



YOUTHPOLMAN GLOSSARY

Abuse of Power or Authority. Means the inappropriate or unethical use of power or authority attributed to rank and position to harass, discriminate against or bully a subordinate. Abuse of power or authority can constitute criminal behaviour.

Acceptance. Acceptance as a volunteer member of ADF cadets.

Accountable officer. An officer who is accountable to the Secretary and the CDF for policies residing in their policy domain and the framework documents that explain those policies.

Acts of Indecency. *Categorised as a serious youth safety incident:* Acts of Indecency as categorised by SeMPRO include but are not limited to:

- Flashing;
- Public masturbation;
- Sexualised physical touching,
- Taking and/or transmitting sexually explicit videos and/or photographs without consent;
- Up skirting; and/or
- Voyeurism.

ADF Cadets (The Australian Defence Force Cadets). Is a collective term describing all three ADF Cadet organisations. The Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC).

ADF Cadets Adults. All Officers of Cadets, Instructors of Cadets, Defence Approved Helpers and Adult volunteers in the ANC, the AAC and the AAFC.

ADF Cadet Members. All Officers of Cadets, Instructors of Cadets and Cadets in the ANC, the AAC and the AAFC.

ADF Cadets procedure. Means any type of supportive instruction, standing orders, guideline or procedure applicable to one of the ANC, AAC or AAFC and authorised by the relevant Service Chief or Director-General Cadets.

ADF Cadets Travel and Meal Expenses Payment. Means the payment that an eligible OOC and IOC may seek in relation to travel and meal expenses in accordance with Vice Chief of the Defence Force (Approval of Payments to ADF Cadets) 2016.

Administrative Policy. Administrative policy enables the Secretary and the Chief of the Defence Force to meet their administrative objectives - the way they administer Defence.

Age of Consent. The legal age for consensual sex, according to the applicable state and territory legislation. In some jurisdictions it is 16 years of age, and it in others it is 17 years of age (subject to the Special Care Provisions). See <https://aifs.gov.au/cfca/publications/age-consent-laws> for further information on Age of consent in each state and territory.

Aggravated sexual assault. *Categorised as a serious youth safety incident:* Aggravated sexual assault as categorised by SeMPRO includes but is not limited to:

- Penetrative acts committed without consent; and/or the threat of penetrative acts without consent, which include aggravating circumstances such as violence, weapon/s use, proscribed consent and/or committed in company.



Alcohol. Means any beverage that contains ethanol (i.e. ethyl alcohol) that has an intoxicating effect upon consumption.

Associated Equipment. In relation to a weapon means equipment which accompanies or complements a firearm, including, but not limited to:

- sighting equipment; and
- magazines.

Authorised Spokes Person. Means Defence personnel designated as authorised spokespeople with responsibility for official communications.

Bullying. Categorised as a serious youth safety incident: Means a persistent pattern of behaviour by an individual or a group either physically or emotionally. Bullying often starts with trivial events and it is behaviour that hurts someone else - such as name calling, hitting, pushing, spreading hurtful and untruthful rumours, threatening or undermining someone; mocking; making offensive comments; taking belongings; inappropriate touching; producing offensive graffiti; or always leaving someone out of groups. It can happen anywhere - at school, cadets, at home or online. It's usually repeated over a long period of time and can hurt a young person both physically and emotionally. A young person that is being bullied can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Cadet. A young person enrolled as a cadet in the ANC, AAC and the AAFC.

Cadet Firearms. Means Commonwealth procured and Defence approved firearms that are approved by Defence for use by ADF Cadets members, and are limited specifically to ADF Cadet unit controlled firearms stored at ADF Cadets units or in armouries by Defence sponsor units. Cadet firearms are not Defence Weapons but are Defence assets.

Cadet Payment. Means the payment of a daily amount or expense an eligible OOC or IOC may seek in respect of participation in activities of the ADF Cadets in accordance with Defence (Payments to ADF Cadets) Determination 2016 and Vice Chief of the Defence Force (Approval of Payments to ADF Cadets) 2016.

CadetNet. www.cadetnet.gov.au is the corporate information system for the ADF Cadets.

Cadet Organisation. Means the Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC).

Cadets and Other Minors. A person under the age of 18 within certain Defence contexts, including Cadets, Defence Youth Programs and ADF members. Is used interchangeably with young person/young people/minor.

Cadet unit. Means one of the units into which a cadet organisation is divided, and includes a Training Ship, of the Australian Navy Cadets (ANC), a unit of the Australian Army Cadets (AAC) or a squadron or flight of the Australian Air Force Cadets (AAFC).

Child. Has the same meaning as the definition used in the UN Convention on the Rights of the Child.

Note: A number of state based child protection legislation across Australia define child separate to defining a young person however all states have provision to protect children and young people up to age 18.

Child Abuse. Categorised as a serious youth safety incident: The mistreatment by a person of a child that harms or endangers that child's physical or emotional health, development or wellbeing. Child abuse comprises:

- **Sexual abuse** – any sexual act or sexual threat on, with or to a child. This includes non-contact behaviours such as exposure to pornographic material and making sexual comments to a child, and contact behaviours such as kissing, fondling or sexual touching and intercourse.
- **Physical abuse** – behaviours calculated to physically harm a child. Physical abuse includes physical assault (such as hitting, slapping, shaking, punching and pushing), and also excessive physical discipline, and forcing children to participate in activities for which they are not physically capable or which are otherwise unacceptable or inappropriate.
- **Emotional abuse** – behaviours calculated to psychologically harm a child. Emotional abuse is identified by a behavioural pattern that undermines a child's self-esteem, and may include constant criticism, rejection, harassment, verbal abuse, exclusion, threats, humiliation, withholding praise or unreasonable demands.
- **Neglect** – failure to provide a child with basic physical, physiological and emotional requirements. This may include inadequate food and water, inadequate clothing, inadequate supervision, inadequate sun protection and inadequate medical attention.

Child Protection. Child protection means safeguarding children from harm as expressed in the UN Convention on the Rights of the Child (UNCRC) and other human rights, humanitarian and refugee treaties and conventions, as well as national laws.

Child Pornography. *Categorised as a serious youth safety incident.* Means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for predominantly sexual purposes.

Citizenship. The citizenship that an ADF Cadets member holds at the time of acceptance.

Common Core Curriculum Elements. Means the common curriculum which is delivered to all cadets in the ANC, AAC and AAFC.

Commander. An ADF officer, who by virtue of a delegation or instrument of appointment exercises authority and holds responsibility for assigned Defence personnel and includes an Administrative Commanding Officer (Defence).

Complaint. In the context of Defence Youth Programs a complaint is any expression of dissatisfaction about the 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.

Contact. Contact is when an adult interacts with one or more person/people under the age of 18 on a regular, frequent or prolonged basis and/or the interaction includes overnight supervision. The contact is physical, face-to-face contact, oral communication, written communication or electronic communication; including regular use of social media.

Contractor. A person engaged by Defence under a contract that represents a business resource and is subject to direct management by Defence. Contractors would normally undertake Defence roles and are engaged as an alternative to normal Defence APS employee resources. This would also apply in circumstances where the engagement of a firm is for labour hire involving specific personnel remunerated at hourly or daily rates. Defence members and Defence Australian Public Service employees are not included in this definition.

Consultant. Is a person or organisation engaged by Defence under a consultancy contract to undertake a consultancy that meets the following Department of Finance criteria for reporting on AusTender:

- a. the services to be provided involve the development of an intellectual output that assists with Defence decision-making;
- b. the output will reflect the independent views of the consultant; and
- c. the output is the sole or majority element of the contract, in terms of relative value and importance.

Cyberbullying. *Categorised as a serious youth safety incident.* Means the use of information and communication technologies for deliberate hostile behaviour directed at a selected person ('the target') with an intention to harm, belittle, harass, insult or molest the target, and can include:

- sending offensive, abusive or insulting texts or emails to the target;
- taking or sharing offensive, obscene or indecent imagery of or pertaining to the target;
- posting offensive, abusive or insulting messages about the target;
- excluding the target from online forums;
- assuming the identity of the target and representing them in a negative manner or manner that may damage their relationship with others; and
- posting provocative offensive, extraneous or off-topic messages in an online community, such as a forum, chat room, or blog, with the primary intent of provoking targets into an emotional response or of otherwise disrupting normal on-topic discussion.

Defence. The Department of Defence and the Australian Defence Force (ADF).

Defence Approved Helper (Volunteer). Means a member of the community who is not an OOC or IOC and has been accepted to undertake supervised volunteer duties at the request of ADF Cadets on an ad-hoc basis. They are not eligible for a Cadet Payment.

Cadet Adults. Officers of Cadets, Instructors of Cadets, Defence Approved Helpers

Defence Australian Public Service (APS) employee. A person employed under the [Public Service Act 1999](#) in the Department of Defence.

Defence Civilian. As defined in section 3 of the [Defence Force Discipline Act 1982](#) (DFDA), is a person (other than a Defence member) who:

- with the authority of an authorised officer as defined in the DFDA, accompanies a part of the ADF that is outside Australia, or on operations against the enemy, and
- has consented, in writing, to subject themselves to ADF discipline while so accompanying that part of the ADF.

Defence establishment. A physical locality or geographical area containing bases, establishments, sites and facilities at and from which Defence-related activities, operations, training or force preparations are managed, conducted, commanded or controlled. It may have a number of bases, naval establishments, sites and facilities attached that are also supported by E&IG . The composition of the individual Defence base is defined in its associated Service Level Partnering Agreement.

- a. Bases owned by Defence
- b. Bases leased by Defence.

Other locations used for Defence youth programs.

- a. other community-based arrangements such as community halls, airfields, boat clubs and council buildings
- b. cadet units located at schools.

Defence Locally Engaged Employee. Any person engaged overseas by contract or under section 74 of the Public Service Act 1999.

Defence member. As defined in the [Defence Force Discipline Act 1982](#) is a person who is:

- a. a member of the Permanent Navy, the Regular Army or the Permanent Air Force; or
- b. a member of the Reserves who:
 - (i) is rendering continuous full-time service; or
 - (ii) is on duty or in uniform.

Defence Personnel. All Australian Public Service employees in the Department of Defence (Defence APS employees), Defence members, Defence locally engaged employees, Defence civilians, and foreign personnel on exchange to Defence.

Defence Ranges. Means ranges operated and managed by the ADF. These may be managed by

Defence Range Standing Orders. Means the signed and endorsed Range Standing Orders/ Standing Instructions/ Standing Orders that govern activities on and the procedures for use of Defence and non-Defence Ranges. They may be issued under the following titles: Non-Defence Training Area Standing Orders, Range Standing Orders, Standing Orders or Standing Instructions. All ranges must adhere to the requirements of these orders. Directorate of Training Area Management (DOTAM) or under single Service arrangements

Defence Weapon. Means a weapon that is owned by Defence to meet Australian Defence Force Regular and Reserve forces operational, training and support requirements. Defence weapons include all live fire, innocuous and replica weapons as defined in the Defence Security Manual.

Defence Youth Programs. Offer a range of safe, challenging and high quality activities to young people across metropolitan and regional areas of Australia, including but not limited to: Recruit Training, the Australian Defence Force Cadets, Defence Work Experience Program and the Training Ship Young Endeavour.

Director-General Cadets means

- in respect of the ANC, DGANCR;
- in respect of the AAFC, DGCADETS-AF.
- COMD AAC is appointed to command of the AAC.

Disability. is the loss or limitation of opportunities to take part in the everyday life of the community on an equal level with others due to physical and/or social barriers. A condition caused by accident, trauma, injury, genetics or disease that may restrict a person's mental, sensory or mobility functions to undertake or perform a job/task/activity in the same way as a person who does not have disability. This includes physical, sensory, intellectual, mental health, neurological and learning disabilities, as well as physical disfigurement and serious illnesses. Disability may be temporary or permanent, total or partial, lifelong or acquired. See definition of Reasonable Adjustment.

Discrimination. Means a distinction, exclusion or preference that has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation

Disqualified Person. A person who has been convicted, or subject to a finding of guilt or a finding that the charge for an offence is proven, or against whom proceedings have commenced but have not been completed, in any Australian or overseas jurisdiction, for a relevant offence. It includes persons described as registrable persons, prohibited persons or unauthorised persons under the child protection laws of any relevant jurisdiction.

Duty of Care. Is the legal requirement for a person to exercise a reasonable standard of care to prevent reasonably foreseeable injury of harm to others/young people.

Due Diligence Checks. Refers to the checks done in relation to a person's suitability to work with young people in Defence. These checks include a National Police Check on the individual and/or a review of the individual's Military Conduct Record (Defence members).

Electronic Cigarettes. Products that are designed to deliver nicotine and/or other chemicals to the user via an aerosol vapour. They are designed to look like tobacco cigarettes and to be used in a way that replicates the feeling and act of smoking tobacco cigarettes. ([Electronic Cigarettes Legislation Australia](#))

Exceptional Circumstances. Unanticipated circumstances which may prevent the application of specific policy requirements or non-routine circumstances which may require additional actions to meet specific program requirements and/or outcomes.

Familiarisation Activity or Practice. Means a live firing practice conducted for the purpose of permitting persons, who are not trained or qualified, to fire a cadet firearm or Defence weapon under supervision.

Fraternisation. Has the same meaning as Inappropriate Relationship

Gender Harassment. Means unwelcome conduct directed at an individual or group because of their gender. It includes openly discussing views that portray the other gender as inferior or subordinate, or using gender based derogatory terms. Forms of Gender Harassment include, but are not limited to:

- suggestive remarks or name calling with a gender basis;
- gender based jokes or comments; and
- inequitable treatment of men or women.

Government Oversight Bodies. Is a body established under an Australian law whose functions include or relate to child protection legislation, work, health and safety and/or promotion and protection of the rights, interests and wellbeing of children and young people, including:

- Commonwealth and State and Territory law Enforcement Agencies
- State and Territory Child and Youth Protection Authorities/welfare agencies
- State and Territory Children and Young People Ombudsman
- State and Territory Commissioners and Children and Young People Guardians
- Commonwealth e-Safety Commissioner

Grooming. Means predatory conduct designed to facilitate later sexual activity with a child under 16 years.

Harassment. is any unwelcome or unwanted physical, written or verbal conduct of a nature which the perpetrator knew or should have known was offensive to the victim. It includes sexual, emotional or physical acts against the victim.

Harm. Is any significantly detrimental effect on an individual's psychological, physical or emotional wellbeing. Harm is typically defined in a legal context and varies between Australian States and Territories.

Health Condition (applies to ADF Cadets only). (This definition does not apply to Defence Members/APS employees) Means any health condition (including illness, injury, disease, disability or allergy), whether permanent or temporary, of an ADF Cadets cadet member that:

- may occur or be aggravated during or by participation in ADF Cadets activities;
- may place limitations on the member's ability to participate in ADF Cadets activities;
- 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 put at risk of contracting an infectious disease); or
- requires the administration of prescription medication other than solely by the member, or where the failure to administer which may result in death or permanent impairment.

Hostile Cyber Behaviour. That does not fit the definition of cyberbullying can also cause harm to others. See definition for cyberbullying.

Inappropriate Relationship. Any sexual relationship between Defence personnel or ADF Cadets members who are adults and:

- any ADF Cadet under the age of 18, and
- any youth under the age of 18 involved in Defence related programs.

A personal relationship includes:

- voluntary sexual behaviour, including sexual behaviour not amounting to intercourse;
- a close and exclusive emotional relationship involving public displays of affection or private intimacy; and
- a relationship which involves, or gives the appearance of involving, partiality, preferential treatment or improper use of position.

Incident. Is any non-routine event or occurrence that may result in, or has the potential to result in, harm to any person, property, equipment, the surrounding environment or the wider organisation, for example – injury, illness, alleged child abuse, verbal or physical altercations, complaints, evacuations, natural weather events, chemical spills, theft etc. *(see definition of Youth Safety Incident for young people under the age of 18)*

Individual Health Management Plan (IHMP). Provides ADF Cadet Members with an understanding of a member's health condition and the reasonable adjustments required to accommodate the member's participation to inform in ADF Cadets activity planning. The IHP is developed by a qualified health practitioner, in consultation with parent/carer, member, medical and other health professional. The plan is developed for use in the ADF Cadets setting only.

Instructor of Cadets (IOC). A person who has volunteered and been accepted as an instructor in an ADF Cadet Organisation.

Involvement with Prohibited Substances. Means any adult or young person who is in possession of a prohibited substance, or dealing in, or administering to others – including instances of food or drink spiking, or trafficking or selling any prohibited substance, or knowingly associating with individuals who use or are otherwise involved with prohibited substances.

Lead Cadet Organisation. Means either the:

- cadet organisation explicitly assigned or accepting responsibility for the planning or conduct of the activity;
- cadet organisation of the Officer in charge of the activity; or
- ADF member of the Service of the cadet organisation in charge of the activity.

Mandatory reporter. Under legislation are particular occupations that are mandated to report and notify cases of suspected child abuse and neglect range from persons in a limited number of occupations (e.g., Qld), to a more extensive list (Vic., WA), to a very extensive list (ACT, NSW, SA, Tas.), through to every adult (NT; and Vic. for sexual offences). The occupations most commonly named as mandated reporters are those who deal frequently with children in the course of their work: teachers, doctors, nurses and police.

Mandatory reporting. Is a term used to describe the legislative requirement for selected groups of people to report suspected cases of child abuse and neglect to government authorities.

Manage. Means dealing with an incident in an effective and timely manner, exercising command and management responsibilities by fact-finding, problem solving and through transparent and accountable decision-making.

Manager. Defence personnel or contractors, who direct a range of human and physical resources and their associated financial responsibilities to achieve corporate objectives. A manager may be a first-level supervisor or performs the role of a first-level supervisor where they have immediate subordinates, as

well as the role of a second-level supervisor where they have Defence personnel supervised by those subordinates.

Military-Like Activity. Means an activity (excluding a ceremonial activity involving the use of weapons or firearms) that is performed by the Australian Defence Force (ADF) or run primarily for the benefit of ADF Cadets. It must not involve the real or simulated use of force to an enemy or opposition in order to achieve domination over them. MLA have two categories:

- a. Passive – no actual physical involvement other than observation of others undertaking MLA; and
- b. Active - physically performing MLA tasks.

Minimal Interaction. This relates specifically to positions that have been identified as youth facing in the Defence context but may involve minimal interaction with youth includes such circumstances as:

- supervising a young person on a range.
- serving a young person in a mess.
- engaging with a young person during a demonstration.
- engaging with young person in a group context.

Minor. A person who is under 18 years of age. In the Defence Youth context, the terms child, young person, youth and minor are equivalent and interchangeable.

Negative Notice. A jurisdiction's preliminary assessment of a person's criminal record or professional conduct determinations or findings has indicated that they should not pass the Working with Children Check. A Negative Notice prohibits an individual from working with children/young people, even if they qualify for an exemption.

Neglect (Psychological). Psychologically abusive or neglectful behaviours include rejecting, ignoring, isolating, terrorising, corrupting, verbal abuse and belittlement.

Non-Defence personnel: all persons, paid or unpaid, who are not Defence personnel. which include:

- a. locally engaged employees
- b. contractors, consultants and external service providers
- c. ADF Cadets adults.

Non-Defence Training Areas. Means all land, sea and air, infrastructure and/or facilities not owned by Defence but used by Defence and ADF Cadets for the purpose of delivering Defence, ADF Cadets..

Officer of Cadets. A person who has volunteered and been accepted as an officer in the ANC, AAC and the AAFC.

Outsourced Service Provider. A person or organisation engaged by Defence under a service contract to deliver a specified service or supply, usually against agreed milestones and deliverable requirements.

Parent. In relation to a young person, Any person having parental responsibility or guardianship of a young person under the age of 18. Includes legal guardians, responsible third parties and/or specified next of kin

Parent Service. Means:

- in respect of the ANC, the Royal Australian Navy;
- in respect the AAC, the Australian Army; and
- in respect of the AAFC, the Royal Australian Air Force.

Permanent Residency. For the purposes of the ADF Cadets membership. Is defined as the permanent residency status, as issued by the Department of Immigration and Citizenship, of the applicant at the time of their acceptance as a volunteer member.

Personal Information. Has the same meaning as in section 6 of the [Privacy Act 1988](#).

Pornography. *Categorised as a serious youth safety incident.* Pornography as categorised by SeMPRO include but are not limited to:

- posting sexually explicit pictures/images in hard copy, such as posters and/or in soft copy, such as via social media.

Prevention. To safeguard the best interest and welfare of young people to prevent the physical, sexual, or emotional abuse of young people.

Procedure. The term used to describe what is actually undertaken. Procedures contain the 'what', the 'how', the 'where', the 'who' and the 'when'. They are a series of actions or operations which have to be executed in the same manner in order to always obtain the same result under the same circumstances (for example, emergency procedures).

Procedural Fairness (Natural justice). Means rules and procedures to be followed by a person or body with the power to settle disputes to ensure that justice is done. The principles of natural justice include:

- procedural fairness – all decisions will be made on the basis of a set of established rules that are known;
- transparency – what happens can be seen and understood by the participants;
- equality – each person will be treated the same way no matter who they are;
- freedom from bias – the decision maker will not have a personal interest in the decision she or he is making and must not prefer one person over another when make a decision; and
- the right to be heard – each person who is affected by a decision has the right to present their views, and the facts that support their views, to the decision maker before the decision is made.

Prohibited Drug.

- a. a narcotic substance (as defined by section 4(1) of [the Customs Act 1901](#)); or
- b. an anabolic steroid (within the meaning of part 5 of the [Poisons and Drugs Act 1978](#) of the Australian Capital Territory).

Prohibited Substance. Means a narcotic substance as defined in the [Customs Act 1901](#), section 1, section 2, section 3 and section 5 on the prohibited substance list as in [The World Anti-Doping Code](#), Prohibited List, Benzodiazepines including temazepan (normison), diazepam (valium), flunitrazepan (rohypnol) and oxepan (serapax) or any other substance determined to be a prohibited substance by the CDF.

Proprietary ADF Cadets Information. Means any information received, developed or collected by or on behalf of the ADF Cadets that includes:

- documents, photographs and papers;
- data (including, but not limited to, ADF Cadets organisational data and personal information about ADF Cadets members);
- the software, systems and networks on which the information is stored, processed or communicated;
- the intellectual information (knowledge) acquired by individuals about ADF Cadets or individuals within ADF Cadets; and
- physical items whose design and/or components could be derived and used.

Protection Order. For the purpose of this policy, a protection order is an order made by a Federal, State or Territory court, or a member of a State or Territory Police Service, for the protection of one person against another person. Protection Orders may be called, but not limited to, domestic violence orders, apprehended violence orders, restraining orders and prohibition orders. A Protection Order includes an interim or provisional order.

Qualified. Means ADF Cadets members who have been formally assessed as competent, against a standard set by Defence, and when applied to Officers of Cadets, Instructors of Cadets and Cadets,

indicates that they have met the Defence requirements to safely handle, maintain, operate and fire the relevant Defence weapon or Cadet Firearm.

Qualification Shoot. Means a Defence-approved live firing or simulation range practice, other than a familiarisation practice.

Reasonable adjustment. Is a change to a work process, practice, procedure or environment that enables a person with disability to perform or participate in a way that minimises the impact of their disability. See definition for Disability.

Reasonable Suspicion/Grounds. *Categorised as a serious youth safety incident.* Means a state of mind that is less than a belief but more than a mere possibility, based on reasonable grounds, that the young person's physical safety, health, psychological or emotional wellbeing has been, is being or may be jeopardised. Proof that abuse has occurred is not required before reporting a reasonable suspicion of abuse. Reasonable grounds may include, but are not limited to, observations made of physical and/or behavioural indicators; disclosures made by the young person; information provided by others such as a relative or friend of the young person ; a young person's disclosure that he/she knows someone who has been abused; the young person writing or drawing a description or depiction of abuse; or the young person having contact with someone who is known to have been responsible for causing harm to a young person in the past.

Reporting. Report In the context of all Defence personnel, means to report information about the details of an incident to: the chain of command; or if the incident is a notifiable incident to the chain of command or to a Defence investigative authority. *(see definition of Youth Safety Incident Report for young people under the age of 18)*

Respondent. A respondent is the person named in a Protection Order whose actions are being restricted or limited. In some States or Territories a respondent may be referred to as the defendant.

Responsible Third Party. In relation to a young person, means a person or body other than a parent who owes a duty of care, has temporary supervisory responsibility, or otherwise has a role in protecting the interests or ensuring the welfare of the young person. This may include their school teachers or headmaster, foster parents, case workers, charitable organisations and/or their specified next of kin.

Or Any person having parental responsibility or guardianship of a young person under the age of 18. Includes legal guardians and specified next of kin.

Relevant Jurisdiction. The State or Territory in which the primary location of a person's work or volunteering.

Relevant Offence. *Categorised as a serious youth safety incident.* An offence, wheresoever committed, of the following kind:

- a sexual assault or intercourse offence;
- the common law offence of rape or attempted rape;
- an indecent assault offence;
- a sexual servitude offence;
- observing a person engaged in a private act, for the purpose of obtaining sexual arousal or sexual gratification (voyeurism);
- filming another person engaged in a private act or filming another person's private parts, for the purpose of obtaining, or enabling another person to obtain, sexual arousal or sexual gratification;
- installing a device, or constructing or adapting the fabric of a building, for the purpose of facilitating the observation or filming of a child, with the intention of enabling any person to commit an offence referred to at (d)-(e) above;
- murder;
- manslaughter (other than as a result of a motor vehicle accident);
- intentional wounding or causing grievous bodily harm;

- a child prostitution offence;
- an offence involving an act of indecency with or towards a child;
- procuring or grooming a child under 16 years of age for unlawful sexual activity;
- using a child for the production of child abuse material; or producing, disseminating, possessing or importing child abuse material;
- possessing or importing child pornography;
- offences relating to the use of a postal or similar service for child pornography material or child abuse material;
- offences relating to the use of a postal or similar service involving sexual activity with a child under 16;
- publishing indecent articles;
- an offence of kidnapping a child, unless a parent or carer of the child at the time of the offence;
- a forced labour or deceptive recruiting for labour or services offence, where the victim was a child;
- intentional or reckless infliction of grievous bodily harm on a child, during or after the delivery of the child;
- intentionally abandoning or exposing a child;
- bestiality;
- an offence an element of which is an intention to commit one of the above offences; or
- an offence of attempting, or of conspiracy or incitement, to commit one of the above offences.

Reportable Incident. An incident that must be reported to a Government Oversight Bodies e.g. Relevant State or Territory law enforcement agency, State or Territory Child and Youth Protection Authority, State or Territory Ombudsman, Office of State and Territory Children and Young People Commissioners/Guardians, State or Territory Work Safe Authorities.

Reportable Incident Record. Are critical and auditable records of youth safety incidents reported to a Government Oversight Body and Defence. These records include any directions or authorisations pertaining to the reporting and management of any youth safety incident.

Secondary Supply of Alcohol. Means the supply of alcohol to minors by parents, friends and acquaintances in premises which are not subject to regulation, such as private homes. The secondary supply of alcohol to minors without parents' permission is illegal in some [States and Territories](#).

Security: A Contact of Security Concern. Is a contact where a member is approached by or communicates with representatives of foreign intelligence services, politically motivated groups, extremist or subversive groups, criminals, or commercially, politically or issue motivated groups whose purpose appears to be to obtain official information. These groups can develop an aggregate picture of Defence capabilities through the collection of low-level information from a variety of sources including the collection information from members of the ADF Cadets. For example: A contact of concern may be where members:

a. communicate with:

(1) employees, representatives or members of possible threat entities such as:

- (a) foreign intelligence and security services;
- (b) foreign government agencies and state sponsored enterprises;
- (c) terrorist groups or organisations that may be supporting them;
- (d) extremists, subversive groups and anyone promoting civil violence;
- (e) criminal groups, outlaw clubs and organisations;

(2) employees, representatives or members of organisations with a legitimate relationship with Defence such as:

- (a) the media (including journalists) seeking inappropriate or uncontrolled access to Defence personnel, information or facilities;
- (b) contractors (including tenderers) seeking illegitimate commercial advantage;

- (3) disgruntled Defence and ex-Defence personnel;
- (4) those without a need to know seeking information; and

b. the communication seems suspicious, persistent or unusual in any respect, or becomes ongoing

Security: A security incident. Any event that prejudices security and/or breaches security regulations. Such an event might be deliberate, negligent or accidental and is often the result of a failure to comply with security policy.

Security Incident and Contact of Concern Reporting. Defence's ability to detect, assess and mitigate security vulnerabilities and risks relies upon accurate, timely and consistent reporting of all security incidents and contacts of concern. Reporting allows Defence to protect people, information, assets and infrastructure, and the capabilities they support, by promptly identifying threatening activity, making an assessment of the extent of the risk.

Service Chief.

- in respect of Navy and the ANC, the Chief of Navy;
- in respect of Army and the AAC, the Chief of Army; and
- in respect of Air Force and the AAFC, the Chief of Air Force.

Sensitive Information. Has the same meaning as in section 6 of the [Privacy Act 1988](#).

Sexual Assault. *Categorised as a serious youth safety incident.* Sexual assault as categorised by SeMPRO include but are not limited to:

- penetrative acts committed without consent; and/or
- the threat of penetrative acts without consent.

Sexual Harassment. *Categorised as a serious youth safety incident.* Means behaviour which includes any unwelcome sexual advance, unwelcome request for sexual favours or any other unwelcome conduct of a sexual nature, which given all the circumstances, a reasonable person would have anticipated that the person harassed would have been offended, humiliated or intimidated. Conduct of a sexual nature includes making a statement of a sexual nature to a person, or in the presence of a person, whether the statement is made orally or in writing. Forms of sexual harassment include, but are not limited to:

- leering;
- unwelcome touching;
- insults of a sexual nature;
- sexually explicit messages;
- stalking;
- inappropriate sexual advances;
- directly offensive comments or innuendo of a sexual nature;
- sexually offensive jokes;
- suggestive comments or questions about a person's sexual activities or private life;
- offensive gestures; and/or
- comments regarding a person's sexual appeal.

Sexual Misconduct. *Categorised as a serious youth safety incident.* Defence uses the term 'sexual misconduct' to describe a range of non-consensual behaviours of a sexual nature, committed by force or intimidation, or that are otherwise unwelcome. Sexual misconduct spans sex discrimination, sexual harassment, and sexual offences. SeMPRO categorises reports of sexual misconduct in the following ways:

- pornography;
- sexual harassment

- acts of indecency
- sexual assault; and
- aggravated sexual assault.
- Sexual Misconduct Response and Prevention Office (SeMPRO) Defence's 24 hour, seven days per week sexual misconduct response and prevention team. They provide advice to both Defence and ADF Cadets.

Social Media. Means user generated content that is shared over the internet via technologies that promote engagement, sharing and collaboration.

- Social Networking Sites Means internet sites dedicated to the sharing of user generated content, and include, but are not limited to:
- discussion boards;
- blogging, such as on media websites and micro blogging websites;
- social networking websites; and
- video and photo sharing websites.

Special Care Provisions. Legislation which imposes additional restrictions on adults in certain contexts. These laws prohibit any person in a supervisory role from engaging sexually with a person who is under 18, whether or not they are above the age of consent. These laws exist only in some states. See <https://aifs.gov.au/cfca/publications/age-consent-laws> for further information on Special Care provisions in each state.

Specific circumstances. These are situations which impinge an individual's ability to obtain a WWVP/CC. ie. where the individual does not fall within a state / territory legislative category for a WWCC.

Suitable Person. A person who is not a Disqualified Person

Supervisor. Defence personnel or contractors who have direct or line supervisory responsibilities for Defence personnel.

Tobacco. Means all products processed and acquired commercially or acquired and prepared by an individual for the purpose of smoking (inhaling the burning tobacco fumes) or chewing.

Trained, in the context of Defence Weapons. Means ADF Cadets members who have completed the approved training syllabus for the relevant Defence weapon.

Unacceptable Behaviour. *Categorised as a serious youth safety incident.* Means any offensive, belittling, abusive, inappropriate or threatening behaviour which affects another person or the morale, administration or cohesion of a work place. Categories of unacceptable behaviour include, but are not limited to:

- harassment (Gender Harassment, Sexual Harassment, Bullying, Cyberbullying)
- discrimination;
- inappropriate relationships and associated behaviours;
- Abuse of Power or Authority; and
- any other behaviour which discredits Defence and/or the ADF Cadets.

Unacceptable Online Behaviour. *Categorised as a serious youth safety incident.* Means online behaviour which is illegal, offensive, obscene, indecent, insulting, belittling, harassing or demeaning, and includes, but is not limited to, cyberbullying

Unit. Means the unit where a member participates as part of ADF Cadets including a training ship, unit and/or squadron.

Use of Prohibited Substances. Means when an ADF Cadets member administers, or causes or permits to be administered, to himself or herself a prohibited substance.

Vulnerability. A state of being exposed to the possibility of being attacked or harmed, either physically or emotionally. Vulnerability in the context of youth can be defined as young people who, through a combination of their circumstances, stage of development and the diminished capacity, are at greater risk of sexual, physical, emotional and/or psychological abuse. For example:

- Age: the level of vulnerability reduces as age increases, with a young person under 18 representing the highest level of vulnerability.
- Gender: a level of vulnerability will exist when the relative proportion of one gender within a group is significantly less than the other.
- Life experience: life experience informs an individual's ability to manage undesirable or potentially threatening situations. Young people under 18 generally have limited life experience and therefore have a higher level of vulnerability.

Work, Health and Safety Act (WHS Act) The WHS Act places the primary health and safety duty on a person conducting a business or undertaking (PCBU). The PCBU must ensure, so far as is reasonably practicable, the health and safety of workers at the workplace. Duties are also placed on officers of a PCBU, workers and other persons at a workplace. The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities.

Workplace Health and Safety (WHS) is concerned with protecting the health, safety and welfare of all workers at work. It also protects the health and safety of all other people who might be affected by the work.

Work Health and Safety in the ADF Cadets. While members of the Australian Navy Cadets (ANC), Australian Army Cadets and Australian Air Force Cadets and Defence Approved Helpers and Cadets are not employees of the Department of Defence, for the purpose of the WHS Act 2011 they are categorised as 'workers' and are the responsibility of respective Service Chief 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.

Worker. Has the same meaning as in the [Work Health Safety \(WHS\) Act 2011](#),

Working with Children Clearance. In state and territory jurisdictions which have working with children and/or vulnerable people checks, a clearance is a result which indicates that the applicant is cleared to work with children. In other jurisdictions, the outcome of a National Police Check which discloses no relevant offence, nor any other reason to suspect that the applicant is not suitable to work with children, is the accepted clearance.

Young person. A person who is under 18 years of age. In the Defence Youth context, the terms child, young person, youth and minor are equivalent and interchangeable.

Youth. A person who is under 18 years of age. In the Defence Youth context, the terms child, young person, youth and minor are equivalent and interchangeable.

Youth-facing position. A position is youth-facing when it involves [contact](#) with a person under the age of 18 and occurs in the usual part of the person's duties.

Youth Inappropriate materials. Refers to restricted or extra sale control materials, including, but not limited to: internet, literature, CDs, videos, posters and computer games, social media platforms. Items that contain content that is not appropriate for young people under the age of 18 and/or items which contain content which is illegal to provide or sell to young people under the age of 18.

Youth Safety incident (serious) may include (but is not limited to):

- death or permanent disablement
- child abuse or serious sexual or physical assault

- a near miss that could have resulted in death or permanent disablement or child abuse or serious sexual or physical assault
- serious allegation made against a defence personnel, volunteer or young person
- serious threats made by or against defence personnel, volunteer or young person that places other people or property at risk of significant harm
- any sexual relationship between defence personnel or ADF Cadets members who are adults and:
- any ADF Cadet under the age of 18, and
- any youth under the age of 18 involved in Defence related program
- the use of information and communication technologies for deliberate hostile behaviour directed at a selected person ('the target') with an intention to harm, belittle, harass, insult or molest.
- any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for predominantly sexual purposes.
- procuring or grooming a child under 16 years of age for unlawful sexual activity
- any event causing public outrage, alarm or negative publicity
- filming another person engaged in a private act or filming another person's private parts, for the purpose of obtaining, or enabling another person to obtain, sexual arousal or sexual gratification.

Youth Safety Incident Report. Means to report information about the details of a youth safety incident to a Government Oversight Body and Defence.

Youth Safety Practitioner. Means a Defence and/or Cadet Adult who has contact with Cadets and Other Minors.