

AUSTRALIAN DEFENCE FORCE CADETS ENTERPRISE SECURITY

INTRODUCTION

1.1 Defence has a duty of care to ensure that all ADF Cadets activities are undertaken using the appropriate level of protective security measures proportionate to the risks inherent in the various aspects of the Australian Navy Cadets (ANC), Australian Army Cadets (AAC) and Australian Air Force Cadets (AAFC) programs.

1.2 The safety and wellbeing of all ADF Cadets members is paramount therefore Defence in conjunction with the three Cadet Organisations will assist cadet units to operate in facilities and undertake cadet activities that are conducive to providing a safe and positive experience.

POLICY INTENT

1.3 This policy outlines the enterprise-level protective security requirements associated with ADF Cadets activities.

POLICY PRINCIPLES

1.4 The principles applicable to this policy are:

- a. Principle 1 – ADF Cadets Enterprise Security Management decisions, so far as reasonably practical, are to be based on the verified security threats and the security risks associated with ADF Cadets activities.
- b. Principle 2 - All ADF Cadets activities are to include appropriate protective security measures within their individual activity risk assessments.
- c. Principle 3 – ADF Cadets facilities are to provide, so far as reasonably practical, a secure and safe environment for the conduct of ADF Cadets activities.
- d. Principle 4 – Security risks inherent in ADF Cadets activities undertaken at sites under community based arrangements shall be mitigated and minimised, so far as reasonably practical.
- e. Principle 5 – All ADF Cadets members are to be able to adopt protective security measures, if required, as appropriate to the location and nature of their activities.
- f. Principle 6 - All ADF Cadets protective security measures are to comply with Defence and ADF Cadets policy.
- g. Principle 7 – ADF Cadets are to have an appropriate form of identification to enable the conduct of ADF Cadets activities in the facilities that they utilise.

POLICY PRACTICES AND MEASURES

Principle 1 – ADF Cadets Enterprise Security Management decisions, so far as reasonably practical, are to be based on the verified security threats and the security risks associated with ADF Cadets activities.

1.5 ADF Cadets Enterprise Security Management decisions are to be based on the verified security threats provided by Defence and all risks associated with cadet activities are to be mitigated.

1.6 Head Reserve and Youth Division (HRYD)/Commander Australian Defence Force Cadets (CADFC) is responsible for determining the appropriate protective security framework for decision-making.

1.7 In consultation with Defence Security and the respective ADF Cadets organisations security threats are identified and security risks associated with ADF Cadets activities are minimised.

Principle 2 - All ADF Cadets activities are to include appropriate protective security measures within their individual activity risk assessments.

1.8 To ensure that the risks are identified and appropriately mitigated in accordance with the Defence Security Manual (DSM), all ADF Cadets activities must include a security risk assessment as part of the activity risk assessment.

1.9 Regional Managers of Security Operations (MSOs), and the Assistant Director Domestic Threats in the Defence Security & Vetting Service, local Base Support Managers (BSM) and Senior Australian Defence Force Officers (SADFO) can assist Directors General Cadets in the conduct of security risk assessments for authorised ADF Cadets activities.

1.10 Guidance on the factors to be considered in ADF Cadets risk assessments is included at Annex A to this policy.

Principle 3 – ADF Cadets facilities are to provide, so far as reasonably practical, a secure and safe environment for the conduct of ADF Cadets activities.

1.11 ADF Cadets activities undertaken within Defence Establishments (DE), and/or Defence owned and Defence leased facilities (DOL) are to be conducted in accordance with the appropriate protective security measures in consultation with the respective BSMs/SADFOs.

1.12 To reduce the security risks associated with ADF Cadets activities, BSMs/SADFOs are to:

- a. review the protective security measures for the ADF Cadet units within their respective bases and Defence leased facilities on no less than an annually; and
- b. ensure the physical security arrangements (including access controls) for the ADF Cadet units within their respective bases and Defence leased facilities comply with Defence access control requirements.

1.13 To ensure that the appropriate access controls are in place, ADF Cadets units are to:

- a. provide their respective BSMs/SADFOs with identity information related to their members (Adults and Youth); and
- b. consult with the relevant BSM/SADFO when undertaking ADF Cadets activities within a Defence establishment to ensure appropriate protective security measures are implemented.

Principle 4 - Security risks inherent in ADF Cadets activities undertaken at sites under community based arrangements shall be mitigated and minimised, so far as reasonably practical.

1.14 ADF Cadets activities undertaken at sites under community based arrangements include activities in school units and facilities leased by ADF Cadets support committees and associated community based organisations. To reduce the security risks associated with these ADF Cadets activities, so far as reasonably practical, the respective Directors General of Cadets are to:

- a. determine the appropriate protective security measures;

- b. undertake an annual review of the protective security measures for each of these ADF Cadet units within their respective ADF Cadets programs; and
- c. ensure the appropriate access control measures are in place including the provision of identity information related to their members (Adults and Youth) in accordance with the Defence Security Manual (DSM).

Principle 5 - All ADF Cadets members are to be able to adopt protective security measures, if required, as appropriate to the location and nature of their activities.

1.15 All ADF Cadets members are to be aware of and capable of adopting the appropriate protective security measures as appropriate to the location and nature of their activities as defined in this policy and the policies contained in the YOUTHPOLMAN and relevant ADF Cadets procedures.

Principle 6 - All ADF Cadets protective security measures are to comply with Defence and ADF Cadets policy.

1.16 All ADF Cadets activities are to be undertaken using the protective security measures defined in this policy and the policies contained in the YOUTHPOLMAN and relevant ADF Cadets procedures.

Security Risk Management

1.17 All ADF Cadets activities are to be undertaken using the appropriate security risk management strategies as defined in this policy and policies contained in the YOUTHPOLMAN and relevant ADF Cadets procedures.

1.18 HRYD/CADFC is responsible for determining the appropriate protective security measures in consultation with Defence Security to ensure that security risks to ADF Cadets activities are minimised.

1.19 HRYD/CADFC is responsible for reporting the status of ADF Cadets protective security measures to CJC no less than annually

Identification, Search and Seizure Regimes

1.20 Defence personnel and ADF Cadets members may be subject to and are to comply with the identification, search and seizure regimes as authorised by the appropriate Defence delegate, federal police and/or government agencies.

Use of Defence Training Areas and Ranges

1.21 All ADF Cadets activities conducted using Defence Training Areas and Ranges are to comply with Defence policy and the policies contained in the Youth Policy Manual (YOUTHPOLMAN) and relevant ADF Cadets procedures.

Security of Defence Weapons and Cadet Firearms

1.22 The security of Defence Weapons, ADF Cadets firearms, associated equipment and controlled repair parts (including storage and transport) is to be undertaken in accordance with this policy and the policies contained in the YOUTHPOLMAN and relevant ADF Cadets procedures.

1.23 All Defence personnel, individual external service providers and ADF Cadet Unit adult supervisors who are responsible for the storage, handling, receipt, transport and disposal of bulk weapons and explosive ordnance must complete the Defence Weapons and Explosive Ordnance (WEO) course.

1.24 The Directors General of Cadets are responsible for ensuring that ADF Cadet units within their respective programs comply with appropriate weapons security arrangements as defined in Defence policy and ADF Cadets Policy, particularly the related policies in the YOUTHPOLMAN.

Training

1.25 All members of the ADF Cadets are to complete the appropriate security awareness training as defined by the ADF Cadets Headquarters and as supported by Lead Enabling Manager-Training (LEM-T) including but not limited to: the provision of contemporary security awareness training to members of the ADF Cadets including annual refresher training and certification of currency.

1.26 The currency of security awareness training for each ADF Cadets unit is to be reported to HRYD/CADFC and CJC no less than annually.

Emergency and Lockdown

1.27 All ADF Cadets units are to exercise emergency and lockdown procedures no less than annually.

1.28 The Directors General of Cadets are responsible for ensuring that emergency and lockdown procedures are reviewed and exercised no less than annually within each of their ADF Cadet units.

1.29 The currency of the emergency and lockdown procedures for each ADF Cadet unit is to be reported to HRYD and CJC no less than annually.

Physical Security

1.30 All ADF Cadets units are to review the status of their physical security arrangements no less than annually.

1.31 The Directors General of Cadets are responsible for ensuring that a review of the physical security arrangements for each of their ADF Cadet units is undertaken no less than annually.

1.32 The status of the physical security arrangements for each ADF Cadet unit is to be reported to HRYD and CJC no less than annually.

1.33 The Directors General of Cadets are responsible for:

- a. assigning the overall physical security responsibilities for their respective cadet units;
- b. mitigating the specific physical security risks of their respective units, so far as reasonably practical (refer to Annex A); and
- c. the custody of stores and equipment, so far as reasonably practical (refer to Annex A).

Storage of items supplied by the Commonwealth

1.34 All ADF Cadets units are to have appropriate procedures in place for the storage and management of the following items supplied by the Commonwealth:

- a. valuable and attractive stores, and equipment; and/or
- b. hazardous and dangerous goods.

1.35 All valuable and attractive stores and equipment and/or hazardous and dangerous goods are to be stored in accordance with Commonwealth and Defence Policies.

1.36 Commonwealth valuable and attractive stores and equipment and/or hazardous and dangerous goods are not to be issued to units unless adequate storage facilities are available and security arrangements are in place.

1.37 All valuable and attractive stores and equipment and/or hazardous and dangerous goods are to be stored to prevent unauthorised use or theft.

Unauthorised use, theft of or damage to valuable and attractive stores and equipment and/or hazardous and dangerous goods is to be reported in accordance with Defence policy and policies contained in the YOUTHPOLMAN and relevant ADF Cadets procedures.

SAFEBASE

1.38 All ADF Cadets units are to comply with the designated SAFEBASE status in accordance with Defence Policy.

1.39 The respective Directors General of Cadets / COMD AAC are to ensure that ADF Cadet Units within their programs comply with the designated SAFEBASE status in accordance with Defence Policy.

1.40 The Directors General of Cadets / COMD AAC are to ensure the continuing safety of ADF Cadets and where possible, to facilitate the continuation of ADF Cadets activities under the requirements of the designated SAFEBASE status in accordance with Defence Policy.

1.41 SADFOs and BSMs have the authority to change SAFEBASE measures and/or adopt additional SAFEBASE measures as warranted by security threat assessments issued by Defence Security.

1.42 SADFOs and BSMs are to liaise with the respective Director General Cadets / COMD AAC prior to implementing a change in SAFEBASE status for a facility/base where ADF Cadets parade.

Information and Communications Technology (ICT) Security.

1.43 ADF Cadets are to be supported appropriately with effective ICT security management processes.

1.44 ADF Cadets are to undertake ICT security in accordance with Defence and ADF Cadets Policy.

1.45 The Directors General of Cadets / COMD AAC are responsible for ensuring that ADF Cadet units within their respective programs comply with the ICT security arrangements as described in YOUTHPOLMAN.

Security Reporting Obligations.

1.46 ADF Cadets are to undertake contact reporting and security incident reporting in accordance with Defence Policy.

1.47 The Directors General of Cadets / COMD AAC are responsible for ensuring that ADF Cadet units within their respective programs comply with the security reporting requirements defined by Defence policy and policies contained in the YOUTHPOLMAN and relevant ADF Cadets procedures.

Principle 7 – ADF Cadets are to have an appropriate form of identification to enable the conduct of ADF Cadets activities in the facilities that they utilise.

Access Controls

1.48 Defence is to positively identify individuals before granting access to an area not designated for public access so as to ensure that;

- a. only people whose identity has been established,
- b. who have an appropriate security clearance or authority, and
- c. who have an accepted reason for seeking entry
- d. can access Defence owned and/or Defence leased facilities, assets and information.

1.49 Access is unauthorised if it is not based on a legitimate need to know, or sanctioned by a Government or a Defence policy.

ADF Cadets are to undertake access controls in accordance with Defence policy and policies contained in the YOUTHPOLMAN and relevant ADF Cadets procedures

Defence issued Identity Cards and Defence Common Access Cards (DCACs)

1.50 A Defence Common Access Card (DCAC) is only to be issued to those Defence personnel and contractors with the appropriate security clearance to access Defence Establishments, Defence owned and/or Defence leased facilities, assets and information in accordance with Defence security policy.

1.51 Defence personnel within ADF Cadets programs are only to use their DCACs to access Defence Establishments, Defence owned and/or Defence leased facilities which they have a legitimate need to access in performance of their duties in relation to ADF Cadet activities.

1.52 Defence personnel within ADF Cadets programs may be granted access to those Defence Establishments, Defence owned and/or Defence leased facilities which they have a legitimate need to access in performance of their duties in relation to ADF Cadet activities by the respective BSM/SADFO.

ADF Cadets Identity Cards

1.53 HRYD/CADFC is responsible for determining the arrangements for the production and control of ADF Cadet identity cards.

1.54 The Directors General of Cadets are responsible for maintaining the accuracy and currency of identity information related to their members (Adults and Youth) for the production and use of the ADF Cadet identity cards.

1.55 The ADF Cadets identity card can be used to identify the individual holder but it does not grant the holder access to any Defence owned and/or Defence leased facilities, assets or information without authorisation from the appropriate Defence delegate.

1.56 Holders of the ADF Cadets identity cards are to comply with the designated access control arrangements of their respective ADF Cadets unit and those access controls of other ADF Cadets units that they may visit as part of their cadet activities.

Guidance on ADF Cadets Security Risk Assessments

The following factors are to be considered when undertaking security risk assessments for ADF Cadets Activities:

1. Where is the activity to take place? (on a Defence Base / off a Defence Base / away from the usual Cadet facility)
2. Activity details:
 - a. Event;
 - b. Time;
 - c. Single/multiple locations;
 - d. Number of cadets and adults.
3. Transport arrangements to/from venue for:
 - a. Equipment;
 - b. Cadets and
 - c. Adults.
4. Nature of the venue;
 - a. Open access to the public;
 - b. Enclosed building;
 - c. Access controls are in place;
 - d. Perimeter fencing;
 - e. External lighting;
5. Nature of the activity:
 - a. Routine;
 - b. Regular;
 - c. Frequency;
 - d. Single/one-off event
6. Will the general public have prior knowledge of the activity?
7. Have the local police been notified of the activity (if applicable)?
8. Will the activity be conducted in a high crime area?
9. Will the activity include the use of/carriage of replica weapons?
10. Will Defence members be present at the activity?
11. Will these Defence members be wearing uniforms?
12. Will these Defence members be using/carrying Defence weapons?
13. Has your unit encountered any security incidents of concern during previous similar activities?

Accountable Officer: Chief Joint Capability

Policy Owner: Head Reserve and Youth Division

Annex:

- A. Guidance on ADF Cadets Risk Assessments

RELATED POLICY

Defence

- A. Defence Security Manual (DSM)
- B. CDF Directive 10/2016 - *Conduct of ADF Cadets Activities at SAFEBASE Charlie*

ADF Cadets

- A. YOUTHPOLMAN Part 2 Chapter 11 *ADF Cadets: Information and Communications Technology*
- B. YOUTHPOLMAN Part 2 Chapter 16 *ADF Cadets: Defence Weapons*
- C. YOUTHPOLMAN Part 2 Chapter 17 *ADF Cadets: Cadet Firearms*