



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.

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 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
- Voyeurism.

The Australian Defence Force Cadets (ADF Cadets) is the collective title for the three 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 (OOC), Instructors of Cadets (IOC), Defence Approved Helpers (DAH) in the ANC, the AAC or the AAFC.

ADF Cadets Members. All Officers of Cadets, Instructors of Cadets and Cadets who are accepted as a volunteers in the ANC, the AAC or the AAFC.

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

ADF Cadets Payment. Means the payment that an eligible OOC and IOC may seek in relation to reimbursement for out of pocket expenses associated with their cadet activities.

ADF Cadet Unit. A physical locality or geographical area where ADF Cadets-related activities are conducted. Consisting of 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). Locations include community-based arrangements such as community halls, airfields, boat clubs and council buildings and cadet units located at schools.

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:* Means the same as in s 61J of the *Crimes Act 1900*.

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



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

- sighting equipment
- 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.

Cadet. Means a young person who has been accepted as a volunteer participant in the ANC, the 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 Cadets 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.

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

Cadet Organisation. Refer to definition The Australian Defence Force Cadets (ADF Cadets)

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

Child Abuse. *Categorised as a serious youth safety incident:* The mistreatment of a child by a person 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.

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.

Complainant. Means the individual person or persons lodging the complaint.

Contact. In the Defence Context. Interaction involving Defence Personnel and non-Defence personnel, as part of their normal duties and one or more person/people under the age of 18. Contact is regular, frequent or prolonged, physical, face-to-face, oral communication, written communication or electronic communication; including regular use of social media, and / or includes overnight activities or unobserved supervision.

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 with an intention to harm, belittle, harass, insult or molest, and can include:

- sending offensive, abusive or insulting texts or emails to the person
- taking or sharing offensive, obscene or indecent imagery of or pertaining to the person
- posting offensive, abusive or insulting messages about the person
- excluding the individual from online forums
- assuming the identity of the person and representing them in a negative manner or manner that may damage their reputation and relationship with others
- posting provocative offensive, extraneous or off-topic messages in an online community, such as a forum, chat room, or blog.

Defence Approved Helper (DAH) Means a member of the community who volunteers in the ANC, AAC or AAFC. Defence Approved Helpers are not members of the ADF Cadets. Refer also to the definition of volunteer and volunteering.

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 locally engaged employees, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence, and - where compliance is specified in the terms of contract – contractors, consultants and outsourced service providers operating in Defence.

Defence Ranges. Means ranges operated and managed by the ADF.

Defence Range Standing Orders. Means the signed and endorsed Range Standing Orders/Standing Instructions 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 Program. A Defence supported programs that 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: 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. 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. In Australia, it is unlawful to discriminate on the basis of a number of protected attributes including age, disability, race, sex, intersex status, gender identity and sexual orientation in certain areas of public life, including education and employment. Australia's federal anti-discrimination laws are contained in the following legislation:

- *Age Discrimination Act 2004*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984.*

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. In the context of Defence Youth Safety means the duty to take reasonable care to protect those children and/or young people from a reasonably foreseeable risk of harm.

Due Diligence Actions. Specific youth safety risk mitigation actions undertaken to assess an individual's suitability to engage with youth in Defence, if the individual's interaction is assessed as minimal. Refer to Minimal Interaction.

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. Unintended situations 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. Refer Due Diligence Actions.

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.

Foreseeable Risk of Harm. A likelihood of injury or damage that a reasonable person should be able to anticipate in a given set of circumstances. Being in a position where someone else is likely to be affected by what you do or do not do, and where, if you are not careful, it is reasonably predictable or "foreseeable" that the other person might suffer some harm.

Fraternisation. Do not use this term. Refer to the definition of 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.

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. The use of a variety of manipulative and controlling techniques; with a vulnerable subject; in a range of inter-personal and social settings; in order to establish trust or normalise sexually harmful behaviour; with the overall aim of facilitating exploitation and/or prohibiting exposure. (McAlinden, 2012)

Harassment. 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. Refer also to Gender Harassment.

Harm. 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. Refer also to Foreseeable Harm.

Health Condition (applies to ADF Cadets only). (This definition **does not apply** to Defence Members/ Defence APS employees) Means any health condition (including illness, injury, disease, disability or allergy), whether permanent or temporary, of an ADF Cadets 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)
- require the administration of prescription medication other than solely by the member, or where the failure to administer may result in death or permanent impairment.

Inappropriate Relationship. Any intimate or sexual relationship between Defence personnel, Contractors, Consultants or ADF Cadets members regardless of individual state and territory ages of consent and any young person under the age of 18.

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 also definition of Youth Safety Incident for young people under the age of 18)*

Individual Health Management Plan (IHMP). (Defence Youth Program participants and volunteers only). (This definition **does not apply** to Defence personnel) Is a document written by a qualified health practitioner that provides details of a person's health condition, treatment and any reasonable adjustments required to accommodate their participation.

Instructor of Cadets (IOC). A person who has volunteered and been accepted as a member of the ANC, AAC or AAFC.

Lead Cadet Organisation. Means either the:

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

Mandatory reporter. Under legislation particular occupations are mandated to report actual and / or suspected child abuse and neglect to government authorities. In Defence all personnel (ADF and APS), contractors, volunteers, visitors and ADF Cadets members are required to report any actual and / or suspected child abuse and neglect to the police and/or the child protection authority.

Mandatory reporting. 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. In Defence all personnel

(ADF and APS), contractors, volunteers, visitors and ADF Cadets members are mandated to report suspected cases of child abuse and neglect to government authorities.

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 may involve minimal interaction with youth. For example the interaction is not part of the incumbent's normal duties and is incidental to their work. This 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, adolescent and minor are equivalent and interchangeable.

Natural Justice. The rules and procedures to be followed by a person or body with the power to settle disputes. Some rules of natural justice are to act fairly, without bias, and the right of all parties to be heard.

Negative Notice. (Issued by a state/territory jurisdiction). Is a determination or finding that an individual will not pass the Working with Vulnerable People/Children Check. In Defence a Negative Notice prohibits an individual from working with children/young people, even if they qualify for a state/territory exemption.

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

- a. locally engaged employees, contractors, consultants and outsourced service providers operating in Defence where compliance is **NOT** specified in the terms of contract –
- 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 the ADF Cadets for the purpose of delivering routine activities.

Officer of Cadets (OOC). A person who has volunteered and been accepted as a member of the ANC, AAC or 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. The word "parent" is not exhaustively defined. In relation to a young person, any person having parental responsibility or guardianship of a young person under the age of 18. Refer to definition of Responsible Third Party. **Parent Service.** (ADF Cadets) 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 and Child Pornography also referred to as ‘child exploitation material’ or ‘child abuse material’. *Categorised as a serious youth safety incident.* Includes materials that depicts or describes, in a way that reasonable persons would regard as being, in all circumstances, offensive a person is, appears to be or is implied to be a child.

- engaging in sexual activity
- in a sexual, offensive or demeaning context
- being subjected to torture, cruelty or abuse
- a film, photograph, publication of computer game that describes or depicts a person who is, or appears to be, a minor engaging in sexual activity or depicted in an indecent sexual manner
- ‘upskirt’ offences.

Procedural Fairness. Is concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It requires a fair and proper procedure be used when making a decision. A decision-maker who follows a fair procedure is more likely to reach a fair and correct decision.

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.

Prohibited Substance Involvement. 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.

Proprietary ADF Cadets Information. Means any information that is not public knowledge and that is viewed as the property of the ADF Cadets:

- 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
- 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.

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

Reasonable adjustment. 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/belief. 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.

Respondent. Means the individual person or persons against whom the complaint is against.

Responsible Third Party. In relation to a young person, means a person or body 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.

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 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
- 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.

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
- 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.

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 a Defence Youth Program.

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.

Volunteer. Someone who does work for the main purpose of benefitting someone else. Volunteers are not employees and don't have to be paid. An organisation must provide the same protections to its volunteers as it does to its paid workers. Refer to *Work Health and Safety Act 2011*.

Volunteering¹. Is time willingly given for the common good and without financial gain.

Vulnerable Person. Means a Child or Children; or an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

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.

Workplace Health and Safety (WHS) has the same meaning as in the [Work Health Safety \(WHS\)](#)

Worker. Has the same meaning as in the [Work Health Safety \(WHS\) Act 2011](#), includes volunteers, participants of Defence youth programs and members of the ADF Cadets program.

Working with Vulnerable People / Children Clearance. In state and territory jurisdictions which have working with vulnerable people and/or children 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, adolescent and minor are equivalent and interchangeable.

Youth-facing position. A youth-facing position is an annotated position, where the contact with a person under the age of 18 is part of the individual's normal duties and not incidental to their work. Refer to definition of Contact and Youth Safety Practitioner.

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.

¹ Volunteering Australia's Definition of Volunteering. **Volunteering Australia's**

Definition of Volunteering has a set of explanatory notes, a detailed Issues Paper that provides background and context, and a set of FAQs around it.

Youth Safety Incident. Including but not limited to:

- death or permanent disablement
- child abuse or serious sexual or physical assault
- WHS incident involving youth, a near miss that could have resulted in death or permanent disablement
- 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 any person under the age of 18
- unacceptable behaviour
- sexual misconduct, harassment
- gender harassment
- child pornography
- grooming
- duty of care breach involving a young person
- any other 'relevant offence' see definition.

Youth Safety Practitioner. An individual occupying a youth-facing position. Refer to the definition of youth-facing.

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

Youth Safety Reportable Incident Record. 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, responding and management of any youth safety incident.