

ADF LONG TAN YOUTH LEADERSHIP AND TEAMWORK AWARDS PROGRAM GOVERNANCE

INTRODUCTION

1.1 The ADF Long Tan Youth Leadership and Teamwork (YLT) Awards are an important initiative sponsored by Defence and presented on behalf of the Australian Government. The award is designed to recognise outstanding leadership qualities and to encourage senior students to actively participate in the life of their school and the broader community.

1.2 Participating schools can request a Defence representative present the award at the school awards ceremony.

1.3 Award recipients from Year 12 and Year 10 are presented with an individual certificate signed by the Chief of the Defence Force (CDF) and a small monetary grant for demonstrating outstanding qualities in areas such as leadership, teamwork and respect for others. These are values which are considered integral to both Defence and the broader Australian community.

POLICY INTENT

1.4 This policy provides direction and guidance to Defence personnel and external outsourced service providers (where this is a term of their contract with Defence) on the governance of the ADF Long Tan YLT Awards program.

POLICY PRINCIPLES

1.5 The principles that underpin this policy are:

- a. Principle 1 – Defence aims to recognise and encourage attributes and values associated with the ADF such as courage, teamwork, leadership and service to community, in the future generation of school children.
- b. Principle 2 – Defence supports and sponsors the grant program for the purpose of engaging with participating schools and raising the profile of Defence particularly the ADF within the broader Australian community.

1.6 The ADF Long Tan YLT Awards is to be managed in a manner consistent with this policy and the policies contained in the YOUTHPOLMAN.

POLICY PRACTICE AND MEASURES

1.7 The battle of Long Tan is one of the defining moments of Australia's participation in the Vietnam War. The title of the awards honours the ADF members who fought in the Vietnam War.

1.8 A letter from the CDF is sent annually to schools in June inviting them to participate in the Awards program. Schools register online to participate in the program on an annual basis.

1.9 The schools select their award recipients based on the selection criteria and award guidelines provided by Defence. Award recipients must be: an Australian citizen, permanent resident or a New Zealand citizen on an Australian Special Category Visa to be eligible to receive an award. Recipients must either be a Year 10 student or a Year 12 student and they are usually presented with their award certificate at their school awards ceremony.

1.10 Schools can request as part of the on-line registration process to have Defence personnel present the award at their school awards ceremony. Information regarding the registration process is available on the ADF Long Tan YLT Awards [website](#).

DEFENCE YOUTH SAFETY

1.11 The ADF Long Tan YLT Awards are classified as a Defence Youth program and are to be conducted in accordance with the requirements set out in the Defence Youth Safety Framework. Information regarding the Defence Youth Safety Framework is located on the [Defence YouthHQ website](#).

1.12 Defence is committed to taking all reasonably practicable steps to ensure the safety and wellbeing of youth with whom it comes into contact. While a working with children check is not required, Defence presenters of the ADF Long Tan YLT Awards are strongly encouraged to complete the Defence Youth Safety Level One Awareness training course available on Campus /Campus Anywhere prior to presenting an ADF Long Tan YLT Award at a school awards ceremony.

GOVERNANCE

1.13 Defence Force Recruiting (DFR) is responsible for management of the program including the management of the contractual support and authorisation of the individual monetary grants to award recipients. DFR is supported by a part-time reservist who assists in the overall management of the program, particularly with the coordination of Defence presenters for the school awards ceremonies. DFR is also supported by Defence Finance Group (DFG) who process the payments for the individual monetary grants to award recipients.

1.14 The day to day administration of the ADF Long Tan YLT Awards, including routine liaison with the schools and award recipients, is provided by contractor support.

DEFENCE PRESENTERS

1.15 The provision of Defence presenters is crucial to facilitating community engagement and contributes to the overall success of the program. Where possible, the program manager will liaise closely with the respective single Service points of contacts to use their networks to find appropriate and suitable Defence presenters for school award ceremonies.

1.16 Interested Defence personnel can volunteer to present the awards by registering on the [ADF Long Tan YLT Awards Presenters Portal](#).

1.17 Travel costs associated with attendance at the school award ceremony is the responsibility of the volunteer.

AWARD MONETARY GRANT

1.18 The monetary element of the award is paid by Defence as a grant to the award recipient using electronic funds transfer (EFT). Transfer payments are processed by DFG on a fortnightly basis during the awards season which routinely occurs from October to March.

1.19 In order to complete the EFT monetary grant payment correctly, Defence requires that individual award recipients input their bank account details into the online awards registration system. This information is held in a secure portal.

1.20 On completion of the fortnightly EFT monetary grant payment, DFG are responsible for providing the program manager with two backload reports. The reports provide the successful and unsuccessful payments and identify any errors found in the EFT monetary grant payment process. This information is used by the program contractors to inform schools, parents and/or recipients of any issues, delays or errors for correction by recipients.

PRIVACY

1.21 While conducting its youth activities and programs, Defence gathers and retains personal information about its personnel and participants. Personal information held by the Commonwealth is regulated by the *Privacy Act 1988*.

