, peer or an adult friend is to be available.

5.9 The resolution of a complaint means that a decision has been made in accordance with policy and cadet organisation procedures and the appropriate action

has been identified with due consideration to all parties. Resolution of complaints does not necessarily mean that the decision satisfies either the complainant or the respondent.

5.10 If a complaint is made as a public interest disclosure to any commander or manager, then this complaint must be reported to an authorised officer under the Defence Public Interest Disclosure Scheme. The commander and manager must continue to take action to fact find and support all members.

**Principle 2 – Training processes and procedures must be implemented by each cadet organisation to enable their members to manage and resolve complaints.**

5.11 Each Service Chief must ensure the development and implementation of training, processes and procedures consistent with Chief of Defence Organisation Directive 07/2014—Governance of Australian Defence Force Cadets, this policy, and relevant Defence and single Service complaint and resolution management systems.

**Principle 3 – Each cadet organisation will make reasonable efforts to ensure that all parties to a complaint are treated fairly and without victimisation or disadvantage.**

5.12 All parties to a dispute or complaint are to be afforded protection against unfair repercussions or victimisation.

5.13 The principles of procedural fairness must be observed throughout the resolution of a complaint or dispute.

5.14 At no time may a Service Chief prevent or dissuade ADF Cadets members from making an internal complaint within a cadet organisation or to an external body.

5.15 Vexatious and malicious complaints constitute unacceptable behaviour, and are therefore a breach of the code of conduct.

5.16 The use of social media in relation to a dispute or complaint may constitute unacceptable behaviour and is therefore a breach of the code of conduct.

## ROLES AND RESPONSIBILITIES

### SERVICE CHIEFS

5.17 The Service Chiefs are responsible for:

- a. ensuring a decision is made on any complaint managed by their cadet organisation; and
- b. making appropriate support services available to ADF Cadets members.

## RELATED POLICY

### DEFENCE

Good Decision-Making in Defence: A guide for decision-makers and those who brief them

Complaints and Alternative Resolution Manual

Defence Diversity and Inclusion Strategy 2012–2017

## **CHAPTER 6**

# **AUSTRALIAN DEFENCE FORCE CADETS: COMPLAINT RESOLUTION**

### **INTRODUCTION**

6.1 Australian Defence Force Cadets (ADF Cadets) programs are designed to deliver a safe and positive youth experience. However, no matter how well programs are developed, the challenges associated with bringing together a diverse group of individuals, with varying backgrounds and experience, make complaints inevitable.

6.2 In the ADF Cadets context, a complaint is any expression of dissatisfaction about the ADF Cadets program, the way it operates, the behaviour of its members or participants, or about a particular decision, act or omission, and where a response or resolution is expected. A complaint may be the only way individuals feel able to improve a situation they consider adversely affects them and/or others.

6.3 Complaints can therefore be a valuable mechanism to help improve the ADF Cadets program – and can also prevent a minor problem or dispute escalating into a serious issue. Because of this, an effective system for handling complaints, and a culture where complaints are taken seriously and resolved in a timely and fair manner, is essential in achieving a safe and positive ADF Cadets experience.

6.4 It is recognised that everyone has the right to make a complaint about any element of the ADF Cadets program. This right, however, is balanced by responsibilities such as complainants attempting to resolve interpersonal issues before complaining and participating in the resolution process.

6.5 Complaints can be made verbally or in writing (including letter, fax, or electronic means such as email or SMS). They can be about something the complainant has personally experienced or observed, or be made on behalf of another person.

### **POLICY INTENT**

6.6 The primary purpose of this policy is to ensure that complaints are resolved fairly and effectively and that anyone participating in the ADF Cadet program, particularly the cadets, are confident that if they make a complaint:

- a. it will be taken seriously;
- b. they will be provided with appropriate support and assistance; and
- c. it will be managed in accordance with readily accessible complaints management guidance.

6.7 This policy also provides guidance to Defence personnel and ADF Cadets Adults when receiving, responding to and resolving complaints by a young person. This policy should be read in conjunction with other youth safety policies contained in the Youth Policy Manual (YOUTHPOLMAN).

6.8 The guidance in this policy is focused on the resolution of complaints related to the ADF Cadets program. Guidance related to the management of youth safety incidents (i.e. any event or occurrence involving a disclosure, allegation, suspicion or observation of abuse or neglect perpetrated on either an individual young person or a group of young people) is subject to a separate process, detailed in YOUTHPOLMAN

Part 1 Chapter 5. The management of safety, security events and incidents of unacceptable behaviour is detailed in the individual cadet organisations' guidance.

6.9 This policy is informed by the [Complaint Handling Better Practice Guide Commonwealth Ombudsman](#) and the [Australian Human Rights Commission Good Practice Guidelines for Internal Complaints Processes](#).

### POLICY PRINCIPLES

- 6.10 The principles that underpin this policy are:
- a. **Principle 1** – Complaints are resolved at the lowest possible level to achieve an appropriate resolution in the shortest possible timeframe.
  - b. **Principle 2** – All complaints are taken seriously.
  - c. **Principle 3** – All ADF Cadets members, both adults and young people, have the confidence and knowledge to raise complaints and contribute to their resolution.
  - d. **Principle 4** – Complaints are resolved fairly, effectively and confidentially.

### POLICY MEASURES AND PRACTICES

#### **Principle 1 – Complaints are resolved at the lowest possible level to achieve an appropriate resolution in the shortest possible timeframe.**

6.11 A complaint is an expression of dissatisfaction made with the expectation, expressed either implicitly or explicitly, that the cause of the dissatisfaction will be rectified as quickly as possible.

6.12 Resolution of a complaint in the ADF Cadets context means that timely and effective remedial action, that accords with ADF Cadets policy and procedures, has been taken with due consideration to all parties. Resolution of complaints does not necessarily mean that the decision satisfies either the complainant or the respondent.

6.13 In many cases, concerns and complaints can be resolved quickly and effectively at a low level. A complaint that is resolved promptly and effectively can prevent low level issues or interpersonal disputes from escalating into more serious ones, becoming entrenched, or being unnecessarily referred to an external agency.

6.14 ADF Cadets adults or Defence personnel who receive a complaint that is within their authority and can be resolved appropriately by them (or at their level) should do so as a matter of course. Unnecessary referral of complaints to a higher authority often delays resolution, potentially leading to further dissatisfaction.

6.15 Where a complaint involves an interpersonal issue, especially between peers, consideration should be given to encouraging the complainant to speak directly with the other party or parties to resolve it. In many cases the issue can be resolved by discussion, explanation, or clearing up misunderstandings.

6.16 This approach should not be adopted when there is a significant power imbalance between the parties (e.g. age, or rank/status – whether formal or informal) or if it has the potential to worsen the situation. It is also important for the individual encouraging this approach to provide appropriate support to the complainant and to check that the issue has been satisfactorily resolved. If it is not, then the complaint should be progressed appropriately.

**Principle 2 – All complaints are taken seriously.**

6.17 A fundamental requirement for effective complaint resolution, especially for young people, is that complaints are taken seriously.

6.18 All complaints are to be handled respectfully, sympathetically, confidentially and promptly. It is particularly important that information about a complaint is only provided to those who need to know about it in order for the complaint to be actioned properly. All parties to a complaint have a right to expect that their privacy will be respected and their complaint will be investigated in accordance with the privacy principles related to collecting, storing, using and disclosing personal information obtained in complaint handling.

6.19 If the individual receiving the complaint is able to resolve it, they should do so. Complaints are to be:

- a. acknowledged formally within three days of receipt;
- b. resolved within 30 standard working days (or written advice provided explaining the reason for the delay and the estimated time until resolution); and
- c. documented in accordance with The Defence Records Management Policy Manual (RECMAN).

6.20 Complainants, especially young people, are to be offered appropriate support and assistance. This should include an explanation of the following:

- a. who they should talk to – if it is not the person to whom they made the original complaint (noting that they chose a particular person to confide in and should not feel that they are being 'palmed off' on someone else.
- b. the process that will be followed to resolve the complaint;
- c. the possible outcomes (including any right of review);
- d. that their complaint will be treated in a confidential manner (noting that other relevant persons may need to be informed to achieve resolution and that procedural fairness may require any respondent to be informed of the nature of the complaint); and
- e. respondents should also be advised about the resolution process and be reassured they will have the opportunity to provide their version of events and respond to any negative decisions.

6.21 Discussing the substance of a complaint with the complainant may lead to it being resolved and remove the need for further action. However, under no circumstances should any person attempt to talk a complainant out of making a complaint, dissuade them from talking with an external agency, or threaten them with any adverse action. Doing so may constitute a breach of the ADF Cadets Code of Conduct.

6.22 If a complainant alleges at any time something which, if proven, would constitute a criminal offence or a significant breach of policy, procedure or legislation, then the person receiving the complaint must bring that matter to the attention of the appropriate program supervisor/manager within timeframes proportionate to the nature of the complaint. If there is a belief that a young person is in immediate danger, police are to be called immediately on 000.

**Principle 3 – All ADF Cadets members, both adults and young people, have the confidence and knowledge to raise complaints and contribute to their resolution.**

6.23 Confidence. Although an individual's personality and experience are factors that contribute to having the confidence to make a complaint, the culture, policies and procedures within ADF Cadets organisations also play a major role. A key influence in generating confidence is observing that any complaint is taken seriously, is handled promptly, effectively and in a confidential manner that complainants are not victimised or suffer reprisals for complaining and that respondents are provided with equal support and opportunity to present their version of events.

6.24 Appropriate implementation of this policy will contribute significantly to raising confidence in complaint handling generally. In addition to ensuring all complaints are taken seriously the following features are to be incorporated into each ADF Cadet organisation's complaints resolution procedures and practices:

- a. **Accessibility:** the system and procedures are to be clear, visible, and easy to find, with multiple avenues to make complaints including the ability to make a complaint using appropriate social media;
- b. **Responsiveness:** those dealing with complainants are to ensure that: complainants and respondents understand any information provided to them; they are informed of progress at appropriate intervals; and the deadlines in paragraph 1.19 above are met.
- c. **Support:** young people are to be fully supported through the complaints process and this extends to adults complaining on behalf of children – they are to be fully briefed on the process and kept fully informed of progress.

6.25 Knowledge. Every ADF Cadets member needs to understand the complaints process in order to be able to participate in it if required. This is particularly relevant for those who have to resolve complaints. The knowledge of how to complain, what the process will involve, and the potential outcomes will also help instil confidence in the process.

6.26 All ADF Cadets members, and especially young people, are to be provided with age-appropriate learning opportunities to ensure maximum awareness of their respective ADF Cadets program's complaints resolution process and procedures. Parents and guardians are also to be provided with information about complaint handling and resolution. This will engender confidence in ADF Cadets and, more importantly, allow them to act as effective advocates for young people, who often prefer that an adult makes a complaint on their behalf.

6.27 Parents and guardians are also to be provided with information about complaint handling and resolution. This will engender confidence in ADF Cadets and, more importantly, allow them to act as effective advocates for young people, who often prefer that an adult makes a complaint on their behalf.

**Principle 4 – Complaints are handled fairly, effectively and confidentially.**

6.28 The key to fair and effective complaint resolution is focusing on procedural fairness and following the guidance contained in this policy. The key features of ADF Cadets complaints resolution, detailed at [Annex 6A](#) reflect the five fundamental principles of effective complaint handling: the application of fairness, accessibility, responsiveness, efficiency and integration.



6.29 Recording Complaints. All communication regarding a complaint is to be recorded. Outcomes, in particular, are to be documented prior to closing a complaint.

6.30 The requirement to document is particularly important when an individual, especially a young person, a person with parental responsibility such as a family member, or a nominated person on behalf of a young person, does not wish to make a complaint formal. Informal conversations about a concern, dispute, or grievance are to be recorded to provide background history in case it is raised again, or a similar issue arises with the same individuals.

6.31 Where the nature of the complaint requires it to be referred to another agency for investigation, this is to be clearly recorded and managed in accordance with the requirements of the Defence Records Management Policy Manual and the [Privacy Act 1988](#).

6.32 Responsibilities of a Complainant. While an individual has the right to complain, and to have that complaint dealt with fairly, effectively and promptly, a complainant also has the responsibility to:

- a. attempt, where appropriate, to resolve disputes or interpersonal issues by direct discussion with the other party or parties; and
- b. demonstrate willingness to participate in the resolution process, in good faith and with the intention of resolution - not retribution.

6.33 Vexatious and malicious complaints. Complainants should also note that vexatious and malicious complaints constitute unacceptable behaviour, and are a breach of the ADF Cadets Code of Conduct. A complaint is considered to be vexatious if it is an abuse of the complaint process, if there are no reasonable grounds for the complaint, or the purpose of the complaint is to harass, annoy, delay or cause detriment.

6.34 A complaint that is found to be unsubstantiated does not necessarily constitute a vexatious complaint. It may have been made in good faith but based on incorrect information or a misunderstanding, and/or the evidence to substantiate it may simply not have been located.

6.35 The inappropriate use of social media by posting, distributing or sharing information on platforms such as Facebook, texting, chatrooms, blogs video clips in relation to an individual or a complaint also constitutes unacceptable behaviour and is a breach of the ADF Cadets Code of Conduct.

## RELATED POLICY

Good Decision-Making in Defence: A guide for decision-makers and those who brief them

Complaints and Alternative Resolution Manual

Defence Diversity and Inclusion Strategy 2012-2017

Youth Policy Manual

### Annex:

6A [ADF cadet complaints management](#)

## ADF CADET COMPLAINTS MANAGEMENT

Table 6A–1 Key features of ADF cadet complaints and management

| Considering a complaint - complainants feel confident to speak up  | Making a complaint – the process is straightforward for adults and young people alike | Staying informed - complainants feel heard and understood  | Achieving outcomes – the process is resolution focused and supported by effective and appropriate communication  | Organisational learning – the process enables reflection and program improvement  |
|--|---|--|--|---|
| Information on the complaints process as well as the outcomes and program improvements from complaints is readily accessible and available through multiple mediums.   | Appropriate support is available for those wishing to complain.                       | Complaints are acknowledged and resolved in keeping with procedural fairness and published timescales.                 | The complaints handling process is flexible and offers complainants options for resolving their complaint, depending on the seriousness and nature of the concerns mindful of statutory requirements.  | Remedial action is proportionate, follows a consistent approach and takes account of the circumstances of the complaint.  |
| The complaints process includes assurance to members making a complaint that complaining will not affect their membership and every attempt will be made to protect them against unfair epercussions or victimisation. | Members are able to complain verbally or in writing.                                  | The nature of the complaint is clarified and the desired outcome is discussed and agreed at the outset of the process. | In accordance with procedural fairness both complainants and respondents are given the opportunity to be heard, decisions are made without bias; and the complaint response is clear, easy to understand and responds to all concerns raised | Systems are in place to record and capture themes, trends and outcomes from complaints to enable organisational learning and complaints resolution is included in the annual report |
| Members are made aware: ADF Cadets is open to feedback and complaints they have both rights and responsibilities   | All complainants are taken seriously and complainants' concerns treated with respect. | Complainants are informed of who will be investigating and responding to their complaints.                             | Resolution: considers the complainant's desired outcome; and is focussed on action in the shortest possible time /   | Member feedback is actively encouraged on the experience of making a complaint in order to inform learning and improvement of the complaints process                                |

| <b>Considering a complaint - complainants feel confident to speak up</b>   | <b>Making a complaint – the process is straightforward for adults and young people alike</b>   | <b>Staying informed - complainants feel heard and understood</b>   | <b>Achieving outcomes – the process is resolution focused and supported by effective and appropriate communication</b>                                | <b>Organisational learning – the process enables reflection and program improvement</b>  |
|--|--|--|---|--|
| when making complainants   |  |  | at the lowest possible level  |  |
| There is senior member ownership and accountability for the complaints processes.  | Where personal information about an individual is collected, stored, used and/or disclosed for the purposes of resolving a complaint, it is done in accordance with the Defence Privacy Policy | Complainants are advised of the timescales for responding to their complaints and kept informed of any delays. | Learning points and actions specific to the complaint are included in the response together with timescales for completion and the person responsible | Systems are in place to follow up on the recommendations and actions from complaints to ensure that they are implemented and the complainant is informed |
| ADF Cadets respects the right to make complain directly to external bodies such as the Human Rights Commission, and/or the appropriate State or Territory Children and Young People’s Commissioner | There are clear systems in place for appropriate referral of youth safety issues when a complaint includes such issues.  | All complaints are treated confidentially and shared only on a 'need to know' basis.                           | Complainants are advised on actions taken as a result of their complaint, subject to confidentiality.   | Evidence of learning outcomes, program changes and improvements are captured in order to inform organisational learning and program development.         |

## **CHAPTER 7**

# **AUSTRALIAN DEFENCE FORCE CADETS: WORK HEALTH AND SAFETY**

This chapter is currently under review.

### **INTRODUCTION**

7.1 This policy will describes the common approach to achievement of Work Health and Safety (WHS) responsibilities by the Australian Defence Force Cadets (ADF Cadets).

### **POLICY INTENT**

7.2 ADF Cadets WHS practices will meet a common WHS approach consistent with the Defence WHS framework.

### **ROLES AND RESPONSIBILITIES**

7.3 The Services Chiefs are responsible for:

- a. implementing WHS management systems which are compliant with the [Work Health and Safety ACT 2011](#) (WHS Act 2011), relevant Service Due Diligence frameworks, internal policy, procedure and plans, and relevant Defence WHS Policy and WHS Management Systems;
- b. tailoring an appropriate WHS system relevant to the unique structure and requirements of their respective cadet organisation; and
- c. ensuring ADF Cadets utilise the Defence WHS reporting system 'SENTINEL', using CadetNet or the Defence Restricted Network.

### **PRINCIPLES**

7.4 While members of the Australian Navy Cadets, Australian Army Cadets and Australian Air Force Cadets and non-Defence personnel are not employees of the Department of Defence, for the purpose of the [Work Health and Safety Act 2011](#) they are categorised as workers and are the responsibility of respective Service Chiefs who are officers under the Act as described by the Defence Work Health and Safety Manual as the primary source of WHS policy in Defence.

7.5 Joint Cadet Activities. Where two or more cadet forces are engaged in a joint cadet force activity, the respective cadet force Directors-General (or delegates) must appoint one of the cadet organisation to be the 'lead' for the planning and conduct of that activity. A person attending that activity is subject to the WHS requirements of both their parent cadet organisation and the lead cadet organisation. However, where there is an inconsistency in requirements between the lead cadet organisation and the parent cadet organisation, the requirements of the lead cadet organisation shall prevail to the extent of the inconsistency.

## **REPORTING**

7.6 Head Reserve and Youth Division (HRYD), through the Office of Vice Chief of Defence Force (VCDF), will request ADF Cadets WHS reporting data from each parent Service headquarters.

## **MONITORING**

7.7 In accordance with the VCDF Due Diligence Framework, VCDF may request from HRYD, who will request ADF Cadets WHS reporting data from each parent Service:

- a. trend data; and
- b. an annual WHS report.

## **POLICY PRINCIPLES**

7.8 The principle applicable to this policy is Service Chiefs must have an ADF Cadets WHS management system that is compliant with Commonwealth legislation and Defence policy.

## **POLICY PRACTICES AND MEASURES**

7.9 Principle 1 – Service Chiefs must have a WHS management system for their cadet force that is compliant with Commonwealth legislation and Defence policy.

7.10 The Service Chief is the 'Officer' under the [Work Health and Safety Act 2011](#) for their respective cadet organisation.

7.11 The Service Chiefs must develop and implement an ADF Cadets WHS management system which is compliant with Commonwealth legislation, relevant Service due diligence frameworks, Common internal policy, procedure and plans, and relevant Defence WHS Policy. These WHS management systems must include work health and safety requirements pertaining to minors.

## **RELATED POLICY**

[Work Health and Safety Act 2011](#)

Defence Work Health and Safety Manual

Defence Casualty and Bereavement Support Manual

Defence Work Health and Safety Manual

## CHAPTER 8

# AUSTRALIAN DEFENCE FORCE CADETS: REHABILITATION AND COMPENSATION

This chapter is currently under review

### INTRODUCTION

8.1 All Officers of Cadets (OOC), Instructors of Cadets (IOC) and Cadets of the Australian Navy Cadets (ANC), Australian Army Cadets (AAC) and Australian Air Force Cadets (AAFC) are covered under the [Military Rehabilitation and Compensation Act 2004 \(MRCA\)](#) for injury, disease or death relating to cadet activities. For those with service prior to 01 July 2004, they may also have coverage under the [Safety, Rehabilitation and Compensation Act 1988 \(SRCA\)](#).

### POLICY INTENT

- 8.2 The intent of this policy is to:
- a. provide information regarding Commonwealth rehabilitation and compensation arrangements for Australian Defence Force (ADF) Cadets personnel under the [MRCA](#) and [SRCA](#); and
  - b. provide guidance on the provision of personal information including health information by a Service Chief to the Department of Veterans Affairs (DVA).

### POLICY PRINCIPLES

- 8.3 The principles applicable to this policy are:
- a. **Principle 1** – Under certain conditions ADF Cadets personnel are eligible for rehabilitation, compensation and support under either the [MRCA](#) or [SRCA](#).
  - b. **Principle 2** – Each Service Chief must collect, access, manage and disclose ADF Cadets personnel's information in accordance with the [Privacy Act 1988](#), and the requirements of the [MRCA](#) and/or [SRCA](#).

### POLICY PRACTICES AND MEASURES

**Principle 1 – Under certain conditions ADF Cadets personnel are eligible for rehabilitation, compensation and support under the MRCA or SRCA.**

8.4 The [SRCA](#) provides rehabilitation and compensation coverage for cadets, OOC and IOC of the ANC, AAC and AAFC for accepted conditions (ie injury or illness) arising from service from 03 January 1949 until, and including, 30 June 2004.

8.5 The [MRCA](#) provides rehabilitation and compensation coverage for cadets, OOC and IOC of the ANC, AAC and AAFC for accepted conditions (ie injuries or diseases) arising from service on or after 01 July 2004.

- 8.6 Both Acts provide coverage for injury, disease or death:
- a. occasioned while attending cadet activities;
  - b. sustained while travelling between home and the place where they undertake cadet activities, including parades, camps, etc; or
  - c. materially contributed to or aggravated by cadet activities.

8.7 Claimants may obtain further information relating to the [MRCA](#) and [SRCA](#) from DVA. DVA administers claims under both the [MRCA](#) and [SRCA](#).

8.8 ADF Cadets members are not eligible for assistance under the ADF Rehabilitation Program. The rehabilitation authority for ADF Cadets members where liability has been accepted for a claim for compensation in respect to the member's related injury or illness is the Military Rehabilitation and Compensation Commission.

8.9 If a member believes that they have sustained an injury or illness that is related to their participation in ADF Cadets activities, the claimant should submit a claim under the [MRCA](#) or [SRCA](#) to DVA as soon as practical. Assistance in the completion of compensation claims is to be provided to ADF Cadets members by the cadet organisation.

8.10 Each Service Chief must ensure procedures are implemented by their respective cadet organisation to enable the timely and accurate notification of all serious incidents or fatalities involving ADF Cadets members to the parent Service headquarters and the Chief of Defence Force (CDF).

8.11 In order to ensure appropriate engagement between Defence and DVA, a Service Chief must notify the CDF of all serious incidents or fatalities involving ADF Cadets members.

**Principle 2 – Each Service Chief must collect, access, manage and disclose ADF Cadets personnel's information in accordance with the Privacy Act 1988, and the requirements of the SRCA and/or MRCA.**

8.12 Personal information records must be retained by the cadet organisation and made available to DVA on receipt of a lawful request.

8.13 In addition to the requirement to provide all relevant information to DVA in response to a claim under [SRCA](#) or [MRCA](#), in the event of a member being involved in a serious incident, a Service Chief must disclose the following information to DVA:

- a. the member's name and cadet organisation details;
- b. that a serious incident or fatality, as defined in the Defence policy contained in the Defence Casualty and Bereavement Support Manual., has occurred (including a general description of the nature and timing of that incident); and
- c. the member's contact details (including current cadet unit), or the contact details of the member's cadet unit, as appropriate to the circumstances.

8.14 The provision of a member's personal information to DVA by a Service Chief allows DVA to proactively engage with the member to determine what assistance DVA may be able to provide should the member intend to submit a claim under [SRCA](#) or [MRCA](#). Early engagement by DVA does not, however, constitute a claim or acceptance of liability under the relevant legislation nor does it remove from the member the responsibility to submit a claim to DVA.

8.15 Records of activity attendance, injury, illness and treatment are to be retained by the cadet forces in accordance with the Defence Records Management Policy Manual as evidence for any claims made through DVA.

## **ROLES AND RESPONSIBILITIES**

### **SERVICE CHIEFS**

- 8.16 The Service Chiefs are responsible for:
- a. ensuring that information related to any serious incident or fatality that occurs during ADF Cadets activities is provided to relevant mandated agencies; and
  - b. ensuring processes are in place whereby ADF Cadets members are informed that the disclosure of personal information to Defence and mandated agencies in accordance with this policy is normal practice.

### **DIRECTOR-GENERAL DEFENCE COMMUNITY ORGANISATION**

8.17 Director-General Defence Community Organisation may provide assistance to the guardian(s) of a cadet under the Australians Dangerously Ill Scheme in accordance with Chapter 2 of the Defence Casualty and Bereavement Support Manual.

## **RELATED POLICY**

### **DEFENCE**

Defence Casualty and Bereavement Support Manual

Defence Incident Reporting and Management Manual

Defence Privacy Policy

Defence Records Management Policy Manual



## CHAPTER 9

# AUSTRALIAN DEFENCE FORCE CADETS: USE OF DEFENCE ROAD TRANSPORT ASSETS

This chapter has had limited consultation.

### INTRODUCTION

9.1 ADF Cadets utilises many forms of transport to deliver the various aspects of Australian Navy Cadets (ANC), Australian Army Cadets (AAC) and Australian Air Force Cadets (AAFC) activities.

### POLICY INTENT

9.2 This policy outlines the requirements associated with the use of transport during ADF Cadets activities.

### POLICY PRINCIPLES

9.3 The principles applicable to this policy are:

- a. **Principle 1** – Officers of Cadets (OOC), Instructors of Cadets (IOC) and Defence Approved Helpers (DAH) must exhibit behaviours consistent with the safe, legal and responsible use of all forms of transport.
- b. **Principle 2** - All Defence owned, hired and leased transport must be used in accordance with Defence policy.

### POLICY PRACTICES AND MEASURES

#### **Principle 1 - ADF Cadets personnel must exhibit behaviours consistent with the safe, legal and responsible use of all forms of transport**

9.4 All transport utilised in ADF Cadets activities must have the relevant, current:

- a. road, air or sea worthiness certification;
- b. registration; and
- c. insurances.

9.5 OOC, IOC and DAH must hold the relevant and current licences and qualifications required to operate the specific forms of transport utilised in cadet activities.

9.6 To maximise safety, OOC, IOC and DAH must only utilise vehicles on roads or formed roads appropriate for use in the ADF Cadet activity.

9.7 OOC, IOC, DAH, Defence personnel and non-Defence personnel must be able to register a zero blood alcohol level when operating transport during cadet activities.

9.8 OOC, IOC, DAH, Defence personnel and non-Defence personnel must not consume any form of prohibited substance when operating any form of transport during cadet activities.

**Principle 2 - All Defence owned, hired and leased transport must be used in accordance with Defence policy.**

9.9 OOC, IOC and DAH must use all Defence transport in accordance with the relevant Defence Road Transport Manual (DRTM). This policy is applicable to all members who are IOC, OOC and DAH who are authorised to operate Defence vehicles. This includes the following:

- a. Defence plated Commercial (CL) vehicles
- b. Defence hired civilian vehicles
- c. General Service (GS) B not including their cranes.

9.10 IOC, OOC and DAH who have previously been granted a Defence licence following completion of an endorsed Defence vehicle training course do not require authorisation to drive the class of Defence vehicle they are qualified to operate, but need to ensure that their licence issue date and the class of Defence vehicle they are qualified to operate are recorded with the respective cadet single-Service Headquarters (HQ).

9.11 Authorisation to drive Defence plated CL and GS B Vehicles is to be granted by an 'Authorising Officer'. An Authorising Officer is a currently serving Royal Australian Corps of Transport (RACT) Non Commissioned Officer (NCO), a Transport Manager/Road Movements Officer or an 'approved Defence member or Defence employee' who is a Defence licence holder of the class of Defence vehicle for which authorisation is being granted. Requests to be an 'approved Defence member or Defence employee' are to be raised through the applicable cadet single-Service HQ to their respective Service Chief Driving Instructor/National Manager Transport Training—Navy.

9.12 Navy is acknowledged as providing policy guidance and standards for watercraft and water based cadet activities.

9.13 All Defence owned and leased watercraft utilised by ADF Cadets must be used in accordance with directives and policy issued by Chief of Navy.

9.14 Army is the acknowledged as providing policy guidance and standards for road transport utilised in cadet activities.

9.15 Guidance pertaining to ADF Cadets use of trailers privately hired and towed by a Defence vehicle and/or trailers hired by Cadet Force Headquarters or Cadet Force units is at Youth HQ.

9.16 In the event that a Defence vehicle is not available guidance is provided in accordance with Minute DLOG-A Minute - Towing Defence owned trailers behind privately owned and plated motor vehicles dated 18 November 2016. The drivers acknowledgement is located on CadetNet and related fact sheet are located on the Defence Youth website.

9.17 Air Force is acknowledged as providing policy guidance and standards for aircraft and cadet flying activities.

9.18 All Defence owned and leased aircraft must be used in accordance with directives and policy issued by the Chief of Air Force.

9.19 Defence owned, hired and leased road transport utilised in cadet activities to transport ADF Cadets personnel and/or unit resources must not be driven by cadets, or community members.

9.20 Personal information may be collected for the purpose of ensuring compliance with the requirements of this policy.

9.21 Personal information collected on OOC, IOC and DAH driving qualifications and licences in accordance with Annex 5A of the DRTM will only be accessed by Defence personnel and ADF Cadets personnel to determine the suitability of an OOC, IOC or DAH to operate road transport during cadet activities.

9.22 Familiarisation training should be conducted prior to authorisation being granted to an IOC, OOC or DAH to drive Defence vehicles, Refer to Annex 5A DRTM for specific information on familiarisation training.

9.23 Service Chiefs must implement procedures which allow the reporting of any changes to an OOC, IOC and DAH driving qualifications or licences.

9.24 Additional information on the collection, storage, use and disclosure of these records can be found in the Defence Privacy Policy.

### **RELATED POLICY**

Defence Road Transport Manual

Defence Privacy Policy

## CHAPTER 10

# AUSTRALIAN DEFENCE FORCE CADETS: COMMON CORE CURRICULUM ELEMENTS—OFFICERS OF CADETS AND INSTRUCTORS OF CADETS

This chapter is currently under review

### INTRODUCTION

10.1 Australian Defence Force (ADF) Cadets recognises common core curriculum elements in its Service-specific provision of Australian Navy Cadets (ANC), Australian Army Cadets (AAC) and Australian Air Force Cadets (AAFC) training and development activities.

### POLICY INTENT

10.2 This policy outlines the Common Core Curriculum Elements for ADF Cadets Officers of Cadets (OOC) and Instructors of Cadets (IOC) (Common Core Curriculum) and the requirements associated with the provision of that training.

### POLICY PRINCIPLES

10.3 The principles applicable to this policy are:

- a. **Principle 1** – Each cadet force will provide OOC and IOC with the Common Core Curriculum Elements training, as a minimum, in the first three years of being an OOC or an IOC, except as exempted by a Service Chief or delegate.
- b. **Principle 2** – Each cadet force will maintain training records for OOC and IOC.

### POLICY PRACTICES AND MEASURES

**Principle 1 – Each cadet force will provide OOC and IOC with the Common Core Curriculum Elements training, as a minimum, in the first three years of each OOC or an IOC service, except as exempted by a Service Chief or delegate.**

10.4 ANC, AAC and AAFC specific topics of the core curriculum are to be developed by each of the cadet forces.

10.5 [Annex 10A](#) identifies those areas of common training and development activity provided, as a minimum, by the three cadet forces in the first three years of each OOC or IOC. [Annex 10A](#) articulates the title, purpose and learning outcomes for these activities.

**Principle 2 – Each cadet force will maintain training records for each OOC and IOC.**

10.6 ADF Cadets must ensure OOC and IOC training activities are documented and recorded in accordance with individual cadet force procedures.

**ROLES AND RESPONSIBILITIES**

**SERVICE CHIEFS**

10.7 The Service Chiefs, and their respective delegates, are responsible for enacting this policy.

**Annex:**

10A [Australian Defence Force Cadets Common Core Curriculum Elements Officers of Cadets and Instructors of Cadets](#)

## AUSTRALIAN DEFENCE FORCE CADETS COMMON CORE CURRICULUM ELEMENTS OFFICERS OF CADETS AND INSTRUCTORS OF CADETS

**Table 10A–1 Health and Safety**

|                          |   |
|--------------------------|---|
| <b>Purpose:</b>          | <b>To enable all ADF Cadet forces OOC/IOC to demonstrate an understanding of their Work Health and Safety responsibilities and requirements to themselves and to others.</b>  |
| <b>Learning outcome:</b> | <p>OOC/IOC will be able to:</p> <ul style="list-style-type: none"> <li>• contribute to the safety of self and the safety of others;</li> <li>• take appropriate action upon observing a safety hazard or unsafe act;</li> <li>• report any incidents and injuries as required;</li> <li>• maintain personal health and hygiene in cadet related environments;</li> <li>• supervise the maintenance of group health and hygiene during a cadet force activity;</li> <li>• comply with parent cadet force instructions on drugs, alcohol and other smoking products;</li> <li>• follow emergency procedures applicable on cadet force activities and in facilities;</li> <li>• understand the need for, and participate in, regular safety briefings;</li> <li>• take preventative action in regards to environmental and medical safety risks;</li> <li>• maintain a First Aid qualification in accordance with parent cadet force requirements;</li> <li>• undertake activity planning and risk assessment, and gain associated approvals in accordance with parent cadet force requirements;</li> <li>• implement carry out mandatory reporting of child protection incidents in accordance with relevant State / Territory legislation; and</li> <li>• manage the advised health conditions of themselves and others, including cadets, during cadet force activities.</li> </ul> |

**Table 10A–2 Behaviour Management**

|                          |  |
|--------------------------|--|
| <b>Purpose:</b>          | <b>To enable all ADF Cadet forces OOC/IOC to demonstrate an understanding of their and others acceptable behaviours.</b>   |
| <b>Learning Outcome:</b> | <p>OOC/IOC will be able to comply with parent cadet force instructions behaviour-related instructions including but not limited to:</p> <ul style="list-style-type: none"> <li>• Code of Conduct;</li> <li>• Working with children requirements;</li> <li>• Child safety;</li> <li>• Equity and diversity; and</li> <li>• Social media.</li> </ul> |

**Table 10A–3 Defence Security**

|                          |  |
|--------------------------|--|
| <b>Purpose:</b>          | <b>To enable all ADF Cadet forces OOC/IOC to demonstrate an understanding of their and others acceptable behaviours.</b>   |
| <b>Learning Outcome:</b> | <p>OOC/IOC will be able to comply with parent cadet force instructions behaviour-related instructions including but not limited to:</p> <ul style="list-style-type: none"> <li>• Code of Conduct;</li> <li>• Working with children requirements;</li> <li>• Child safety;</li> <li>• Equity and diversity; and</li> <li>• Social media.</li> </ul> |

**Table 10A–4 Leadership and Personal Development**

|                          |   |
|--------------------------|---|
| <b>Purpose:</b>          | <b>To enable all ADF Cadet forces OOC/IOC to demonstrate leadership skills and enhanced physical and mental health awareness and skills.</b>  |
| <b>Learning Outcome:</b> | <p>OOC/IOC will be able to:</p> <ul style="list-style-type: none"> <li>• apply the principles of youth development to cadets during cadet force activities;</li> <li>• enact their duties and responsibilities as an adult leader of youth in the cadet force;</li> <li>• participate as a member of a team of OOC/IOC, ADF members and/or adult volunteers;</li> <li>• apply basic leadership principles to groups of cadets;</li> <li>• demonstrate communication skills both orally and in writing in order to present information necessary for their cadet force position duties;</li> <li>• prepare and deliver a lesson or presentation to cadets;</li> <li>• deliver a verbal message and speak in a public forum;</li> <li>• supervise cadets during cadet force activities;</li> <li>• demonstrate how to self-manage and/or seek assistance for any emotional or behavioural issues faced by themselves, adult colleagues or cadets;</li> <li>• participate in outdoor training and physical activities to the extent allowed by any personal physical conditions / constraints;</li> <li>• access cadet forces instructions and other documents to enable successful management of themselves, subordinate OOC/IOC, volunteer adults, ADF members and cadets, and to successfully plan and conduct cadet force activities;</li> <li>• enact their legal responsibilities as an OOC/IOC; and</li> <li>• contribute to the personal development of cadets and subordinate OOC/IOC.</li> </ul> |

**Table 10A–5 Ceremonial and Service Traditions**

|                          |  |
|--------------------------|--|
| <b>Purpose:</b>          | <b>To enable all ADF Cadet forces OOC/IOC to demonstrate an understanding of and participate in, parent Service related cadet activities.</b>  |
| <b>Learning Outcome:</b> | <p>OOC/IOC will be able to:</p> <ul style="list-style-type: none"> <li>• participate in and understand the relevance of, parent Service related cadet activities;</li> <li>• participate in and understand the relevance of, ceremonial activities;</li> <li>• participate in and perform simple drill movements;</li> <li>• participate in cadet activities on a Defence base, barracks or ship;</li> <li>• describe aspects of general history, organisational structures, customs and traditions of the relevant cadet force, and of the parent Service and parent cadet force;</li> <li>• identify badges of ranks of the parent Service;</li> <li>• identify badges of cadet ranks, OOC and IOC ranks of the relevant cadet force;</li> <li>• observe rules and procedures for the paying of compliments and referring to other people in the ADF, cadet forces and the community;</li> <li>• maintain and wear uniforms to the parent cadet force standard;</li> <li>• maintain issued equipment and use it appropriately;</li> <li>• follow basic daily routines applicable to the parent Service environment; and</li> <li>• demonstrate an understanding of basic administrative requirements of</li> </ul> |

|                 |   |
|-----------------|---|
| <b>Purpose:</b> | <b>To enable all ADF Cadet forces OOC/IOC to demonstrate an understanding of and participate in, parent Service related cadet activities.</b> |
|                 | the cadet force.  |



## **CHAPTER 11**

# **AUSTRALIAN DEFENCE FORCE CADETS: COMMON CORE CURRICULUM ELEMENTS – CADETS**

This chapter is currently under review

### **INTRODUCTION**

11.1 Australian Defence Force (ADF) Cadets recognises common core curriculum elements in its Service-specific provision of Australian Navy Cadets (ANC), Australian Army Cadets (AAC) and Australian Air Force Cadets (AAFC) training and development activities.

11.2 ANC, AAC and AAFC specific topics of the core curriculum must be developed by each of the Cadet Forces and delivered to cadets taking account of individual training needs analyses, recognition of prior learning and flexible delivery modes.

### **POLICY STATEMENT**

11.3 The Common Core Curriculum Elements—Cadets in [Annex 11A](#) identifies those areas of common training and development activity provided, as a minimum, by the three Cadet Forces in the first three years of being a Cadet.

11.4 The Common Core Curriculum Elements—Cadets articulates the common Title, Purpose and Learning Outcomes for these activities.

11.5 The Cadet Youth Development Framework identifies the youth development context in which the Common Core Curriculum Elements—Cadets are delivered. This Framework is based on extensive research of cadet training activities and shows the Core Values, Principles and Good Practice observed by the cadet forces in providing a youth engagement and development program.

11.6 The Common Core Curriculum Elements—Cadets, considered in the Cadet Youth Development Framework context, clearly describes the unique nature of the cadet experience in providing successful youth development in a military-like setting for Australian youth.

### **SCOPE**

11.7 This policy applies to:

- a. all Defence Personnel;
- b. all ADF Cadets Personnel; and
- c. external Service Providers where adherence to the requirements of this policy is a condition of their contract.

## **GLOSSARY**

11.8 The Youth Policy Manual (YOUTHPOLMAN) glossary provides a list of definitions and abbreviations which apply to this chapter.

### **ROLES AND RESPONSIBILITIES**

#### **VICE CHIEF OF DEFENCE FORCE**

11.9 Vice Chief of Defence Force (VCDF) has overall responsibility for:

- a. the implementation of this policy across the ADF Cadets; and
- b. maintaining the currency of this policy.

#### **SERVICE CHIEFS**

11.10 The Service Chiefs are responsible for:

- a. ensuring that this policy is implemented in the ANC, AAC and AAFC respectively,
- b. ensuring that any relevant Single Cadet Force Procedures align with this policy;
- c. ensuring all topics in Error! Not a valid filename. are delivered to cadets at the appropriate stages in their knowledge and skill development; and
- d. resourcing the implementation of this policy within their respective Service's cadet force.

#### **HEAD OF CADET RESERVE AND EMPLOYER SUPPORT DIVISION**

11.11 Head of Cadet, Reserve and Employer Support Division is responsible for:

- a. supporting VCDF in ensuring the implementation of this policy across the ADF Cadets;
- b. monitoring the implementation and application of this policy; and
- c. conducting regular and comprehensive reviews of this policy.

#### **CHIEF EXECUTIVE OFFICERS OF SERVICE REGISTERED TRAINING ORGANISATIONS**

11.12 Chief Executive Officers of Service Registered Training Organisations are responsible for:

- a. maintaining the status of a Registered Training Organisation with respect to nationally recognised standards, and in particular, those components associated with their Service's Australian Defence Force Cadets (ADFC) common, core learning and development (L&D) programs; and
- b. reporting on compliance with Vocational Education and Training Qualifications Framework, the standards it sets for Australian qualifications

and the requirements for issuing qualifications and statements of attainment, of their ADFC common, core L&D programs.

## DIRECTORS-GENERAL CADETS

- 11.13 Directors-General Cadets are responsible for:
- a. supporting their respective Service Chiefs in ensuring the implementation of this policy in their respective Service's cadet force;
  - b. supporting their respective Service Chiefs in ensuring that any relevant single cadet force procedures are consistent with this policy;
  - c. supporting their respective Service Chiefs in ensuring the relevant cadet force specific topics and training requirements are developed and consistent with this policy; and
  - d. ensuring that all ADF Cadets personnel are aware of their obligations under this policy.

## AUSTRALIAN DEFENCE FORCE CADETS COMMANDING OFFICERS

- 11.14 ADFC Commanding Officers are responsible for:
- a. performing the functions given to ADFC Commanding Officers by this policy;
  - b. delivery of all training and development activities related to the Common Core Curriculum Elements—Cadets that are not delivered in national or regional training activities;
  - c. ensuring that Non-Defence Personnel comply with this policy, and that their participation is conditional upon such compliance; and
  - d. ensuring that all ADF Cadets personnel enrolled in or appointed to their Cadet Unit are aware of the obligations imposed on them by this policy.

## RESOURCES

11.15 Guidance and entails for resources and the financial management and implementation requirements are provided in the [Public Governance, Performance and Accountability Act 2013](#).

## REPORTING

11.16 VCDF has overall responsibility for monitoring the content and intent of this policy on behalf of the Secretary and the Chief of the Defence Force. VCDF will determine the parameters for reporting on compliance with the policy in this chapter, except where statutory reporting requirements are already prescribed. The Service Chiefs are responsible for monitoring the implementation of this policy and reporting in its effectiveness and compliance at the request of VCDF.

## DELEGATIONS

- 11.17 Service Chiefs may delegate their functions under this policy.
- 11.18 Directors-General Cadets may delegate their functions under this policy.
- 11.19 ADFC Commanding Officers may delegate their functions under this policy.

## **MONITORING**

11.20 Cadet, Reserve and Employer Support Division is responsible for monitoring the operation of and compliance with this policy.

## **IMPLEMENTATION**

11.21 All Groups and Services responsible for the management of ADF Cadets, youth and Defence youth engagement and development programs must ensure that appropriate arrangements and adequate resourcing are in place to enable the policies outlined in this manual to be effectively implemented.

11.22 The common ADF Cadets policies contained within Part 2 of this manual supersede all relevant extant single Cadet Force policies on the matters to which it relates, and in the event of any inconsistency common ADF Cadets policies prevail over single Cadet Force policies.

## **RELATED LEGISLATION**

[Public Governance, Performance and Accountability Act 2013](#)

## **RELATED DOCUMENTS**

Cadet Youth Development Framework

### **Annex:**

11A [Australian Defence Force Cadets Common Core Curriculum Elements  
Officers of Cadets and Instructors of Cadets](#)

## AUSTRALIAN DEFENCE FORCE CADETS COMMON CORE CURRICULUM ELEMENTS OFFICERS OF CADETS AND INSTRUCTORS OF CADETS

**Table 11A–1 Health and Safety**

|                           |   |
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**Table 11A–2 Behaviour Management**

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| <b>Learning Outcome:</b> | <p>OOC/IOC will be able to comply with parent cadet force instructions behaviour-related instructions including but not limited to:</p> <ul style="list-style-type: none"> <li>• Code of Conduct;</li> <li>• Working with children requirements;</li> <li>• Child safety;</li> <li>• Equity and diversity; and</li> <li>• Social media.</li> </ul> |

**Table 11A–3 Defence Security**

|                          |  |
|--------------------------|--|
| <b>Purpose:</b>          | <b>To enable all ADF Cadet forces OOC/IOC to demonstrate an understanding of their and others acceptable behaviours.</b>   |
| <b>Learning Outcome:</b> | <p>OOC/IOC will be able to comply with parent cadet force instructions behaviour-related instructions including but not limited to:</p> <ul style="list-style-type: none"> <li>• Code of Conduct;</li> <li>• Working with children requirements;</li> <li>• Child safety;</li> <li>• Equity and diversity; and</li> <li>• Social media.</li> </ul> |

**Table 11A–4 Leadership and Personal Development**

|                          |   |
|--------------------------|---|
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**Table 11A–5 Ceremonial and Service Traditions**

|                          |  |
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|                 |   |
|-----------------|---|
| <b>Purpose:</b> | <b>To enable all ADF Cadet forces OOC/IOC to demonstrate an understanding of and participate in, parent Service related cadet activities.</b> |
|                 | the cadet force.  |

## CHAPTER 12

# AUSTRALIAN DEFENCE FORCE CADETS: MANAGEMENT AND USE OF DEFENCE INFORMATION AND COMMUNICATION TECHNOLOGY

This chapter has had limited consultation

### INTRODUCTION

12.1 The Australian Defence Force (ADF) Cadets requires capable Information and Communications Technology (ICT) solutions to support the timely, effective and transparent administration of the ADF Cadets enterprise.

### POLICY INTENT

12.2 This policy outlines the minimum requirements associated with the design, provision and use of ICT systems, processes and equipment provided for ADF Cadets.

12.3 The Glossary contained in the YOUTHPOLMAN provides a list of definitions that relate to this policy.

### POLICY PRINCIPLES

12.4 The principles applicable to this policy are:

- a. **Principle 1** – ADF Cadets are supported appropriately with effective ICT management and security processes.
- b. **Principle 2** – ADF Cadets ICT systems are developed, tested and sustained through a collaborative effort involving all stakeholders.
- c. **Principle 3** – ADF Cadets broadband network connections and support are fit for purpose.
- d. **Principle 4** – ADF Cadets ICT hardware assets are fit for purpose, with appropriate stocktaking processes and support.
- e. **Principle 5** – ADF Cadets web estate is managed effectively.

### POLICY PRACTICES AND MEASURES

#### **Principle 1 - ADF Cadets are supported appropriately with effective ICT management and security processes.**

- 12.5 All information systems provided specifically for the ADF Cadets must:
- a. maintain the appropriate level of security accreditation from Chief Information Officer Group (CIOG)
  - b. have system documentation, including disaster recovery and system guides;
  - c. utilise domains approved by the Australian Government Information Management Office (AGIMO) administrators and managed through the Defence Web and Information Compliance (DWIC) team;
  - d. be hosted in Defence approved data centres or in cloud based providers that are on the Australian Signals Directorate (ASD) approved list; and



- e. Employ contemporary industry standards for software versions and technology.

12.6 **Security.** The ADF Cadets Headquarters (ADFCHQ) is to ensure that the CadetNet information system maintains a current CIOG security accreditation at the UNCLASSIFIED (with DLM) rating. CIOG are to be advised of relevant changes to the system in accordance with the Information Security Manual (ISM) and Defence Security Manual (DSM).

12.7 **Privacy.** Privacy of information is to be in accordance with the Defence security policy which can be found at Privacy Knowledge Site.

12.8 **End user support.** Each Cadet organisation is responsible for assigning staff to action requests for assistance from ADF Cadets members. These roles may be assigned to Australian Public Servants (APS)/ADF or Officer of Cadets (OOC)/Instructor of Cadets (IOC) members.

12.9 **Coordination.** ADFCHQ will conduct regular meetings of ADF Cadets ICT managers and provide a report to the Joint Cadet Administrative Board (JCAB).

12.10 **Processes.** Details on procedures are located in the ADF Cadets ICT Management Protocol.

**Principle 2 - ADF Cadets ICT systems are developed, tested and sustained through a collaborative effort involving all stakeholders.**

12.11 CadetNet is the primary information system for the ADF Cadets and is managed by ADFCHQ, to meet the requirements of the three Cadet organisations.

12.12 **Account creation.** All ADF Cadets members including Defence Approved Helpers (DAH) must have an account created in the CadetNet system. Individuals who have not been formally accepted into the ADF Cadets are not to be assigned an account. Creation of AAFC accepted member's accounts are permitted until such time as the AAFC migrate member functions into CadetNet.

12.13 **Account management.** Information systems are required to have standard operating procedures maintained covering access control processes in accordance with the DSM.

12.14 **Development.** Requests for development items will be addressed through the regular meetings or relevant official project board for consideration and scheduling upon agreement.

12.15 **Sustainment.** ADFCHQ is responsible for coordinating the items included in each sustainment release which will be scheduled on a quarterly basis or as required.

12.16 **Testing.** Each Cadet Organisation will be invited to supply appropriate personnel to conduct regular testing of new modules and regression of the entire system on a routine basis.

12.17 **Processes.** Details on procedures are located in the ADF Cadets ICT Management Protocol.

**Principle 3 – ADF Cadets broadband network connections and support are fit for purpose.**

12.18 **Types of connections.** Cadet units may be offered Defence funded broadband connectivity fixed connection via the National Broadband Network (NBN)

or Asymmetrical Digital Subscriber Line (ADSL). Alternatively wireless mobile broadband may be provided under special circumstances. ADFCHQ has sole responsibility for the maintenance and funding of the various Defence contracts for this capability including the baseline equipment such as routers and wireless access points.

12.19 **Entitlement to a connection.** Defence through ADFCHQ will provide a minimum of one broadband connection to each cadet organisation unit. This connection must be content filtered to ensure appropriate access for ADF Cadets business activities only. Co-located units will share connections unless there is a business case approved by the Defence contract manager.

12.20 **Processes.** Details on procedures are located in the ADF Cadets ICT Management Protocol.

**PRINCIPLE 4 - ADF CADETS ICT HARDWARE ASSETS ARE FIT FOR PURPOSE, WITH APPROPRIATE STOCKTAKING PROCESSES AND SUPPORT**

12.21 All Defence owned ICT hardware issued to ADF Cadets units is to be used in accordance with directives and policy issued by CIOG. This includes the initial provision/issue, nature of use, stock take, repair, refresh and disposal through the asset's lifecycle.

12.22 **Stock takes.** ADF Cadets must undertake and complete an ICT Asset Register stock take in CadetNet by the notified due date for every iteration of that process.

12.23 **Refresh.** ADFCHQ coordinates refresh activity on the basis that no supported 'in service' ICT asset will be greater than 6 years of age within ADF Cadets. Costs associated with a refresh will be negotiated between CIOG, ADFCHQ and the ADF Cadets.

12.24 **Procurement.** ADF Cadets members and DAH must not purchase ICT assets with Commonwealth (relevant) monies as described in the Public Governance and [Performance Accountability Act 2013](#).

12.25 **Processes.** Details on procedures and processes are located in The ADF Cadets ICT Management Protocol.

**Principle 5 - ADF Cadets web estate is managed effectively.**

12.26 All ADF Cadets related web sites (both internet and intranet) must be maintained in accordance with the [Defence Web Estate Manual \(WEBMAN\)](#). Content must be approved by the appropriate level officer (or relevant rank/delegate) prior to being published.

12.27 **Social Media.** Policy guidance relating to ADF Cadets management and use of social media is contained in YOUTHPOLMAN Part 1.

12.28 **Processes.** Details on procedures are located in the ADF Cadets ICT Management Protocol.

**RELATED POLICY**

Defence Web Estate Manual

Defence Records Management Policy Manual

**UNCLASSIFIED**

## **CHAPTER 13**

### **AUSTRALIAN DEFENCE FORCE CADETS: SECURITY**

This chapter is currently under development

**UNCLASSIFIED**

## **CHAPTER 14**

# **AUSTRALIAN DEFENCE FORCE CADETS: MANAGEMENT OF SPECIALISED HEALTH NEEDS**

This chapter is currently under review

### **INTRODUCTION**

14.1 Australian Defence Force (ADF) is not primarily responsible for the health care of ADF Cadets members, who as members of the community are responsible for their own health care arrangements. Parents are primarily responsible for ensuring that their child is able to manage any health condition(s) (relevant health condition) they may have. In the context of a youth development organisation, young people should be encouraged and supported to manage their own relevant health conditions. However, the ADF Cadets seeks to identify and manage known relevant health conditions in order to mitigate the risk that they might be triggered or aggravated by, or during, participation in ADF Cadets activities, or might adversely impact on other participants.

### **POLICY STATEMENT**

14.2 In accordance with the principle of inclusiveness, the ADF Cadets encourages the safe participation of adults and young people diagnosed with relevant health conditions. The purpose of this policy is to mitigate the risks to Officer of Cadets (OOC), Instructor of Cadets (IOC) or Cadets concerned, and to other ADF Cadets members and Defence approved helpers (DAH), while preserving the principles of inclusiveness.

14.3 A relevant health condition may be relevant to an ADF Cadets member's participation in three ways:

- a. the member may be at risk of the relevant health condition occurring, or being triggered or aggravated during or by participation in ADF Cadets activities;
- b. the relevant health condition may place limitations on the member's ability to participate in ADF Cadets activities; and
- c. the relevant health condition may increase risk to other participants in ADF Cadets activities (for example, because the member has reduced ability to respond to a situation, or the other participant may be at risk of contracting an infectious disease).

14.4 Relevant health conditions that have the potential to impact on a member's participation in the ADF Cadets may be permanent or temporary. Permanent relevant health conditions do not necessarily arise only in early childhood and could be identified at any time during a member's participation in the ADF Cadets. Temporary relevant health conditions, such as injuries or infectious diseases, can arise at any time.

### **RISK MANAGEMENT**

14.5 In respect of any member with a known or suspected relevant health condition, ADF Cadets Commanding Officers must implement reasonable measures to enable the member to participate in Cadet Unit activities. This is to the extent that

it is reasonably practicable to do so, without increasing the risk to the ADF Cadets member or others to an unacceptable level.

14.6 Any significant increase in the risk to the member, whether of aggravation of the relevant health condition or from reduced ability to cope with or respond to situations, is unacceptable unless it is in accordance with an agreed care plan.

14.7 Resource constraints may mean that it is not reasonably practicable to implement measures that enable a member to fully participate in some or all unit activities.

14.8 Where such measures cannot be implemented, the ADF Cadets Commanding Officer must not allow the member to participate in the relevant activity. Such a restriction may be imposed before or during an activity or any specific task.

### **NOTIFICATION OF RELEVANT HEALTH CONDITIONS**

14.9 ADF Cadets Commanding Officers must take reasonable steps to identify whether any member enrolled in or assigned to their cadet unit has a known or suspected relevant health condition.

14.10 Early identification of a relevant health condition is required to enable the development and implementation of risk management strategies. In addition, ADF Cadets members must notify their ADF Cadets Commanding Officer of any known or suspected relevant health condition.

14.11 The primary means of identifying and notifying ADF Cadets Commanding Officers of a known or suspected relevant health condition is during the application for membership or enrolment process by questionnaire and/or any associated medical examination. A secondary means of identification and notification is by requiring ADF Cadets members (and parents) to declare a diagnosed relevant health condition prior to participation in any particular ADF Cadets activity. Applicable ADF Cadets procedures provide detail on the requirements around medical questionnaires and medical examinations.

14.12 A Service Chief may require a member of the ADF Cadets to undergo a medical examination, as a condition of membership or enrolment or at any time considered reasonable to ascertain whether the member has a relevant health condition.

### **CARE PLANS**

14.13 The ADF Cadets are not responsible for identifying or diagnosing relevant health conditions, or for the development of care plans. The individual member (and/or in the case of a cadet, the cadet's parents/guardian) with the relevant health condition is responsible for development of a care plan in consultation with their medical practitioner.

14.14 The member must provide a care plan to their ADF Cadets Commanding Officer. This must contain:

- a. information about the relevant health condition and its triggers and aggravators;
- b. information about how it is managed, what activities the member should avoid and what limitations should be imposed on participation in activities;

- c. critical information about the appropriate emergency response in the event of an onset of the symptoms associated with the relevant health condition (eg seizure or anaphylactic incident); and
- d. the emergency contact details of the member's next of kin and medical practitioner.

14.15 The photographic identification of a member in a care plan is an optional inclusion except where mandated as a requirement by a Cadet Organisation.

14.16 Implementation of a care plan is to be negotiated (where required) and documented between the member (and where applicable the member's parents/guardian) and the member's ADF Cadets Commanding Officer.

14.17 Care plans must be held and distributed on a need to know basis and must be handled in accordance with the [Privacy Act 1988](#).

14.18 An OOC or IOC who is aware of the care plan should always be in appropriate proximity to the member. In deciding what is "appropriate proximity" all relevant factors should be taken into account. These include, but are not restricted to: the severity of the relevant health condition, potential consequences of an occurrence and the nature of the treatment to be administered.

14.19 In some circumstances, with the consent of the member and their parents/guardian when required, it may be appropriate for other ADF Cadets members who will be in the member's presence to be aware of the care plan. General consent to release an individual's care plan may also be obtained at membership application or enrolment.

14.20 An ADF Cadets Commanding Officer may impose as a condition on a member's participation in an activity or activities that the member consent to specified others being informed of the care plan.

## ALLERGIES

14.21 ADF Cadets Commanding Officers must take precautions to mitigate risk and consequences of exposure to allergens. Where an ADF Cadets Commanding Officer has identified or been notified that a member has an allergy, the ADFC Commanding Officer must establish procedures to mitigate the risk of exposure to the allergen, including the management of foodstuffs, and the requirement to include personal details on all specially prepared meals.

14.22 ADFC Commanding Officers must ensure that cadet unit personnel are trained, not less than annually, to recognise signs and symptoms of allergic reactions, including anaphylaxis, and to administer treatment for them.

## SCOPE

14.23 This policy applies to:

- a. all Defence and Cadet Adults including Defence Approved Helpers;

**UNCLASSIFIED**

## **CHAPTER 15**

### **AUSTRALIAN DEFENCE FORCE CADETS: EMERGENCY HEALTH TREATMENT**

15.1 This chapter is currently under development

**UNCLASSIFIED**



**UNCLASSIFIED**

## **CHAPTER 16**

### **AUSTRALIAN DEFENCE FORCE CADETS: HONORARIUM**

16.1 This chapter is currently under development

**UNCLASSIFIED**

## CHAPTER 17

# AUSTRALIAN DEFENCE FORCE CADETS: DEFENCE WEAPONS

### INTRODUCTION

17.1 The use of Australian Defence Force weapons (Defence weapons) for approved activities is a distinguishing feature of the Australian Defence Force Cadets (ADF Cadets) as a youth development program, and among the features of the scheme that attract young people who are interested in military matters.

17.2 Defence weapons are used to develop safety, discipline, competence, confidence and team work skills, through a logical staged sequence of familiarisation, to a stage where cadets can confidently participate in live firing on a controlled Defence or Defence-approved civilian range; and/or in ceremonial activities that may involve the firing of blank ammunition. (They are used to inculcate pride and respect).

17.3 All Defence weapons activities must have the cadets' best interests (including their physical, psychological and emotional wellbeing) as the primary consideration, and must comply with Work Health and Safety and Defence Youth Safety standards.

### POLICY INTENT

17.4 This policy provides direction and guidance on the use of Defence weapons, and associated equipment and ammunition. This policy is to be read in conjunction with the ADF Cadets Military-Like Activities policy, the Defence Security Manual (DSM), and the Defence Training Area Management Manual (DTAMM), and has been developed in accordance with Australia's commitment to the United Nations Convention on the Rights of the Child and the Optional Protocol on the Involvement of Children in Armed Conflict. This policy excludes Cadet Firearms, which are covered by a separate policy.

### POLICY PRINCIPLES

17.5 The principles that underpin this policy are:

17.6 **Principle 1** - Access to and use of Defence weapons and ammunition by ADF Cadets members is in accordance with Defence policy and procedures.

### POLICY PRACTICES AND MEASURES

**Principle 1 - Access to and use of Defence weapons and ammunition by ADF Cadets members is in accordance with Defence policy and procedures.**

17.7 Activities involving the use of Defence weapons by ADF Cadets members must only be conducted by ADF members and ADF Cadets Officers of Cadets (OOC) and Instructors or Cadets (IOC) who are:

- a. qualified and permitted to conduct Defence weapons activities members in accordance with Defence policy and relevant Cadet organisation procedures
- b. ADF members who are currently qualified to use the weapon in accordance with their parent Service's requirements, may conduct Defence weapons activities for ADF Cadets members in their capacity as an OOC or IOC.

- 17.8 ADF Cadets range practices must comply with the requirements of:
- a. LWP–G 7–3–1 Australian Defence Force Range Orders (Land) (LWP–G 7–3–1)
  - b. Safe Handling of Service Weapons Training (for civilians)
  - c. Standing Orders applicable to the range on which the practice is fired as issued by:
    - (1) Directorate of Operations and Training Area Management for Estate and Infrastructure Group-managed ranges and Non-Defence Training Areas (NDTA); and
    - (2) range operators for all other ranges.
  - d. authorised ADF procedures for the weapon(s) and practice being fired.

17.9 ADF Cadets members must complete the weapons and explosive ordnance training courses if they are handling, storing or transporting bulk weapons and/or bulk ammunition.

#### USE OF DEFENCE WEAPONS MUST BE ON AUTHORISED RANGES

17.10 ADF Cadets members must only live-fire approved weapons at Defence ranges or non-Defence ranges certified to allow the ammunition being used, which may include:

- a. Defence-approved NDTA (e.g. civilian rifle ranges/gun clubs); and
- b. Royal Australian Navy (RAN) ships, with the approval of the Commanding Officer of the ship.

17.11 A civilian range is considered Defence-approved when the requirements specified in the DTAMM have been met. Approved non-Defence ranges are certified and may only be used while their Certificate of Range Safety Compliance remains current.

#### APPROVED ACTIVITIES

17.12 ADF Cadets members may use the following Defence weapons for Defence-approved live-fire practices:

- a. family of F88 weapons and other small arms approved for live-firing by the relevant Directors-General Cadets.

17.13 Subject to the requirements of this policy, ADF Cadets may participate in Weapons Training Simulation Systems (WTSS) practices, using all small arms (including pistols and light support weapons) that have been adapted for WTSS use. The use of bayonets by ADF Cadets members is prohibited, other than for ceremonial purposes.

17.14 Subject to the requirements of this policy, ADF Cadets may use approved small arms of other nations when participating in international competitions or activities that have been approved by their Service Chief.

17.15 Participation in ADF Cadets activities involving the use of Defence weapons is completely voluntary for all ADF Cadets members. Non-participation in an activity

that involves the use of Defence weapons is not a prerequisite for involvement in the ADF Cadets program however there may be individual activities or courses where the use of a weapon is a requirement.

17.16 Before participating in a Defence weapons activity, a cadet who is under 18 years of age must have the written consent of their parent/guardian to participate. Such consent may be given or withdrawn at the time of initial enrolment, and/or prior to participating in a particular Defence weapons activity.

17.17 A cadet under 18 years of age who is recognised as living independently under applicable State/Territory legislation may in accordance with ADF Cadet procedures seek approval from the relevant Director-General or their delegate for exemption from the requirement for parental consent, and the Director-General Cadets or their delegate may give such approval.

## FAMILIARISATION ACTIVITIES

17.18 Subject to any additional procedures, ADF Cadets members may fire Defence weapons in a familiarisation activity or practice if they:

- a. have parental consent (where required) in accordance with this policy
- b. display a level of maturity acceptable to the ADF Cadets Chain of Command
- c. have completed their initial induction training
- d. are fit and able to handle a Defence weapon
- e. are under the direct supervision of qualified ADF members and/or OOC and/or IOC, in accordance with relevant Defence and ADF Cadets procedures applicable to such activities or practice
- f. have completed the minimum training requirements for participation in a familiarisation activity or practice for the weapon, as specified by the relevant cadet organisation procedure.

## QUALIFICATION SHOOTS

17.19 Subject to any additional ADF Cadets procedures, ADF Cadets members may fire Defence weapons in a qualification shoot if they:

- a. have parental consent (where required) in accordance with this policy
- b. display a level of maturity acceptable to the ADF Cadets chain of command
- c. are fit and able to handle a Defence weapon
- d. have completed their initial induction training and at least one year of cadet service
- e. have completed the requisite Defence weapon training in accordance with the relevant weapon manual and as specified by the relevant cadet organisation procedure
- f. comply with the requirements of Safe Handling of Service Weapons Training (for civilians).

## USE OF SIMILAR WEAPONS OF DEFENCE FORCES OF OTHER NATIONS IN APPROVED INTERNATIONAL COMPETITIONS

17.20 ADF Cadets members may use approved small arms of other nations in international competitions or activities, provided that:

- a. the member is eligible to use a similar type of weapon under this policy
- b. the Service Chief or their delegate has approved the activity
- c. the member has been briefed and has displayed, to the satisfaction of a qualified operator of the weapon, a suitable understanding of the safe handling and operation of the weapon before undertaking the activity
- d. in the case of cadets, they have parental consent, or
- e. a cadet under 18 years of age who is recognised as living independently under applicable State/Territory legislation has in accordance with ADF Cadets procedures sought approval from the Director-General Cadets for exemption from the requirement for parental consent, and the Director-General Cadets has given such approval.

## RANGE SENTRIES

17.21 An OOC or IOC may be appointed as a Range Sentry by the Officer in Charge of the range practice. The OOC or IOC is to be briefed on the duties of a sentry, in accordance with the relevant Range Standing Orders, and acknowledge receipt of the brief in writing by initialling the master range instruction.

17.22 Cadets cannot perform as range sentries.

## RECORDS OF DEFENCE WEAPONS TRAINING

17.23 A record of all Defence weapons training completed by an ADF Cadets member forms part of the member's general ADF Cadets record.

## TARGETS

17.24 Cadets participating in live-fire or WTTS practices must not use targets that are representative of humans or animals.

17.25 For WTSS practices, ADF Cadets members must use only:

- a. the approved family of F88 weapons Cadet practices
- b. other approved small arms practices.

17.26 Cadets may not participate in any WTTS Computer Generated Imagery scenario, other than the 'falling plate' practice.

## AMMUNITION

17.27 Only Defence-approved ammunition, supplied through the Defence supply system, is to be used.

17.28 For approved ceremonial activities, only blank ammunition may be used with the family of F88 weapons, subject to any additional ADF Cadets organisation procedures. The activity must be conducted under the supervision of ADF personnel or OOC/IOC qualified on the family of F88 weapons in accordance with LWP-G 7-3-1 Australian Defence Force Range Orders (Land) and the activity must comply with Safe Handling of Service Weapons Training (for civilians).

## SOURCING, HANDLING AND TRANSPORTING DEFENCE WEAPONS AND AMMUNITION

17.29 Ammunition must be requested, handled and acquitted in accordance with Defence policy and ADF Cadets procedures.

17.30 Defence weapons and ammunition must be stored and transported in accordance with the provisions of Defence Explosive Ordnance Publications 101 (eDEOP 101) and DSM for the management and safety of explosive ordnance activities.

17.31 Loss or theft of, or other incidents concerning, a Defence weapon and/or associated equipment, must be reported in accordance with the DSM, eDEOP 101 and ADF Cadets procedures.

## ROLES AND RESPONSIBILITIES

### SERVICE CHIEFS

17.32 The Service Chiefs are responsible for approving the use of weapons of other Nations' Defence Forces for approved international competitions, in accordance with this policy.

### DIRECTORS-GENERAL CADETS

17.33 The Directors-General Cadets are responsible for:

- a. approving small arms other than the family of F88 weapons for live-firing by ADF Cadets, under this policy
- b. specifying the minimum training requirement for participation in a familiarisation practice or a qualification shoot under this policy
- c. ensuring compliance with applicable publications such as Standing Orders and LWP-G 7-3-1.

## RELATED INTERNATIONAL AGREEMENTS

United Nations Convention on the Rights of the Child

Optional Protocol to the United Nations Convention on the Rights of the Child on the Involvement of Children in Armed Conflict

Sponsor: Vice Chief of Defence Force

## **CHAPTER 18**

# **AUSTRALIAN DEFENCE FORCE CADETS: CADET FIREARMS**

### **INTRODUCTION**

18.1 Training in firearms safety and handling, including the live firing of small arms, is a distinguishing feature of the Australian Defence Force Cadets (ADF Cadets) as a youth development program, and among the features of the scheme that attract young people who are interested in military matters. Every Cadet Unit should have the opportunity to provide its members with experience in the safe handling of firearms, including simulated and/or live firing practices. Security policies may impose practical constraints on ADF Cadets gaining access to Defence weapons. The use within the ADF Cadets of Commonwealth procured, owned and approved bolt action repeating rifles in .22 Long Rifle calibre (Cadet firearms) provides a means for increasing the accessibility of firearms training to cadet units.

18.2 Cadet firearms are used to develop safety, discipline, competence and confidence in the handling of firearms, through a logically phased sequence of training to a level where Cadets can participate in live firing on a controlled Defence range or Defence-approved civilian range.

18.3 Safety is the paramount consideration in the use of Cadet firearms.

### **POLICY INTENT**

18.4 This policy provides direction and guidance for the use, procurement, allocation, storage, transport, registration and servicing of Cadet Firearms, associated equipment and ammunition. It operates in conjunction with the ADF Cadets Military-Like Activities policy, the Defence Security Manual (DSM), and the Defence Training Area Management Manual (DTAMM). It has been developed in accordance with Australia's commitment to the United Nations Convention on the Rights of the Child and the Optional Protocol on the Involvement of Children in Armed Conflict.

### **POLICY PRINCIPLES**

18.5 The principle that underpins this policy are:

- a. Principle 1 - Access to and use of Cadet firearms and ammunition by ADF Cadets members is to be in accordance with Defence policy and procedures.

### **POLICY PRACTICES AND MEASURES**

#### **PARTICIPATION**

18.6 Participation in ADF Cadet activities that involve the use of Cadet firearms is completely voluntary for all ADF Cadets members. Participation in an activity that involves the use of Cadet firearms is not to be a prerequisite for attendance at any other ADF Cadet activity, other than follow-on activities involving the use of Cadet firearms.

18.7 Before participating in a Cadet firearms activity, a cadet who is under 18 years of age must have the written consent of their parent or guardian to participate

in firearms activities. Such consent may be given or withdrawn at the time of initial enrolment, and/or prior to participating in a particular activity. Parental consent must be placed on the cadet's firearms training record.

18.8 A cadet under 18 years of age who is recognised as living independently under applicable State/Territory legislation may in accordance with ADF Cadets procedures seek written approval from the relevant Director-General Cadets, or their delegate, for exemption from the requirement for parental consent, and the Director-General Cadets, or their delegate, may give such approval. The written approval must be placed on the cadet's firearm training record.

## APPROVED FIREARMS

18.9 Only approved firearms may be used as Cadet firearms. Chief of Army, as Lead Capability Manager (LCM) for Cadet firearms, may approve specified models of bolt action rifles in .22 Long Rifle calibre, for use as Cadet firearms.

18.10 Use of any firearms, other than Commonwealth provided firearms approved by the LCM, is prohibited.

## CADET FIREARMS REGISTER

18.11 Respective ADF Cadets chains of command must ensure all Cadet firearms and associated equipment are recorded on an internal database, called the Cadet Firearms Register (CFaR). The CFaR forms part of the CadetNet information system and records the following information:

- a. the manufacturer, type, serial number, make and model of each firearm
- b. status of compliance of the firearm with inspection and servicing requirements
- c. current facility and a permanent audit trail of all movements and storage of the firearm
- d. applicable identifying number of the firearm.

18.12 Privately owned firearms other than approved Cadet firearms must not be registered on the CFaR.

18.13 Cadet firearms registered on the CFaR must be audited no later than the 10th day of each month, through monthly assurance stocktakes in accordance with Defence Logistics Manual (DEFLOGMAN).

18.14 The possession, control, transportation and registration of Cadet firearms and ammunition must comply with Defence policy. Cadet firearms registered in the CFaR are Commonwealth property and as such, pursuant to the requirements of Defence policy. ADF Cadets members are not required, under a law of a State or a Territory, to obtain or hold a licence or other permission to possess, use or transport a registered Cadet firearm for, or during, an approved ADF Cadets activity.

18.15 Cadet firearms must only be handled by ADF Cadets members who are registered to participate in the firearms activity. Cadets must hold the relevant consent or approval in accordance with their cadet organisation requirement. ADF Cadets members who handle Cadet firearms when their enrolment or acceptance as member is not current or they are not registered and signed in for an approved



activity involving Cadet firearms, may be in breach of the criminal code and Defence policy.

18.16 As a matter of Defence policy, the Firearms Act 1996 (NSW) is the minimum standard to be applied to the control, secure storage and transport of Cadet firearms, associated equipment and ammunition. Where Commonwealth, State/Territory legislation imposes more stringent requirements in respect of the control, secure storage or transport of Cadet firearms, associated equipment and ammunition, the higher standard is to be applied.

18.17 Actual or suspected contraventions of Commonwealth, State and Territory firearms legislation involving Cadet firearms are potential civilian criminal offences. Potential civilian criminal offences are notifiable incidents that must be reported in accordance with relevant ADF Cadets organisation procedures, the DSM and Interim DI ADMIN 45-2— Incident Reporting and Management and the Defence Incident Reporting and Management Manual.

## APPROVED ACTIVITIES

18.18 Cadet firearms must only be used for approved activities. Service Chiefs or their delegates may approve ADF Cadet activities for the use of Cadet firearms, in accordance with the guidance of the LCM. Such activities may include:

- a. training (being training other than live firing) in the safe handling, maintenance and operation of Cadet firearms
- b. live firing of a Cadet firearm.

18.19 Where a Service Chief approves activities that include the live firing of Cadet firearms, the Service Chief or their delegate must ensure the Defence training syllabus for Cadet firearms provides the requisite knowledge, skills and attitudes to fire the firearm safely and competently is completed by the ADF Cadets member before that member participates in a live firing activity.

18.20 Use of Cadet firearms and/or ammunition, other than for an approved activity, is prohibited.

18.21 ADF Cadets members must only use Cadet firearms for approved non-live firing firearms familiarisation training when they:

- a. have parental consent or their relevant Director-General Cadet's approval (where required) which has not been withdrawn, in accordance with participation requirements of this policy.
- b. display a level of maturity acceptable to the ADF Cadets chain of command
- c. are fit and able to participate
- d. display a level of maturity acceptable to the ADF Cadets chain of command
- e. have completed their initial induction training
- f. have completed the approved training syllabus for the relevant Cadet firearm.

18.22 ADF Cadets members who have not completed the approved training syllabus for the relevant type of cadet firearm must only use Cadet firearms in a live firing familiarisation activity when they:

- a. have parental consent or the relevant Director-General Cadet's approval (where required) which has not been withdrawn, in accordance with this policy
- b. display a level of maturity acceptable to the ADF Cadets chain of command
- c. are fit and able to participate
- d. have completed their initial induction training
- e. are under the direct 'one on one' supervision of qualified ADF members and/or Officers of Cadets (OOC) and/or Instructors of Cadets (IOC), in accordance with relevant Defence and ADF Cadets procedures applicable to such activities.

## USE OF FIREARMS OF OTHER NATIONS IN APPROVED INTERNATIONAL COMPETITIONS

18.23 ADF Cadets members may use firearms of other nations when participating in international competitions or activities approved by their Service Chief, provided that:

- a. ADF Cadets members are eligible to use a similar type of firearm in accordance with this policy
- b. the Service Chief has approved the use of the firearm as suitable for the activity being conducted
- c. ADF Cadets members have been briefed and have displayed, to the satisfaction of a qualified operator of the firearm and the Service Chief, or his delegate, a suitable understanding of the safe handling and operation of the firearm before undertaking the activity
- d. ADF Cadets members are fit and able to participate
- e. parental consent has been provided for cadets, or
- f. an ADF Cadet under 18 years of age, who is recognised as living independently under applicable State/Territory legislation has accordance with ADF Cadets procedures sought approval from the Director-General Cadets for exemption from the requirement for parental consent, and the Director-General Cadets has given such approval.

## RECORDS OF FIREARMS TRAINING

18.24 The Service Chief must maintain, in respect of each member of that Service Chief's cadet organisation, a record of all firearms training completed by the member. The member's firearm record is to include any relevant civilian qualifications and competencies held by the member, which may form part of a general record for the member.

## SAFETY

18.25 All Cadet firearms activities must have the cadets' best interests (including their physical, psychological and emotional wellbeing) as the primary consideration.

18.26 The ADF Cadets chain of command must provide to ADF Cadets members an introduction to firearms safety and risk awareness presentation, within each year before live firing of Cadet firearms. The presentation must include:

- a. a generic firearms safety video or briefing
- b. a specific briefing applicable to Cadet firearms
- c. a briefing/lesson on firearms safety procedures including the National Firearms Safety Code.

18.27 ADF Cadets chain of command must ensure that the date on which the member received the presentation is entered on the member's Cadet firearms record.

18.28 Cadet firearms must only be handled by ADF Cadets members who:

- a. are currently enrolled in or appointed to a Cadet Force
- b. are registered to participate in an approved cadet activity involving Cadet firearms
- c. have successfully completed the relevant training requirements listed in this policy
- d. hold the permissions and approvals in accordance with this policy

## TARGETS

18.29 The use of targets representative of humans or animals in the course of ADF Cadets activities is prohibited.

## OFFICERS IN CHARGE, RANGE CONTROL OFFICERS AND SAFETY SUPERVISORS FOR AUSTRALIAN DEFENCE FORCE CADETS CADET FIREARMS ACTIVITIES

18.30 OOC and IOC who participate as Officers in Charge, Range Control Officers and/or Safety Supervisors during ADF Cadets approved activities must complete the following training packages:

- a. Combined Army Training Centre (CATC) Training Management Package for the CZ Bruno .22
- b. Defence Security and Vetting Service Weapons and Explosive Ordnance
- c. CATC Conduct and Supervise Safety on Restricted Category 'A' Range Practices, or
- d. CATC Conduct and Supervise Safety on Category 'A' Range Practices.

18.31 OOC and IOC may be required to complete additional ADF Cadets procedures training packages.

18.32 OOC and IOC must have an appropriate level of live-fire Cadet firearms experience, as determined by their relevant cadet force, prior to applying to become an Officer in Charge, Range Control Officer or Safety Supervisor.

18.33 OOC and IOC who act as Safety Supervisors for ADF Cadets OOC, IOC or cadets who have completed the relevant firearms training requirements must supervise no more than four members in total at any one time.

## PROCUREMENT AND ALLOCATION

18.34 Cadet firearms must be procured only in accordance with Commonwealth Procurement Rules. Procedures for requesting the procurement of Cadet firearms are to be specified by the LCM.

18.35 The relevant Director-General Cadets may approve a cadet unit to hold Cadet firearms.

18.36 The relevant Director-General Cadets must not approve a cadet unit to hold Cadet firearms unless:

- a. the cadet unit has a Firearms Manager (FM) appointed in accordance with the roles and responsibilities described in this policy
- b. the cadet unit has a secure storage facility in accordance with this policy.

18.37 A cadet unit requesting to hold Cadet firearms must apply for approval through its chain of command to the relevant Director-General Cadets. If approved, the Director-General Cadets will liaise with the LCM to procure the firearms.

18.38 Procurement of firearms for cadet units other than in accordance with this policy is prohibited.

## SERVICING

18.39 The relevant Director-General Cadets, or their delegate, must ensure that Cadet firearms held by their cadet unit are technically inspected and serviced annually by a licensed gunsmith or approved armourer, in accordance with any instructions issued by the LCM.

18.40 A firearm that does not meet manufacturer's specifications, or fails the annual technical inspection and service, must not be used until such time as it has been repaired by a licensed gunsmith or approved armourer and meets the original equipment manufacturer's specifications. Any firearm that cannot be repaired to the specified requirements must be lawfully disposed of in accordance with LCM instructions.

## SECURITY APPOINTMENT BRIEFINGS

18.41 The relevant Director-General Cadets, or their delegate, must appoint an OOC or IOC as FM, to be responsible for the security of Cadet firearms and associated equipment in their cadet unit. They may also appoint an OOC or IOC as Assistant Firearms Manager (AFM), to assist the FM.

18.42 The relevant Director-General Cadets, or their delegate, must provide a formal brief to the FM and any AFM, covering the responsibilities of their position, relevant Defence policies, weapons and explosive ordnance training, and any related ADF Cadets procedures, on their initial appointment as FM or AFM and annually thereafter. The FM and AFM are to acknowledge in writing that they have read and understood the information provided. A record of the date the brief was provided must be maintained in accordance with ADF Cadets procedures.

## PHYSICAL SECURITY

18.43 Storage containers. Cadet firearms are to be stored in accordance with the DSM 'Storage of Cadet Firearms'.

18.44 Transport. Cadet firearms are to be transported in accordance with DSM 'Transporting Cadet Firearms'.

18.45 Non-Defence facilities. Cadet firearms may be stored at a non-Defence facility subject to the approval of the relevant Director-General Cadets and a satisfactory Defence-approved site security survey. For this purpose, a non-Defence facility includes but is not limited to:

- a. a cadet unit not located on a Defence facility
- b. a local rifle or gun club armoury
- c. an approved range or shooting centre
- d. a police station.

18.46 A certificate of inspection is to be obtained from the inspecting authority and either:

- a. displayed prominently at the cadet unit near the ADF Cadets firearms storage container
- b. displayed at the non-Defence training area
- c. otherwise available to be viewed on request by ADF Cadets members.

18.47 Storage of Cadet firearms at private residences is prohibited.

## SECURITY KEYS

18.48 Keys to a Cadet firearms storage container, or other Defence-approved container or facility, constitute security keys.

18.49 Security keys for Defence approved containers or facilities may be held only by a staff member in the ADF Cadets' chain of command and the FM, who must be aware of and adhere to any applicable security requirements contained in the DSM. Security keys are to be protected from unauthorised access and shielded from view when not in use.

18.50 Security keys must be checked during each monthly firearms assurance stocktake in accordance with DEFLOGMAN and conducted in accordance with the Electronic Supply Chain Manual V04S08C19A Stocktaking and Reporting of Cadet Firearms.

18.51 Security keys must not be duplicated, except with the written approval of the relevant Director-General Cadets.

18.52 The designated ADF Cadets staff member or FM must keep the security keys in a locked container when not in use.

18.53 The loss of security keys is to be reported as a major security incident in accordance with the DSM and ADF Cadets procedures. If security keys are lost, the lock on the key safe is to be considered compromised and must be replaced immediately.

## AMMUNITION

- 18.54 The ammunition approved for use with Cadet firearms is:
- a. Defence-supplied .22 Long Rifle calibre ammunition
  - b. commercially available .22 Long Rifle calibre ammunition which is specifically approved by the LCM for use in Cadet firearms.
- 18.55 Ammunition provided through the ADF supply system is to be requested, handled and acquitted in accordance with Defence policy and ADF Cadets procedures.
- 18.56 Cadet units may procure LCM approved commercially available ammunition using cadet unit funds, in accordance with ADF Cadets procedures.
- 18.57 The use of blank, hand-loaded or self-constructed ammunition in Cadet firearms is prohibited.
- 18.58 Ammunition must only be stored in:
- a. the appropriate packaging, and not loaded in magazines
  - b. in accordance with the principles, standards and procedures for the management and safety of explosive ordnance activities described in the DSM.
- 18.59 Ammunition for Cadet firearms must only be issued for use:
- a. at authorised ADF Cadets live fire activities
  - b. by properly appointed ADF Cadets members or ADF members.
- 18.60 Cadets must only have access to Cadet firearms and ammunition at the designated firing point under the supervision of properly appointed ADF Cadets members or ADF personnel.
- 18.61 Firearms must only be placed in the loaded condition at the firing point.

## AUTHORISED RANGES

- 18.62 ADF Cadets members must only live-fire cadet weapons at Defence ranges or non-Defence ranges certified to allow the ammunition being used. Authorised ranges include:
- a. Defence ranges
  - b. Defence-approved Non-Defence Training Areas (NDTA) (e.g. civilian rifle ranges/gun clubs)
  - c. Royal Australian Navy (RAN) ships, with the approval of the Commanding Officer of the ship.
- 18.63 To control and supervise range practices involving ADF Cadets members, supervising staff must:
- a. comply with LWP-G 7-3-1 Australian Defence Force Range Orders (Land) (LWP-G 7-3-1)
  - b. comply with Standing Orders applicable to the range on which the practice is fired as issued by:

- (1) Directorate of Operations and Training Area Management (DOTAM) for Estate and Infrastructure Group-managed ranges and NDTA
- (2) range operators for all other ranges.
- c. comply with authorised ADF procedures for the weapon(s) and practice being fired
- d. for Defence ranges, be qualified in accordance with applicable ADF weapons and range requirements, or hold a Defence-approved civilian qualification.

18.64 A civilian range is considered Defence-approved when the requirements outlined in the DTAMM have been met. Approved non-Defence ranges are certified and may only be used while the Certificate of Range Safety Compliance remains current.

## STANDING ORDERS

18.65 All ranges used by ADF Cadets are subject to standing orders issued by either the single Service operator or the regional office of DOTAM:

- a. standing orders contain detailed procedures for the use of Defence-approved ranges, both Defence and non-Defence, and must be complied with by ADF Cadets members at all times
- b. all non-Defence ranges are subject to standing orders issued by the regional DOTAM office. The procedures and regulations in regional DOTAM Non-Defence Training Area Standing Orders may differ from those issued by civilian managers of the range. In all cases, ADF Cadets units are required to comply with the requirements in standing orders for each non-Defence range approved for Defence and ADF Cadets use.

## RANGE SENTRIES

18.66 An OOC or IOC may be appointed as a Range Sentry by the Officer in Charge of the range practice provided the OOC or IOC has been briefed on the duties of a sentry, in accordance with the relevant Range Standing Orders, and acknowledges receipt of the brief by initialling the master range instruction.

18.67 Cadets may not act as range sentries.

## LOSS OR THEFT OF CADET FIREARMS AND AMMUNITION

18.68 In the event that Cadet firearms or ammunition are suspected or confirmed as lost or stolen, the following actions must be undertaken:

- a. Initial action. The matter must be reported immediately in accordance the Interim DI ADMIN 45-2—Incident Reporting and Management and ADF Cadets procedures; and a stock-take must be conducted to ascertain exactly what is missing or stolen and records checked in accordance with Defence Explosive Ordnance Publication (eDEOP 101) to determine the last time the items were accounted for.
- b. Incident report. Once the initial action is complete, the relevant Director-General Cadets must make an incident report in accordance with the DSM, and ADF Cadets procedures. The incident report must contain, so far as

possible, the status and any findings of investigations by police and/or Defence agencies.

18.69 Where the report recommends any remedial action, the relevant Director-General Cadets may cancel or suspend the cadet unit's approval to hold Cadet firearms until the remedial action is completed.

## SERVICE CHIEFS

18.70 The Service Chiefs are responsible for:

- a. approving specified ADF Cadets activities for the use of Cadet firearms, in accordance with this policy
- b. approving a training syllabus, in accordance with this policy
- c. approving the use of firearms of other nations for approved international competitions, in accordance with this policy
- d. causing a Cadet firearms record to be maintained, in respect of each member of that Service Chief's Cadet organisation, in accordance with this policy
- e. directing the Cadet organisations to implement the policy
- f. ensuring that any relevant ADF Cadets procedures align with this policy
- g. resourcing the implementation of this policy within their respective Service's cadet organisation.

## CHIEF OF ARMY (AS LEAD CAPABILITY MANAGER)

18.71 Chief of Army is the LCM for Cadet firearms and is responsible for the procurement, disposal and servicing of Cadet firearms, including publishing related policies and procedures in consultation with the cadet organisations and in particular:

- a. approving firearms for use as Cadet firearms in accordance with this policy
- b. providing guidance as to the types of activities for which the use of Cadet firearms may be approved, in accordance with this policy
- c. procuring Cadet firearms, and specifying procedures for their procurement, in accordance with this policy
- d. issuing instructions in respect of the servicing of Cadet firearms in accordance with this policy
- e. issuing instructions in respect of the disposal of Cadet firearms in accordance with this policy
- f. physical disposal of Cadet firearms in accordance with this policy.

## HEAD RESERVE AND YOUTH DIVISION

18.72 Head Reserve and Youth Division is responsible for:

- a. supporting VCDF in ensuring the implementation of this policy across the ADF Cadets



- b. monitoring the implementation and application of this policy
- c. conducting regular and comprehensive reviews of this policy.

## DIRECTORS-GENERAL CADETS

18.73 The Directors-General Cadets are responsible for:

- a. approving cadet units to hold Cadet firearms accordance with this policy
- b. liaising with the LCM to arrange procurement of Cadet firearms accordance with this policy
- c. approving the storage of Cadet firearms at a non-Defence facility in accordance with this policy
- d. cancelling or suspending a cadet unit's approval to hold Cadet firearms accordance with this policy
- e. supporting their respective Service Chiefs in ensuring the implementation of this policy in their respective Service's ADF Cadet organisation
- f. supporting their respective Service Chiefs in ensuring that any relevant ADF Cadets procedures are consistent with this policy
- g. ensuring that all ADF Cadets members are aware of this policy and their obligations under it
- h. ensuring compliance with applicable publications such as standing orders and LWP-G 7-3-1
- i. liaising with the LCM in relation to their respective cadet force's procurement, disposal and servicing of Cadet firearms
- j. developing ADF Cadets procedures relating to the implementation of, and compliance with, this policy, relevant legislation and LCM instructions
- k. ensuring that ADF Cadets members with firearms-related responsibilities are familiar with, and act in accordance with, the security requirements contained in the DTAMM and the DSM
- l. appointing at least one FA.

## AUSTRALIAN DEFENCE FORCE CADETS CHAIN OF COMMAND

18.74 The ADF Cadets chain of command is responsible for ensuring that Cadet firearms, associated equipment and ammunition held by their cadet unit are procured, used, stored, transported, registered and serviced in accordance with this policy, and in particular for:

- a. the security of Cadet firearms and associated equipment held by their cadet unit
- b. ensuring that all Cadet firearms and associated equipment held by their cadet unit are recorded on the CFaR accordance with this policy
- c. assessing whether a cadet displays the appropriate level of maturity to participate in an approved activity that involves the use of Cadet firearms, in accordance with this policy

- d. providing, and recording the delivery of, briefs in accordance with this policy
- e. ensuring that Cadet firearms held by their cadet unit are serviced annually in accordance with this policy
- f. appointing and briefing a FM in accordance with this policy
- g. holding security keys in accordance with this policy
- h. h. otherwise performing the functions given to ADF Cadets chain of command by this policy
- i. ensuring that ADF Cadets members comply with this policy and that their participation is conditional upon such compliance
- j. ensuring that all ADF Cadets members enrolled in or appointed to their cadet unit are aware of this policy and the obligations imposed on them by it.

### FIREARMS ADMINISTRATOR

18.75 1.76 The FA is responsible to the relevant Director-General Cadets for managing the use, storage, transport and registration of Cadet firearms, associated equipment and ammunition on a national basis for the cadet organisation, and the conduct of all firearms assurance stocktakes.

### FIREARMS MANAGER

18.76 The FM is responsible to for the security, storage, transport and registration of cadet firearms, associated equipment and ammunition held by cadet unit, and in particular:

- a. holding security keys in accordance with this policy
- b. completing the regular firearms assurance stocktake cycle at ADF Cadets unit level on CadetNet
- c. maintaining the cadet unit firearms records, including the CFaR and ADF Cadets members firearms training records.

### ASSISTANT FIREARMS MANAGER

18.77 The AFM assists and may deputise for the FM.

### DELEGATIONS

18.78 Service Chiefs may delegate their functions under this policy.

18.79 Directors-General Cadets may delegate their functions under this policy.

### MONITORING

18.80 Reserve and Youth Division is responsible for monitoring the operation of and compliance with this policy.

RELATED INTERNATIONAL AGREEMENTS

[United Nations Convention on the Rights of the Child](#)

[Optional Protocol on the Involvement of Children in Armed Conflict](#)

**Sponsor:** Vice Chief of Defence Force

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## **CHAPTER 19**

### **AUSTRALIAN DEFENCE FORCE CADETS: MANAGEMENT OF AUSTRALIAN DEFENCE FORCE CADETS FUNDS AND ASSETS**

19.1 This chapter is currently under development

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## **CHAPTER 20**

### **AUSTRALIAN DEFENCE FORCE CADETS: MANAGEMENT OF JOINT ACTIVITIES**

20.1 This chapter is currently under development

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## **CHAPTER 21**

### **AUSTRALIAN DEFENCE FORCE CADETS: MANAGEMENT OF MILITARY-LIKE ACTIVITIES**

21.1 This chapter is currently under development

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## **CHAPTER 22**

# **AUSTRALIAN DEFENCE FORCE CADETS: PROTECTION ORDERS**

### **INTRODUCTION**

22.1 Where a member of the ADF Cadets (the member) is subject to a Protection Order (PO), compliance with the restrictions imposed by the PO may impede the member's ability to participate in ADF Cadet activities. In these circumstances, the member must notify their chain of command. An administrative decision by the respective Director-General, or their delegate, may be required regarding the participation of the member in cadet activities.

### **POLICY STATEMENT**

22.2 Where a member is a respondent to a PO, they are to report it to their chain of command when attending their next cadet activity. Depending on the nature of the PO, an immediate decision regarding the member's participation in cadet activities may be required to protect the safety of other members of ADF Cadets and the wider community.

22.3 The definition of Protection Order is provided in the YOUTHPOLMAN Glossary.

22.4 Where a member is named as the aggrieved person in a PO, they must notify their chain of command as soon as possible if the PO is likely to affect their participation in cadet activities.

### **ROLES AND RESPONSIBILITIES**

#### **RESPONSIBILITIES OF ADF CADETS MEMBERS AS RESPONDENTS TO A PO**

22.5 An ADF Cadets member as a respondent to a PO must advise their chain of command prior to attending their next cadet activity. The advice must include:

- a. a copy of the PO
- b. details of the circumstances which prompted the issue of the PO
- c. particulars of the duration and conditions of the PO (if this information is not included in the PO).

22.6 A member must inform their chain of command in writing (if possible) of any updated circumstances and/or changes to the PO as soon as possible, for example if the PO has been amended, or revoked.

22.7 A failure to comply with this policy may constitute a ground for the Director-General, or their delegate(s), to impose administrative actions on the member.

## RESPONSIBILITIES OF ADF CADETS MEMBERS AS AGGRIEVED PERSON UNDER A PO

22.8 If a member is the aggrieved person under a PO, and the PO is likely to directly or indirectly impact on the aggrieved person's or any other person's participation in other cadet activities, the aggrieved person must notify their chain of command in writing as soon as possible.

## RESPONSIBILITIES OF CHAIN OF COMMAND

22.9 If the chain of command is notified by a respondent or an aggrieved person about a PO, the chain of command must conduct a risk assessment as soon as possible to ensure that the member's participation in cadet activities does not place ADF Cadets members (both cadets and adult members) in a vulnerable situation, or contribute to a contravention of the PO by the respondent.

22.10 Copies of the advice and a copy of the risk assessment must be provided to the relevant Director-General or their delegate(s) for consideration as the appropriate decision maker.

22.11 If the PO limits or restrains a member's access to, possession or use of a weapon cancels, suspends or refuses the issue of a firearms licence, permit, registration or any similar authorisation orders the confiscation or disposal of a firearm. The relevant chain of command must prevent the member's access to firearms or weapons within ADF or ADF Cadets' control.

## RESPONSIBILITIES OF RESPECTIVE DIRECTORS-GENERAL OR THEIR DELEGATES

22.12 Processes must be implemented to ensure that upon receiving the risk assessment from the chain of command, the Director-General, or their delegate:

- a. considers whether the actions of the member, leading to the issue of the PO, constitutes unacceptable behaviour in accordance with ADF Cadets Code of Conduct and commence action where appropriate; and
- b. considers whether the actions leading to the issue of the PO require reporting in accordance with Defence Incident Reporting and Management Manual.

22.13 Directors-General or their delegates are to remain cognisant that a PO is a serious matter and their responses are critical to enhancing personnel safety and security. They also need to bear in mind that the allegation(s) that are the subject of the PO may not have been tested in a court of law.

22.14 All Defence and Cadet Adults involved must apply procedural fairness and ensure that members who are the subject of a PO, either as the respondent or aggrieved person, have their personal information managed in accordance with the Privacy Act 1988. All information in relation to protection orders should be marked "Sensitive: Personal".



RECORDING OF PROTECTION ORDERS

22.15 ADF Cadets volunteer members who are also ADF members will have any protection orders recorded as per the Military Personnel Policy manual (MILPERSMAN).