

# ADF CADETS YOUTH MEMBERSHIP

## INTRODUCTION

1.1 The Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC) collectively known as the ADF Cadets, have overlapping values and achieve similar youth development outcomes for cadets. Each cadet organisation has distinctive and separate approaches and organisational cultures based on the traditions of their respective Parent Service.

## MEMBERSHIP OF THE ADF CADETS

1.2 Membership to the ADF Cadets provides young people with opportunities to develop leadership, teamwork and service to their communities. Qualified and experienced volunteer adults instruct cadets on the customs, traditions and values of their Parent Service. The ADF Cadets program activities develop skills and behaviours that cultivate a socially responsible attitude to the Australian community and Defence.

1.3 Membership to the ADF Cadets and participation in associated activities is voluntary and is not a prerequisite for acceptance into the Australian Defence Force (ADF). [The ADF Cadets Youth Membership Management Guide](#) gives effect to this policy. It explains what cadets in community-based units can expect from Defence and the ADF Cadets program, and what Defence expects from cadets.

1.4 Additional policy and guidance common to all three cadet organisations such as procedures, protocols, guides, and factsheets are also located on the [YOUTHQ - One Cadet webpage](#).

## POLICY INTENT

1.5 This policy provides direction to Defence personnel and the ADF Cadets, and guidance to young people, their parents/family and adult members involved in ADF Cadets.

1.6 Defence and the ADF Cadets fulfil their youth protection responsibilities by adhering to the requirements of the Defence Youth Safety Framework (DYSF) and the policies contained in the [Youth Policy Manual \(YOUTHPOLMAN\)](#).

1.7 The [Youth Policy Manual Glossary](#) provides definitions related to this policy.

## ADF CADETS YOUTH MEMBERSHIP MANAGEMENT PRINCIPLE

1.8 The principle that underpins this policy:

1.9 **Principle 1:** Membership to the ADF Cadets and participation in associated activities is managed in a manner consistent with this policy and the policies contained in the YOUTHPOLMAN.

## POLICY PRACTICES AND MEASURES

1.10 Membership of the ADF Cadets enables young people and adults to make be a part of a team, and experience challenges that develop their skills.

1.11 Defence supports the ADF Cadets in delivering coordinated, coherent and well governed youth activities that are safe, positive and inclusive of young people, regardless of gender, ethnicity, sexual orientation or ability. The ADF Cadets are to manage restrictions limiting a cadet's involvement in activities, such as religious beliefs, medical condition(s), or any other consideration(s) as notified by the cadet's parent/guardian, in accordance with the policies contained in the YOUTHPOLMAN. The ADF Cadets must ensure that activities that require specific written parental or guardian consent is managed in accordance with the policies contained in the YOUTHPOLMAN.

1.12 Military-Like Activities (MLA) are a distinguishing feature of the ADF Cadets program and through participation in activities in a military setting Cadets develop characteristics such as leadership, team-work, self-esteem, resilience and respect.

1.13 ADF Cadets are to ensure that all members are aware that participation in these activities is voluntary and participation in these activities is not a prerequisite for military service in the Australian Defence Force.

1.14 The ADF Cadets must ensure that all ADF Cadets activities and events are conducted in a manner consistent with:

- a. State/Territory and Commonwealth legislation;
- b. the United Nations Conventions on the Rights of the Child (the Convention) and
- c. the Optional Protocol to the United Nations Convention on the Rights of the Child on the Involvement of Children in Armed Conflict (the Protocol).

1.15 The ADF Cadets program is to ensure that all activities and events are conducted in a manner consistent with relevant Defence policies and the policies contained in the YOUTHPOLMAN.<sup>1</sup>

## ADF CADETS MEMBERSHIP AGE BRACKET AND OTHER CRITERIA

1.16 The minimum age for cadet membership is:

- a. 12 if the cadet would turn 13 in the calendar year in which they would be accepted; or
- b. 13 if subparagraph (a) does not apply (ie the young person is already 13 years or over).

1.17 Cadets are required to cease their membership as a cadet no later than the end of the calendar year in which they turn 18 (ie by 31 December in the calendar year that they turn 18). The ANC, AAC and AAFC have specific arrangements in place for cadets transitioning into other roles within their cadet organisations.

1.18 DGANCR, DG CADETS-AF and COMD AAC may waive the age restrictions for individual cadets or specific groups within their respective ADF Cadets programs.

---

<sup>1</sup> Part 1- Defence Youth safety Risk Management, Defence Youth safety Incident Management, Relationships between Defence and ADF Cadets adults and young people under the age of 18, Disclosure of Certain Personal Information, Defence Youth Safety – Use of Social Media, Defence Youth Programs Alcohol , Tobacco and Prohibited Substances, Defence Youth Programs Diversity and Inclusion.

Part 2 – ADF Cadets Youth safety, ADF Cadets Youth Safe Behaviour (Youth and Adults), ADF Cadets Complaint Resolution, ADF Cadets WHS, ADF Cadets Rehabilitation and Compensation, ADF Cadets Defence Weapons, ADF Cadets Firearms, ADF Cadets Military-Like Activities ADF Cadets Use of Defence Road Transport Assets, ADF Cadets Enterprise Security and Activities at SAFEbase Charlie...

They may also apply more stringent age limits (ie a narrower age bracket) to meet specific program requirements and / or outcomes.

1.19 The following membership criteria must also be met, including but not limited to:

- a. the young person must be a resident of Australia or, where awaiting resident status, this membership must be approved by DGANCR, DG CADETS-AF and COMD AAC, or their delegate/s.
- b. the young person must not be a member of any other cadet organisation.

1.20 The ADF Cadets are to ensure that on completion of the enrolment process the young person receives a letter of 'membership acceptance'.

## STANDARDS OF BEHAVIOUR

1.21 The ADF Cadets will provide all members with information relating to the requirements of ADF Cadets Code of Conduct (CoC) and ensure a signed copy of the CoC is on the individual's record in CadetNet. The ADF Cadets will provide all parents/guardians with information relating to the requirements of their child's participation including the behavioural expectations of the participant and any family obligations to the respective ADF Cadets program.

## RELATIONSHIPS BETWEEN ADULTS AND YOUNG PEOPLE

1.22 The ADF Cadets will ensure that interactions and relationships between adults and young people are managed in a manner consistent with the requirements of the Defence Youth Safety Framework and the policies contained in YOUTHPOLMAN.

## INFORMATION AND COMMUNICATION

1.23 The ADF Cadets will ensure that individuals accepted into the program, are provided with CadetNet logon identification and that members use the CadetNet system in accordance with the policies contained in the YOUTHPOLMAN.

1.24 The ADF Cadets will ensure that all members are aware of and adhere to the Use of Social Media policy contained in the YOUTHPOLMAN.

## YOUTH SAFETY AND YOUTH SAFE BEHAVIOUR

1.25 The ADF Cadets must ensure that all members complete the mandatory Defence Youth Safety training.

1.26 The ADF Cadets will establish appropriate procedures for the following:

- a. dropping cadets at cadet units.
- b. collecting cadets from cadet units.
- c. the actions to be taken for uncollected cadets.

## MEMBERSHIP WITHDRAWAL/CANCELLATION

1.27 The cancellation of a cadet's membership may affect the cadet's ability to join another ADF Cadets program. Cancellation can be initiated by a cadet organisation if a cadet:

- a. poses an immediate risk to the safety and wellbeing of another person
- b. fails to display behaviours in accordance with the ADF Cadets Youth Safe Behaviours policy (youth) or breaches of the ADF Cadets Code of Conduct (Youth) or the respective Cadet Organisation Parent Service Values.
- c. fails to complete youth safety training requirements.
- d. displays inappropriate interaction with other young people under the age of 18.

- e. displays insufficient commitment to the program or is consistently absent without notification.
- f. misrepresents or brings into Defence or the ADF Cadets organisation.
- g. is not-compliant with any reasonable direction given by an OOC/IOC.

1.28 The Directors-General Cadets and COMD AAC have the discretion to manage youth membership as appropriate for their youth development program.

1.29 Cancellation decisions must be provided by DGANCR, DG CADETS-AF or COMD AAC, or their delegates.

1.30 Defence and the ADF Cadets will ensure that the principles of procedural fairness are upheld throughout the membership cancellation decision-making process. If a cadet's membership is cancelled, the cadet must return their Defence issued identity card, uniform and/or any other property/equipment owned by Defence or the ADF Cadets on or before the last day of their membership.

1.31 All membership information must be recorded and maintained on the individual's member record in CadetNet and managed in accordance with the Defence Records Management policy

1.32 Individual cadets who have had their membership cancelled/withdrawn by a cadet organisation can apply to enrol in another ADF Cadets program. In this circumstance the cadet must indicate in the new application the reason why their membership had been cancelled or withdrawn.

1.33 Enrolment approvals must be provided by DGANCR, DG CADETS-AF or COMD AAC, or their delegates. The relevant Director-General Cadets, COMD AAC/delegate approval decision must be informed by:

- a. reviewing the cadet's application and the identified reasons for their membership cancellation/withdrawal from their previous cadet organisation.
- b. reviewing the cadet's member record including the cadets attendance and commitment to the previous cadet organisation.

1.34 The relevant Director-General Cadets or COMD AAC may also apply additional or more stringent restrictions (ie training or supervision) to the cadet's membership.

## PRIVACY

1.35 While conducting its activities and programs, including the ADF Cadets, Defence gathers and retains personal information about its members and participants. This personal information is regulated by a number of laws, with personal information held by the Commonwealth generally regulated by the *Privacy Act 1988*.

1.36 Information may be shared with third parties when it considered in the best interests of the young person's safety, health and /or wellbeing. ADF Cadets organisations must ensure that a decision relating to disclosure of information to third party is in accordance with the Disclosure of certain personal information in relation to youth safety incidents policy contained in YOUTHPOLMAN.

## RECORD KEEPING

The ADF Cadets must ensure that information relating to individual membership is recorded and maintained in accordance with Defence Records Management Policy.

## REPORTING

1.37 The ADF Cadets must ensure all youth safety incidents are reported and managed in accordance with Defence Youth Safety Incident Management policy and Incident Management Guide.

1.38 Cadet organisations are to inform all members of the policy and process for reporting all youth safety incidents of unacceptable behaviour and/or abuse.

## 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

## RELATED POLICY

[The Youth Policy Manual \(YOUTHPOLMAN\)](#)

## YOUTH SAFETY GUIDES

- Suitability Screening Guide - Defence
- Suitability Screening Guide - ADF Cadets
- Defence Youth Safety Code of Conduct Guide
- Defence Youth Safety Training Guide
- Incident Management guide
- Incident Management – State and Territory Contact Information guide
- Defence Youth Safety Risk Management Guide
- Defence Youth Safety Position Identification annotation guide
- Recognising Indicators of Abuse Guide
- Understanding Sex and Gender
- Defence Youth Safety Framework Training PMKeys
- Defence Youth Safety Framework training continuum
- How to Print Your Course Completion Certificate From CadetNet
- Youth Safety Training Poster
- Youth Safety Level 7 Training Poster
- Defence Youth Safety Prohibition of Sexual Interactions with Young People Fact Sheet
- Using social media safely
- What do I need to know about safe social networking
- Defence Decision makers guide
- Supplement to the Defence Decision Maker's Guide for the Disclosure of Certain Personal information of Young People under 18
- Defence Youth Safety Privacy Fact Sheet

## ONE CADET GUIDANCE

- Incident Reporting
- Membership Management
- ICT Resources

**UNCLASSIFIED**

- Sexual Misconduct Prevention and Response Office (SeMPRO) Tools

Accountable Officer: Vice Chief of the Defence Force

Policy Officer: Head Reserve and Youth Division/Commander ADF Cadets