

ADF CADETS ADULT MEMBERSHIP MANAGEMENT

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:
 - a. Australian Navy Cadets;
 - b. Australian Army Cadets; and
 - c. Australian Air Force Cadets.
- 1.2 Each cadet organisation comprises:
 - a. Officer of Cadets (OOC) and Instructor Cadets (IOC);
 - b. Cadets; and
 - c. 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*:
 - a. 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;
 - b. '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
 - c. '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

- 1.7 The principles that underpin this policy are:
 - a. **Principle 1:** All ADF Cadets Adults must be considered suitable to work with young people.

- b. **Principle 2:** Compliance with the ADF Cadets Code of Conduct is a cornerstone of initial acceptance and ongoing membership.
- c. **Principle 3:** All membership decision-making incorporates natural justice procedural fairness.

POLICY PRACTICES AND MEASURES

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

1.9 ADF Cadets adult volunteers who engage with young people under the age of 18 on behalf of Defence must meet the requirements of the relevant state's or territory's child protection legislation.

1.10 Each state and territory has its own child protection legislation, which differs from jurisdiction to jurisdiction. Further information on the relevant¹ state/territory legislation is located on YouthHQ.

1.11 Where a relevant jurisdiction has a more stringent requirement than that adopted by Defence, ADF Cadets must comply with it, in addition to meeting the requirements of this policy. Incidents that may be in breach of relevant legislation and/or this policy must be reported and dealt with promptly in accordance with the relevant Defence policy.

1.12 ADF Cadets Adults are only accepted for membership of the program once the registration requirements have been met. The minimum age for the roles of Officer of Cadets (OOC) and Instructor of Cadets (IOC) is 18. Registration begins with an Expression of Interest (EOI) as a Defence Approved Helpers (DAH) and may involve an interview with the individual and consideration of the following:

- a. the person's overall suitability to work with young people
- b. program specific requirements
- c. outcome of the relevant State or Territory Working With Vulnerable People / Children assessment.
- d. assessment of the information and documentation provided with the expression of interest form
- e. residency status
- f. referee checks
- g. receipt of National Police history check
- h. where appropriate a review of military conduct record if the applicant is currently serving or has served previously in the Australian Defence Force;

1.13 Individual cadet organisation processes can be found at Cadet Net.

CONSIDERATION OF CADETS WHO ARE TURNING OR HAVE TURNED 18 DURING THEIR ENROLMENT AS A CADET IN THE PROGRAM

1.14 Cadets who are enrolled in the cadet program at the time of turning 18 years of age may remain as a youth participant, however, in accordance with the ADF Cadets membership policies they will be required to leave the program at the end of the year of their 18th birthday. These participants do not require a Working With Vulnerable People/Children clearance, however, they are not to assume a supervisory role over their younger peers and must adhere to the membership requirements contained in this policy and the requirements of the transition procedures of the relevant Cadet Organisation.

CANCELLATION OF ADF CADETS ADULT MEMBERSHIP

1.15 A member may cancel their membership of the ADF Cadets at any time.

¹ Relevant jurisdiction: the state or territory which is the primary location of a person's work or volunteering.

1.16 Membership cancellation can be initiated by Defence / the 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. failure to display behaviours in accordance with the policies contained in the Youth policy Manual.
- b. failure to obtain and maintain a relevant Working With Vulnerable People / Children Clearance
- c. insufficient commitment to the program or irregular attendance
- d. non-compliance with the requirements of the *Work Health and Safety Act 2011*

1.17 Individuals who have had their membership to a cadet organisation cancelled may be prohibited from volunteering in any other cadet organisation. For example, a volunteer in the AAC whose membership is cancelled because they have been assessed as a risk to the safety or wellbeing of a young person will not be accepted to volunteer with the ANC or AAFC.

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

1.19 The ADF Cadets Code of Conduct (Adults) sets out the standards of behaviour required to promote a safe, healthy and productive organisation to which all members are proud to belong. Signing the ADF Cadets Code of Conduct (Adults) binds the signatory to upholding the minimum standards of behaviour.

1.20 The ADF Cadets Code of Conduct clearly articulates:

- a. the requirement for all ADF Cadets Adults to comply with the Code of Conduct, as well as all the obligations set out in relevant legislation
- b. that breaches of the Code of Conduct may result in action being taken by Defence and/or the ADF Cadets which may result in administrative action or membership cancellation.

1.21 Principle 3: All membership decision-making incorporates natural justice and procedural fairness.

1.22 Procedural fairness comprises three main components: the opportunity to be heard; that there must be no bias; and the decision must have some basis in fact or reasoning.

1.23 The principles of Natural Justice for ADF Cadets membership management decisions requires that the individual:

- a. be made aware of situation in writing
- b. be provided an opportunity to respond/provide input to the decision-making process
- c. be informed of the outcome of decision in writing

1.24 A decision may need to be made in a very short timeframe to ensure the safety of the youth. In this situation authorisation can be sought verbally but the decision must be recorded in writing and stored in a Defence records management system (Objective).

PRIVACY

1.25 The Department of Defence collects personal information for the purposes of determining an individual's suitability to work with young people under the age of 18. The information collected as part of this process will be treated as confidential and managed in accordance with the Defence Privacy Policy. In certain circumstances information may be disclosed to law enforcement bodies, child protection agencies or

other organisations where it is considered necessary to safeguard a young person. It is not anticipated that the information will be given to a recipient outside Australia. This policy is supplemented by the privacy provisions contained in YOUTHPOLMAN Part 1.

1.26 If an individual has concerns about how Defence handles the personal information it holds, they should contact the Defence Privacy Officer at defence.privacy@defence.gov.au.

1.27 **Confidentiality.** It is important to maintain appropriate levels of privacy and confidentiality. Individual's making decisions are to consider what information is shared, with whom and when. All decisions about sharing information should be made with the individual's explicit consent (or parental consent for young people unable to give explicit consent). Information should only be shared with those who have an appropriate reason to know and be limited to what they need to know. Guidance on the disclosure of personal information can be found on the [YOUTH HQ](#) website.

RELATED MATERIAL

Work, Health and Safety Act 2011

Privacy Act 1988

DEFENCE

Defence policy - *Working With Vulnerable People and Children Assessment*

[YouthHQ](#)

[Guides](#)

- (1) Defence Youth Safety Code Of Conduct containing minimum mandatory requirements
- (2) Difference between National Police and Working with Vulnerable People and Children Assessments
- (3) ADF Cadets Adult Membership Management Guide - Community Based Units
- (4) ADF Cadets and Volunteer Status Fact Sheet

[Training](#)

- (1) Youth Safety Training modules

Information for decisions makers is provided in [Good Decision-Making in Defence: A Guide for Decision-Makers and those who brief them.](#)

Accountable Officer: Chief Joint Capability

Policy Owner: Head Reserve and Youth Division

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