

## ADULT MEMBERSHIP OF THE ADF CADETS

### INTRODUCTION

- 1.1 Australian Defence Force Cadets (ADF Cadets) is the collective title for the three individual community-based youth development programs known as the:
- Australian Navy Cadets;
  - Australian Army Cadets; and
  - Australian Air Force Cadets.
- 1.2 Each cadet organisation comprises:
- Officer of Cadets (OOC) and Instructor Cadets (IOC);
  - Cadets; and
  - Defence Approved Helpers (DAH) – the term used to describe community volunteers who assist with ADF Cadet Program administration and management.
- 1.3 Whilst each organisation is administered and actively supported by the Royal Australian Navy (RAN), Australian Army or Royal Australian Air Force (RAAF) respectively, all OOC, IOC and DAH are considered to be [volunteers](#) regardless of the role or function each person undertakes.
- 1.4 Further guidance relating to membership to the ADF Cadets can be found in the ADF Cadets Adult Membership Management Guide - Community Based Units on [YOUTH HQ](#). This guide explains what adult volunteers in community based units can expect from Defence and the ADF Cadets program, and what Defence expects from adult volunteers.

### VOLUNTEER STATUS

- 1.5 All members of the ADF Cadets are volunteers as defined under Section 62 of the *Defence Act 1903*:
- the Australian Navy/Army/Air Force Cadets consists of persons who have volunteered and been accepted by the Chief of the Defence Force as officers, instructors or cadets;
  - 'a cadet is not a member of the Defence Force', and 'a person with a role of administering, managing, supervising or training cadets does not become a member of the Defence Force because of that role'; and
  - 'no civil contract of any kind is created with the Crown or the Commonwealth in connection with the acceptance of a person as an officer, instructor or cadet in the ADF Cadets'.

### ADF CADETS STRUCTURE

- 1.6 Each cadet organisation has a fixed establishment that sets the number of cadets, OOC and IOC nationally and per unit to ensure appropriate ratios of adults to young people. Membership of the ADF Cadets is dependent on the availability of positions/roles and whether a vacancy exists in a unit for that position/role. Therefore membership is limited and members can only be accepted when vacancies exist.

### ADF CADETS MEMBER MANAGEMENT PRINCIPLES

The principles that underpin this policy are:

- 1.6 **Principle 1:** All ADF Cadets Adults must be considered suitable to work with young people.

1.7 **Principle 2:** Compliance with the ADF Cadets Code of Conduct is a requirement of initial acceptance and ongoing membership.

## **POLICY PRACTICES AND MEASURES**

1.9 **Principle 1:** All ADF Cadets Adults must be considered suitable to work with young people.

1.10 Acceptance for registration as a Defence Approved Helper (DAH) commences with a submission of an Expression of Interest. Additionally, a formal interview is conducted for the roles of Officer of Cadets (OOC) and Instructor of Cadets (IOC).

1.11 ADF Cadets members are only accepted into the program once the minimum registration and acceptance prerequisites have been met. The following criteria is to be met:

- a. the individuals overall suitability to work with young people; and
- b. program specific requirements.

1.12 Suitability to work with young people includes:

- a. review of the information and required documentation provided on the expression of interest form;
- b. referee checks;
- c. receipt of the relevant State/Territory Working With Children/Vulnerable People Clearance/Check;
- d. receipt of National Police check;
- e. review of military conduct record if the applicant is currently serving or has served previously in the Australian Defence Force;
- f. acceptance of the ADF Cadets Code of Conduct (Adult); and
- g. consideration of information provided during the formal interview.

## **ACCEPTANCE AND PROBATION**

1.13 Successful applicants will receive a Letter of Membership Acceptance. All new adult ADF Cadets members are subject to a probationary period following their acceptance. A volunteer may withdraw from the ADF Cadets program at any time during the probation period.

1.14 Unless a volunteer fails to meet the requirements of probation or has exhibited behaviour contrary to the ADF Cadets Code of Conduct (Adults) completion of the probation period is considered confirmation of acceptance as a member of the ADF cadets. A volunteer who has not met the requirements may have their probation extended or their membership cancelled.

1.15 The minimum age for an OOC is 19 and the minimum age for IOC is 18.

1.16 Under certain circumstances the relevant cadet organisation Director – General Cadets/COMD AAC or their delegate may approve an exemption to the minimum age limit of these roles.

1.17 Once accepted into the program, volunteers in the roles of OOC/IOC are provided with CadetNet logon identification. CadetNet must only be used for ADF Cadets tasks and activities in accordance with the YOUTHPOLMAN ICT Policy.

## **WITHDRAWAL FROM / CANCELLATION OF ADF CADETS MEMBERSHIP (ADULTS)**

1.18 A member may withdraw from the ADF Cadets program at any time.

1.19 Membership cancellation can be initiated by the relevant ADF Cadets Organisation, either because there is no longer a role for the member or they are no

longer deemed suitable to be a member of the ADF Cadets. This includes, but is not limited to:

- a. a member fails to display behaviours in accordance with the ADF Cadets Youth Safe Behaviours policy (Adults);
- b. a member fails to complete youth safety education and training requirements;
- c. failure to maintain a relevant working with children / vulnerable people clearance;
- d. inappropriate interaction with young people under the age of 18;
- e. breaches of the ADF Cadets Code of Conduct (Adult);
- f. non-compliance with any aspect of ADF Cadets requirements;
- g. insufficient commitment to the program or irregular attendance;
- h. failure to meet the requirements of probation;
- i. misrepresenting Defence or the ADF Cadets organisations;
- j. non-compliance with the requirements of the Work Health and Safety Act 2011 or any health or safety direction from Defence/ADF Cadets

1.20 Volunteers who have had their membership to an individual cadet organisation cancelled for a breach of the code of conduct (Youth) may be prohibited from volunteering in any other cadet organisation.

1.21 Defence and the ADF Cadets will ensure that the principles of procedural fairness are upheld throughout the membership acceptance and cancellation decision making process.

1.22 All persons associated with ADF Cadets activities, regardless of whether they are Defence personnel, or ADF Cadets members, both adults and cadets, are considered as **workers** under the [Health and Safety Act 2011](#) (the Act).

## HEALTH AND FITNESS

1.23 Adult members particularly those who have responsibility for the care and well-being of cadets, are responsible for ensuring they have the level of health and fitness that will enable them to undertake those responsibilities without putting either themselves, other members or the cadets for whom they are responsible for at risk.

1.24 As a condition of acceptance or at any time considered reasonable for your continued participation, individuals may be requested to seek medical advice from a medical practitioner. The [Member Health Management policy](#) provides further information.

**Principle 2: Compliance with the ADF Cadets Code of Conduct is a cornerstone of initial acceptance and ongoing membership.**

1.25 The [ADF Cadets Code of Conduct \(Adults\)](#) sets out the standards of behaviour required of all adults associated with the ADF Cadets program, and the consequences for breaches of the Code of Conduct.

## COMPLAINT AND ISSUES MANAGEMENT

1.26 Complaints will be management in accordance with the requirements of the ADF Cadets [Complaints Resolution policy](#).

Accountable Officer:           The Vice Chief of the Defence Force  
Policy Officer:                Head Reserve and Youth Division